

Bid Document

Bid Details	
Bid End Date/Time	03-08-2021 18:00:00
Bid Opening Date/Time	03-08-2021 18:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	30 (Days)
Ministry/State Name	Ministry Of Human Resource Development
Department Name	Department Of Higher Education
Organisation Name	N/a
Office Name	Tata Institute Of Social Science Mumbai
Item Category	Manpower Outsourcing Services - Minimum wage - Semi-skilled; Others; Cook , Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Driver - HMV , Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Electrician , Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Carpenter , Manpower Outsourcing Services - Minimum wage - Unskilled; Admin; Multi-tasking Staff , Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Administrative Operator or Office Assistant or Executive Assistant , Manpower Outsourcing Services - Minimum wage - Skilled; Finance/Accounts; Accounting Operator or Accounts Assistants or Accounts Executive
Contract Period	1 Year(s) 12 Month(s) 30 Day(s)
Minimum Average Annual Turnover of the Bidder	3 Lakh (s)
Years of Past Experience required	3 Year (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Years Of Experience and Turnover	Yes
Startup Exemption for Years Of Experience and Turnover	Yes
SHG Exemption for Years of Experience and Turnover	No
Document required from seller	Experience Criteria,Bidder Turnover,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

Bid Details	
Time allowed for Technical Clarifications during technical evaluation	7 Days
Evaluation Method	Total value wise evaluation

EMD Detail

Required	No
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ePBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	3

(a). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

Beneficiary:

Section Officer (Purchase & Stores)

Tata Institute Of Social Science Mumbai, Department of Higher Education, N/A, Ministry of Human Resource Development

(Dilip Vasu Poyyara)

Splitting

Bid splitting not applied.

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. 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.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

Additional Qualification/Data Required

Annual turnover Required by Buyer in Crores:The bidder must have annual financial turnover of an amount of Rs. 3.0 lakhs per month) during the last 3 years ending 31st March of the previous year in each FY

The Bidder should have executed at least X No. projects with contract value not less than yy for each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:The bidder should furnish the proof of his/her experience of providing Man-power (skilled, semi-skilled and unskilled service and other categories) in Government departments (State/Central/Autonomous

The Bidder should have executed at least X No. projects with supply of xx..no. of manpower in each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:80% OF CONTRACT

Geographic Presence: Office registration certificate:Mumbai

Scope of work & Job description:[1626694749.pdf](#)

Please upload the list of resources alongwith quantity of each type of resource to be continued by the successful bidder/Service Provider under the new contract as per the Terms and Conditions of new contract concluded on the basis of this bid alongwith approval of Competent Authority.:[1626695146.pdf](#)

Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required:[1626694496.pdf](#)

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
30-07-2021 11:00:00	Ms. Roja T. Pillai Assistant Registrar (Personnel & Administration) TATA INSTITUTE OF SOCIAL SCIENCES Mezannine Floor, Admin Block, Committee Room V.N. Purav Marg, Deonar Mumbai 400 088. Email: roja@tiss.edu Mobile No: 9029001646 / 9082692740

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Others; Cook (11)**Technical Specifications**

Specification	Values
Core	
Skill Category	Semi-skilled
Type of Function	Others
List of Profiles	Cook
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years

Specification	Values
State	NA
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Designation	COOK
Title for Optional Allowances 2	0
Title for Optional Allowances 1	0
Title for Optional Allowances 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

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired of above mentioned technical specification	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	11	<ul style="list-style-type: none"> • ELDI (INR per day) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 0 • Bonus (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Minimum daily wage (INR) exclusive of GST : 707 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

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

Technical Specifications

Specification	Values
Core	
Skill Category	Unskilled
Type of Function	Others
List of Profiles	Driver - HMV
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years

Specification	Values
State	NA
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Title for Optional Allowances 2	0
Title for Optional Allowances 1	0
Designation	DRIVER
Title for Optional Allowances 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

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired of above mentioned technical specification	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	6	<ul style="list-style-type: none"> • ELDI (INR per day) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 0 • Bonus (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Minimum daily wage (INR) exclusive of GST : 777 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; Electrician (9)

Technical Specifications

Specification	Values
Core	
Skill Category	Unskilled
Type of Function	Others
List of Profiles	Electrician
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA

Specification	Values
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Title for Optional Allowances 1	0
Title for Optional Allowances 3	0
Title for Optional Allowances 2	0
Designation	ELECTRICIAN

