

Bid Document

Bid Details	
Bid End Date/Time	02-02-2021 12:00:00
Bid Opening Date/Time	02-02-2021 12:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	60 (Days)
Ministry/State Name	Ministry Of Labour And Employment
Department Name	Na
Organisation Name	Directorate General Factory Advice Service And Labour Institutes (dgfasli)
Office Name	Mumbai
Item Category	Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Data Entry Operator , Manpower Outsourcing Services - Minimum wage - Skilled; Others; Driver - HMV , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Others; Attendant , Manpower Outsourcing Services - Minimum wage - Skilled; Healthcare; Lab. Attendant , Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Sweeper , Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Receptionist Cum Operator , Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Mali/Gardner Helper , Manpower Outsourcing Services - Minimum wage - Unskilled; Admin; Multi-tasking Staff
Contract Period	1 Year(s)
Bidder Turnover (Last 3 Years)	14.18 Lakh (s)
Project Experience Required	Yes
MSE Exemption for Years Of Experience and Turnover	Yes
Startup Exemption for Years Of Experience and Turnover	Yes
Document required from seller	Certificate (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 to RA enabled	No
Time allowed for Technical Clarifications during technical evaluation	5 Days
Evaluation Method	Total value wise evaluation

EMD Detail

Required	No
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ePBG Detail

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Required

No

Splitting

Bid splitting not applied.

1. Project experience: The Bidder must have executed at least one single order of 80% value of the Bid or 2 orders each of 50% value of the Bid or 3 orders each of 40% value of the Bid for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company

Additional Required Data/Document(s)

Scope of work & Job description: [1610431343.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Data Entry Operator (2)

Technical Specifications

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Admin
List of Profiles	Data Entry Operator
Educational Qualification	Secondary School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
Addon(s)	
Certifications/ Trainings	No
Additional Details	
Title for Non Mandatory Compliance 1	0
Title for Non Mandatory Compliance 2	0
Designation	Data Entry Operator
Title for Non Mandatory Compliance 3	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired of above mentioned	Additional Requirement
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			technical specification	
1	Sumit Roy	121003,Regional Labour Institute Sector 47 Faridabad Haryana - 121003	2	<ul style="list-style-type: none"> • ELDI (Percentage of Minimum daily wage) : 0.5 • ESI (Percentage of Minimum daily wage) : 3.25 • Provident Fund (Percentage of Minimum daily wage) : 12 • Minimum daily wage in Rupees : 777 • Bonus (Percentage of Minimum daily wage) : 8.33 • Non Mandatory Compliance 1 (in Rupees) : 0 • Non Mandatory Compliance 2 (in Rupees) : 0 • Non Mandatory Compliance 3 (in Rupees) : 0 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Others; Driver - HMV (1)

Technical Specifications

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Others
List of Profiles	Driver - HMV
Educational Qualification	Secondary School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
Addon(s)	
Certifications/ Trainings	No
Additional Details	
Title for Non Mandatory Compliance 2	0
Title for Non Mandatory Compliance 1	0
Title for Non Mandatory Compliance 3	0
Designation	Driver

Additional Specification Documents**Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired of above mentioned technical specification	Additional Requirement
1	Sumit Roy	121003,Regional Labour Institute Sector 47 Faridabad Haryana - 121003	1	<ul style="list-style-type: none">• Provident Fund (Percentage of Minimum daily wage) : 12• ELDI (Percentage of Minimum daily wage) : 0.5• ESI (Percentage of Minimum daily wage) : 3.25• Minimum daily wage in Rupees : 777• Bonus (Percentage of Minimum daily wage) : 8.33• Non Mandatory Compliance 1 (in Rupees) : 0• Non Mandatory Compliance 2 (in Rupees) : 0• Non Mandatory Compliance 3 (in Rupees) : 0• Number of working days in a month : 26• Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Others; Attendant (1)**Technical Specifications**

Specification	Values
Core	
Skill Category	Semi-skilled
Type of Function	Others
List of Profiles	Attendant
Educational Qualification	Secondary School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
Addon(s)	

Certifications/ Trainings	No
Additional Details	
Title for Non Mandatory Compliance 2	0
Title for Non Mandatory Compliance 1	0
Designation	Library Attendant
Title for Non Mandatory Compliance 3	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired of above mentioned technical specification	Additional Requirement
1	Sumit Roy	121003,Regional Labour Institute Sector 47 Faridabad Haryana - 121003	1	<ul style="list-style-type: none"> • ELDI (Percentage of Minimum daily wage) : 0.5 • ESI (Percentage of Minimum daily wage) : 3.25 • Provident Fund (Percentage of Minimum daily wage) : 12 • Bonus (Percentage of Minimum daily wage) : 8.33 • Minimum daily wage in Rupees : 707 • Non Mandatory Compliance 1 (in Rupees) : 0 • Non Mandatory Compliance 2 (in Rupees) : 0 • Non Mandatory Compliance 3 (in Rupees) : 0 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Healthcare; Lab. Attendant (1)

