

Bid Document

Bid Details

Bid End Date/Time	23-11-2019 12:00:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	30 (Days)
Ministry/State Name	Ministry Of Commerce And Industry
Department Name	Department Of Industrial Policy And Promotion
Organisation Name	Office Of Chief Controller Of Accounts Dipp Ministry Of Commerce And Industry
Office Name	Udyog Bhawan New Delhi
Item Category	Human Resource Outsourcing Service
Contract Period	12 Month(s)
Project Experience Required	No
MSE Exemption For Years Of Experience And Turnover	No
Startup Exemption For Years Of Experience And Turnover	No
Document required from seller	Certificate (Requested in ATC), OEM Authorization Certificate, OEM Annual Turnover
Bid to RA enabled	No

Human Resource Outsourcing Service (12)

Technical Specifications

Specification	Values
Category of Service	Data Entry Operator
Experience (in Years)	0-3
Number Of Working Days in Week	6
Qualifications	Graduate Degree

Consignees/Reporting Officer and Quantity

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S.No.	Consignee/Reporting Officer	Address	Number of Resources of above mentioned technical specification	Additional Requirement
1	Pawan Kumar	110011, Principal Accounts Office, Ministry Of Industry, Room No. 517-D, Udyog Bhawan, New Delhi	12	<ul style="list-style-type: none"> • Minimum Wage Per Day (Including ESI, PF, ELDI, PF Admin Charge, other components) in INR Exclusive of GST : 886.39 • Number of Service Days in a Month : 26

EMD Detail

Advisory Bank	State Bank of India
EMD Percentage(%)	1.00
EMD Amount	39820

ePBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	2.00
Duration of ePBG required (Months).	12

Note:

1. EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

2. EMD & Performance security should be in favour of Beneficiary, wherever it is applicable. Beneficiary:

Senior Accountant

Pr Accounts Office (Admn.), 517-D, Udyog Bhawan New Delhi, Department of Industrial Policy and Promotion, Office of Chief Controller of Accounts DIPP Ministry of Commerce and Industry, Ministry of Commerce and Industry
(Pawan Kumar)

Splitting

Bid splitting not applied.

Buyer Specific Additional Terms and Conditions

1. OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.
2. Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.
3. Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.
4. ISO 9001: The bidder must have ISO 9001 certification.
5. PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

This Bid is governed by the General Terms and Conditions, conditons stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

---Thank You---

Bid Document

Bid Details

Bid End Date/Time	18-11-2019 17:00:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	30 (Days)
Ministry/State Name	Ministry Of Commerce And Industry
Department Name	Department Of Industrial Policy And Promotion
Organisation Name	Office Of Chief Controller Of Accounts Dipp Ministry Of Commerce And Industry
Office Name	Udyog Bhawan New Delhi
Item Category	Human Resource Outsourcing Service
Contract Period	12 Month(s)
Project Experience Required	No
MSE Exemption For Years Of Experience And Turnover	No
Startup Exemption For Years Of Experience And Turnover	No
Document required from seller	Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover
Bid to RA enabled	No

Human Resource Outsourcing Service (11)

Technical Specifications

Specification	Values
Category of Service	Multi-tasking Staff
Experience (in Years)	0-3
Number Of Working Days in Week	6
Qualifications	Under Matriculate

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporti	Address	Number of	Additional Requirement

	ng Officer		Resources of above mentioned technical specification	
1	Pawan Kumar	110011,Principal Accounts Office, Ministry Of Industry, Room No. 517-D, Udyog Bhawan, New Delhi	11	<ul style="list-style-type: none"> • Minimum Wage Per Day (Including ESI,PF,ELDI, PF Admin Charge,other components) in INR Exclusive of GST : 740.06 • Number of Service Days in a Month : 26

EMD Detail

Advisory Bank	Bank Of Baroda
EMD Percentage(%)	1.00
EMD Amount	30453

ePBG Detail

Advisory Bank	Bank Of Baroda
ePBG Percentage(%)	2.00
Duration of ePBG required (Months).	12

Note:

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2. EMD & Performance security should be in favour of Beneficiary, wherever it is applicable. Beneficiary:

Senior Accountant

Pr. Accounts Office, 517-D,Udyog Bhawan New Delhi, Department of Industrial Policy and Promotion, Office of Chief Controller of Accounts DIPP Ministry of Commerce and Industry, Ministry of Commerce and Industry (Pawan Kumar)

Splitting

Bid splitting not applied.

Buyer Specific Additional Terms and Conditions

1. OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.
2. WORLD BANK TERMS AND CONDITIONS: Special Terms and Conditions as defined by world bank at [click here](#) will also be applicable. APPLICABLE ONLY IN CASE OF WORLD BANK FUNDED PROJECTS.
3. Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.
4. Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.
5. ISO 9001: The bidder must have ISO 9001 certification.
6. PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

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---Thank You---