



Bid Number/बोली क्रमांक (बिड संख्या)[:] GEM/2025/B/5948950 Dated/दिनांक : 19-02-2025

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण			
	03-03-2025 11:00:00		
Bid Opening Date/Time/बिड खुलने की तारीख/समय	03-03-2025 11:30:00		
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)		
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Education		
Department Name/विभाग का नाम	Department Of Higher Education		
Organisation Name/संगठन का नाम	Indian Institute Of Information Technology (iiit)		
Office Name/कार्यालय का नाम	Kurnool		
क्रेता ईमेल/Buyer Email	buycon1.iiit.kurnool@gembuyer.in		
ltem Category/मद केटेगरी	Manpower Outsourcing Services - Minimum wage - Highly- Skilled; Graduate; Admin , Manpower Outsourcing Services - Minimum wage - Skilled; Graduate; Admin , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Relevant and as per Scope of Work; Admin , Manpower Outsourcing Services - Minimum wage - Unskilled; Relevant and as per Scope of Work; Others		
Contract Period/अनुबंध अवधि	1 Year(s)		
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	200 Lakh (s)		
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	5 Year (s)		
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	Νο		
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	Νο		
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), Additional Doc 1 (Requested in ATC), Additional Doc 2 (Requested in ATC), Additional Doc 3 (Requested in ATC), Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer		

Bid D	etails/बिड विवरण
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Single Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाईजरी बैंक	State Bank of India	
EMD Amount/ईएमडी राशि	600000	

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%)/ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	15

(a). 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./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए बिनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

DIRECTOR IIITDM KURNOOL

Jagannathagattu, Kurnool, Andhra Pradesh - 518008. (B S Murty)

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes

MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes

 The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
 Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have guoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the OM No.1 4 2021 PPD dated 18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated online in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents. 4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of guoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Geographic Presence: Office registration certificate: Mandatory in Andhra Pradesh State.

Scope of work & Job description:<u>1739947017.pdf</u>

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act: $\underline{1739448228.pdf}$

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Graduate; Admin (13)

Technical Specifications/तकनीकी विशिष्टियाँ

	Specification		Values			
Core						
Skill Categ	Jory	Highly-Skilled				
Educationa	al Qualification	Graduate	Graduate			
Type of Fu	Inction	Admin				
List of Prof	files	Administrative Operator or Of	fice Assistant or E	xecutive Assistant		
Specializat	tion	Relevant				
Post Gradu	uation	Optional				
Specializat	tion for PG	Relevant				
Experience	e	0 to 3 Years				
State		NA				
Zipcode		NA				
District		NA				
Addon(s)	/एडऑन	<u>.</u>				
		Additional Details/अतिरिक्त	विवरण			
Title for O	ptional Allowances 1	NA				
Title for O	ptional Allowances 2	NA				
Title for O	ptional Allowances 3	NA				
Designatio	งท	Highly Skilled (Technical/Non-	Technical)			
	Specification Docume s/Reporting Officer/परे Consignee	ents/अतिरिक्त विशिष्टि दस्तावेज़ षिती/रिपोर्टिंग अधिकारी				
S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता		

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	A. Srivalli	518007,Jagannathagattu Kurnool ANDHRA PRADESH	13	 Minimum daily wage (INR) exclusive of GST : 868 Bonus (INR per day) : 72.3 EDLI (INR per day) : 4.34 EPF Admin Charge (INR per day) : 4.34 Optional Allowances 1 (INR per day) : 0 Optional Allowances 2 (INR per day) : 0 Optional Allowances 3 (INR per day) : 0 Estimated Number of Overtime Hours per Resource per Month : 0 Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 ESI (INR per day) : 28.21 Provident Fund (INR per day) : 112.84 Number of working days in a month : 26 Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Graduate; Admin (25)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Skilled
Educational Qualification	Graduate
Type of Function	Admin

Specification Values				
List of Profiles	Administrative Operator or Office Assistant or Executive Assistant			
Specialization	Relevant			
Post Graduation	Optional			
Specialization for PG	Relevant			
Experience	0 to 3 Years			
State	NA			
Zipcode	NA			
District	NA			
Addon(s)/एडऑन				
Additional Details/अतिरिक्त विवरण				
Title for Optional Allowances 1	NA			
Title for Optional Allowances 2	ΝΑ			
Title for Optional Allowances 3	ΝΑ			
Designation	Skilled (Technical/Non-Technical)			

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	A. Srivalli	518007,Jagannathagattu Kurnool ANDHRA PRADESH	25	 Minimum daily wage (INR) exclusive of GST : 739 Bonus (INR per day) : 61.5587 EDLI (INR per day) : 3.695 EPF Admin Charge (INR per day) : 3.695 Optional Allowances 1 (INR per day) : 0 Optional Allowances 2 (INR per day) : 0 Optional Allowances 3 (INR per day) : 0 Optional Allowances 3 (INR per day) : 0 Estimated Number of Overtime Hours per Resource per Month : 0 Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 ESI (INR per day) : 24.0175 Provident Fund (INR per day) : 96.07 Number of working days in a month : 26 Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Relevant And As Per Scope Of Work; Admin (24)

Specification	Values		
Type of Function	Admin		
List of Profiles	Data Entry Operator		
Specialization	Relevant		
Post Graduation	Not Required		
Specialization for PG	Relevant		
Experience	0 to 3 Years		
State	NA		
Zipcode	NA		
District	ΝΑ		
Addon(s)/एडऑन			

Addon(s)/एडऑन

Additional Details/अतिरिक्त विवरण			
Title for Optional Allowances 1	NA		
Title for Optional Allowances 2	NA		
Title for Optional Allowances 3	NA		
Designation	Semi-Skilled (Technical/Non-Technical)		