Technical Specifications

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Healthcare

List of Profiles	Lab. Attendant
Educational Qualification	Secondary School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
Addon(s)	
Certifications/ Trainings	No
Additional Details	
Title for Non Mandatory Compliance 2	0
Title for Non Mandatory Compliance 1	0
Designation	Lib. Attendant
Title for Non Mandatory Compliance 3	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired of above mentioned technical specification	Additional Requirement
1	Sumit Roy	121003,Regional Labour Institute Sector 47 Faridabad Haryana - 121003	1	<ul style="list-style-type: none"> • ELDI (Percentage of Minimum daily wage) : 0.5 • ESI (Percentage of Minimum daily wage) : 3.25 • Provident Fund (Percentage of Minimum daily wage) : 12 • Bonus (Percentage of Minimum daily wage) : 8.33 • Minimum daily wage in Rupees : 777 • Non Mandatory Compliance 1 (in Rupees) : 0 • Non Mandatory Compliance 2 (in Rupees) : 0 • Non Mandatory Compliance 3 (in Rupees) : 0 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; Sweeper (6)

Technical Specifications

Specification	Values
Core	
Skill Category	Unskilled
Type of Function	Others
List of Profiles	Sweeper
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
Addon(s)	
Certifications/ Trainings	No
Additional Details	
Title for Non Mandatory Compliance 1	0
Title for Non Mandatory Compliance 2	0
Designation	Sweeper
Title for Non Mandatory Compliance 3	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired of above mentioned technical specification	Additional Requirement
1	Sumit Roy	121003,Regional Labour Institute Sector 47 Faridabad Haryana - 121003	6	<ul style="list-style-type: none"> • ELDI (Percentage of Minimum daily wage) : 0.5 • ESI (Percentage of Minimum daily wage) : 3.25 • Provident Fund (Percentage of Minimum daily wage) : 12 • Bonus (Percentage of Minimum daily wage) : 8.33 • Minimum daily wage in Rupees : 639 • Non Mandatory Compliance 1 (in Rupees) : 0 • Non Mandatory Compliance 2 (in Rupees) : 0 • Non Mandatory Compliance 3 (in

- Rupees) : 0
- Number of working days in a month : 26
- Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Receptionist Cum Operator (1)

Technical Specifications

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Admin
List of Profiles	Receptionist Cum Operator
Educational Qualification	Secondary School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
Addon(s)	
Certifications/ Trainings	No
Additional Details	
Title for Non Mandatory Compliance 2	0
Title for Non Mandatory Compliance 1	0
Designation	Receptionist Cum Operator
Title for Non Mandatory Compliance 3	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired of above mentioned technical specification	Additional Requirement
1	Sumit Roy	121003,Regional Labour Institute Sector 47 Faridabad Haryana - 121003	1	<ul style="list-style-type: none"> • Provident Fund (Percentage of Minimum daily wage) : 12 • ELDI (Percentage of Minimum daily wage) : 0.5 • ESI (Percentage of Minimum daily wage) : 3.25 • Minimum daily wage in Rupees : 777

- Bonus (Percentage of Minimum daily wage) : 8.33
- Non Mandatory Compliance 1 (in Rupees) : 0
- Non Mandatory Compliance 2 (in Rupees) : 0
- Non Mandatory Compliance 3 (in Rupees) : 0
- Number of working days in a month : 26
- Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; Mali/Gardner Helper (2)

Technical Specifications

Specification	Values
Core	
Skill Category	Unskilled
Type of Function	Others
List of Profiles	Mali/Gardner Helper
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
Addon(s)	
Certifications/ Trainings	No
Additional Details	
Title for Non Mandatory Compliance 1	0
Designation	Mali
Title for Non Mandatory Compliance 2	0
Title for Non Mandatory Compliance 3	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired of above mentioned technical specification	Additional Requirement
1	Sumit Roy	121003,Regional Labour Institute	2	• ELDI (Percentage of

Sector 47 Faridabad Haryana -
121003

- Minimum daily wage) : 0.5
- ESI (Percentage of Minimum daily wage) : 3.25
- Provident Fund (Percentage of Minimum daily wage) : 12
- Bonus (Percentage of Minimum daily wage) : 8.33
- Non Mandatory Compliance 1 (in Rupees) : 0
- Non Mandatory Compliance 2 (in Rupees) : 0
- Non Mandatory Compliance 3 (in Rupees) : 0
- Minimum daily wage in Rupees : 639
- Number of working days in a month : 26
- Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Unskilled; Admin; Multi-tasking Staff (1)

Technical Specifications

Specification	Values
Core	
Skill Category	Unskilled
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Secondary School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
Addon(s)	
Certifications/ Trainings	No
Additional Details	
Title for Non Mandatory Compliance 2	0
Title for Non Mandatory Compliance 3	0
Designation	Multi-tasking Staff
Title for Non Mandatory Compliance 1	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired of above mentioned technical specification	Additional Requirement
1	Sumit Roy	121003,Regional Labour Institute Sector 47 Faridabad Haryana - 121003	1	<ul style="list-style-type: none">• ELDI (Percentage of Minimum daily wage) : 0.5• ESI (Percentage of Minimum daily wage) : 3.25• Provident Fund (Percentage of Minimum daily wage) : 12• Bonus (Percentage of Minimum daily wage) : 8.33• Non Mandatory Compliance 1 (in Rupees) : 0• Non Mandatory Compliance 2 (in Rupees) : 0• Non Mandatory Compliance 3 (in Rupees) : 0• Minimum daily wage in Rupees : 639• Number of working days in a month : 26• Tenure/ Duration of Employment (in months) : 12

Bid Specific Additional Terms and Conditions

1. 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.

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.

---Thank You---