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	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	9	<ul style="list-style-type: none"> • ELDI (INR per day) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 0 • Bonus (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Minimum daily wage (INR) exclusive of GST : 777 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; Carpenter (2)

Technical Specifications

Specification	Values
Core	
Skill Category	Unskilled
Type of Function	Others
List of Profiles	Carpenter
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Designation	CARPENTER
Title for Optional Allowances 2	0
Title for Optional Allowances 1	0
Title for Optional Allowances 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

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired of above mentioned technical specification	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	2	<ul style="list-style-type: none"> • ELDI (INR per day) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 0 • Bonus (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Minimum daily wage (INR) exclusive of GST : 777 • 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 (186)

Technical Specifications

Specification	Values
Core	
Skill Category	Unskilled
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years

Specification	Values
State	NA
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Title for Optional Allowances 2	0
Designation	Multi-tasking Staff
Title for Optional Allowances 1	0
Title for Optional Allowances 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

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired of above mentioned technical specification	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	186	<ul style="list-style-type: none"> • ELDI (INR per day) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 0 • Bonus (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Minimum daily wage (INR) exclusive of GST : 639 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Administrative Operator Or Office Assistant Or Executive Assistant (58)

Technical Specifications

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Admin
List of Profiles	Administrative Operator or Office Assistant or Executive Assistant
Educational Qualification	Graduate
Specialization	Commerce , Economics , Arts , Science , Development sector , Social , Law , Management(Marketing/Operations/Finance/ General
Post Graduation	Not Required

Specification	Values
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)	
Certifications/ Trainings	No
Additional Details	
Title for Optional Allowances 3	0
Designation	ADMINISTRATIVE ASSISTANT
Title for Optional Allowances 1	0
Title for Optional Allowances 2	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

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired of above mentioned technical specification	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	58	<ul style="list-style-type: none"> • Provident Fund (INR per day) : 0 • ELDI (INR per day) : 0 • ESI (INR per day) : 0 • Bonus (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Minimum daily wage (INR) exclusive of GST : 777 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Finance/Accounts; Accounting Operator Or Accounts Assistants Or Accounts Executive (19)

Technical Specifications

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Finance/Accounts
List of Profiles	Accounting Operator or Accounts Assistants or Accounts Executive
Educational Qualification	Graduate
Specialization	Commerce , Economics
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years

Specification	Values
State	NA
Zipcode	NA
District	NA
Addon(s)	
Certifications/ Trainings	No
Additional Details	
Title for Optional Allowances 3	0
Designation	ACCOUNT ASSISTANT
Title for Optional Allowances 1	0
Title for Optional Allowances 2	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

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired of above mentioned technical specification	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	19	<ul style="list-style-type: none"> • Provident Fund (INR per day) : 0 • ELDI (INR per day) : 0 • ESI (INR per day) : 0 • Bonus (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Minimum daily wage (INR) exclusive of GST : 777 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Buyer Added 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.
2. **NET WORTH:** Net Worth of the OEM should be positive as per the last audited financial statement.
3. Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.
4. ISO 9001: The bidder or the OEM of the offered products must have ISO 9001 certification.
5. Material Test Certificate Should Be Sent Along with The Supply. The Material Will Be Checked by Buyer's Lab & the Results of the Lab will be the Sole Criteria for Acceptance of the Item.
6. To be eligible for award of contract, Bidder / OEM must possess following Certificates / Test Reports on the date of bid opening (to be uploaded with bid): Registration certificate; Copy of PAN/TAN card GST No. Copy of the IT return filed for the last three financial years; Copies of EPF and ESI certificates; Copy of the Service Tax registration certificate; Valid Labour licence issued by the appropriate authority..
7. For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:
 - a. Purchase Order copy along with Invoice(s) with self-certification by the bidder that supplies against the invoices have been executed.

- b. Execution certificate by client with order value.
- c. Any other document in support of order execution like Third Party Inspection release note, etc.

8. Buyer Added text based ATC clauses

1. Availability of the office of Service Provider : An office of the service provider must be located in the State of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

2. PAYMENT OF THE SALARY AND **WAGES**:- Service provider is required to pay the salary / wages of the contractors, 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.

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. 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 specification and / or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents / clauses shall also be null and void. 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.

This Bid is governed by the [General Terms and Conditions](#), conditions 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---