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No. /क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	A. Srivalli	518007,Jagannathagattu Kurnool ANDHRA PRADESH	24	 Minimum daily wage (INR) exclusive of GST : 614 Bonus (INR per day) : 51.1462 EDLI (INR per day) : 3.07 EPF Admin Charge (INR per day) : 3.07 Optional Allowances 1 (INR per day) : 0 Optional Allowances 2 (INR per day) : 0 Optional Allowances 3 (INR per day) : 0 Optional Allowances 3 (INR per day) : 0 Estimated Number of Overtime Hours per Resource per Month : 0 Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 ESI (INR per day) : 19.955 Provident Fund (INR per day) : 79.82 Number of working days in a month : 26 Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Unskilled; Relevant And As Per Scope Of Work; Others (6)

Technical Specifications/तकनीकी विशिष्टियाँ Specification Values Core Skill Category Unskilled Educational Qualification Relevant and as per Scope of Work

Specification	Values		
Type of Function	Others		
List of Profiles	Office Boy		
Specialization	Not Required		
Post Graduation	Not Required		
Specialization for PG	Relevant		
Experience	0 to 3 Years		
State	NA		
Zipcode	NA		
District	NA		
Addon(s)/एडऑन			

Addon(s)/एडऑन

Additional Details/अतिरिक्त विवरण			
Title for Optional Allowances 1	NA		
Title for Optional Allowances 2	NA		
Title for Optional Allowances 3	NA		
Designation	UnSkilled		

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
	11	L		

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	A. Srivalli	518007,Jagannathagattu Kurnool ANDHRA PRADESH	6	 Minimum daily wage (INR) exclusive of GST : 526 Bonus (INR per day) : 43.8158 EDLI (INR per day) : 2.63 EPF Admin Charge (INR per day) : 2.63 Optional Allowances 1 (INR per day) : 0 Optional Allowances 2 (INR per day) : 0 Optional Allowances 3 (INR per day) : 0 Optional Allowances 3 (INR per day) : 0 Estimated Number of Overtime Hours per Resource per Month : 0 Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 ESI (INR per day) : 17.095 Provident Fund (INR per day) : 68.38 Number of working days in a month : 26 Tenure/ Duration of Employment (in months) : 12

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्त

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Generic

Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. <u>Click here</u> to view the file

3. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1) Payment of wages shall be as per the Minimum Wages notified by Office of Chief labour Commissioner (C), Ministry of Labour & Employment, Govt. of India or for special works, extant Govt. Norms/BoG direction s shall be followed.

2) Existing Manpower (68 Nos.) deployed by existing contractor may be continued subject to requisite doc umentation & other details pertaining to EPF/ESI/Police verifications and other formalities and confirmation from the Institute on the suitability of the candidate.

3) Duration of Contract: The contract shall be initially for 1 year. However, the contract may be renewed o n satisfactory performance and mutually agreed-upon terms. In case of unsatisfactory performance, the co ntract will be terminated by giving one-month notice even before the expiry of 1 year. The tentative date o f commencement of the Contract starts from 01.04.2025.

4) Bidders shall quote their bid, as per the values (Wages, ESI, EPF etc.) given in the bid. Monthly payment s will be made on actual services rendered.

5) It is generally observed that prospective bidders submit/ upload desired documents in duplicate or tripli cate or submit un- wanted/irrelevant documents with the bid which lead to confusion and there might be c hances of skip/ over-look desired document while evaluation because of huge volume of un-wanted papers . Therefore, it is instructed to submit only desired/ relevant documents as per the requirement/eligibility cr iteria/terms &conditions mentioned in the bid. In case of non-compliance, Institute shall be compelled to re ject/ disqualify the bidder and no representation/ clarification shall be entertained.

6) The Bidders shall have to comply with all the given requirements/terms & conditions mentioned in the bid including those mentioned in the "Buyer added Bid specific terms & conditions" and Sco pe of Work.

7) The Bidders shall have to comply with all the preliminary & eligibility criteria including those me ntioned in the Buyer added bid specific ATC.

8) The bidders are advised to visit the Institute for understanding the geographical location.

9) Performance Security shall be submitted only in the form of Bank Guarantee or Bankers Cheque/Deman d Draft.

10) Queries if any may be raised on GeM only.

11) The Director, IIITDM Kurnool reserves the right to accept/ reject any or all the bids without assigning a ny reason. Any attempt on the part of any company/ organization/firm to influence or negotiate directly or indirectly with the Institute will lead to exclusion from consideration. The decision of the Institute in this re gard shall be final.

12) Wages are generally to be made by 5th of the corresponding month and in no circumstances be delay ed beyond 7th of the month. Payment of wages & statutory payments should be made as per applicable ti melines irrespective of settlement of bills.

13) Payment with be made within 15 days of submission of bills along with all necessary documents/attach ments including copies of proof of payments with respect to ESI/EPF/GST/Salary payments and disbursal of Salary slips duly signed by manpower. Bills may be initially submitted excluding ESI/EPF/GST payment pro of, however, by 15th the same shall be sent through email. Only after receipt of this, bill will be approved and settled.

4. Buyer Added Bid Specific ATC

Buyer uploaded ATC document Click here to view the file.

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

- 1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
- 2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
- 3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
- 4. Creating BoQ bid for single item.
- 5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
- 6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
- 7. Floating / creation of work contracts as Custom Bids in Services.
- 8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for <u>attached categories</u>, trials are allowed as per approved procurement policy of the buyer nodal Ministries)
- 9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
- 10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
- 11. Creating bid for items from irrelevant categories.
- 12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
- 13. Reference of conditions published on any external site or reference to external documents/clauses.
- 14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
- 15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

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

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद

पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---