



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2023/B/3916938
Dated/दिनांक : 26-09-2023

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	18-10-2023 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	18-10-2023 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Corporate Affairs
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	N/a
Office Name/कार्यालय का नाम	Maharashtra
Item Category/मद केटेगरी	Manpower Outsourcing Services - Minimum wage - Unskilled; Admin; Office Helper , Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Data Entry Operator , Manpower Outsourcing Services - Minimum wage - Skilled; Others; Driver and Cook and Electrician and Plumber
Contract Period/अनुबंध अवधि	1 Year(s) 1 Day(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	65 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No

Bid Details/बिड विवरण

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 to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	5 Days
Estimated Bid Value/अनुमानित बिड मूल्य	21741996.78
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	Bank of India
EMD Amount/ईएमडी राशि	434840

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	Bank of India
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	18

(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 हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता 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 :

SEBI-NRO

SEBI Northern Regional Office (NRO), NBCC Complex, Office Tower-1, 8th Floor, Plate B, East Kidwai Nagar, New Delhi - 110023
(Securities And Exchange Board Of India)

Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	No
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Details of the Competent Authority for MSE

Name of Competent Authority	MVN Surya Kumar
Designation of Competent Authority	GM
Office / Department / Division of Competent Authority	GSD
CA Approval Number	44452
Competent Authority Approval Date	15-09-2023
Brief Description of the Approval Granted by Competent Authority	Being an autonomous statutory authority, SEBI is empowered to independently formulate a framework for the guidance of its officers dealing with procurement matters.

Competent Authority Approval for not opting Micro and Small Enterprises Preference : [View Document](#)

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" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. 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. 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.
3. 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 / 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.
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 quoted 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.

5. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Excel Upload Required/एक्सेल में अपलोड किए जाने की आवश्यकता :

Financial Bid - [1695727640.xlsx](#)

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

The Bidder should have executed at least X No. projects with contract value not less than (Rs) yy for each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:Refer to Buyer added ATC

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:Refer to Buyer added ATC

Geographic Presence: Office registration certificate:Refer to Buyer added ATC

Scope of work & Job description:[1695287957.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1693910796.pdf](#)

This Bid is based on Least Cost Method Based Evaluation (LCS). The technical qualification parameters are:-

Parameter Name	Max Marks	Min Marks	Evaluation Document	Seller Document Required
As per the PQ Criteria	100	75	View file	Yes

Total Minimum Passing Technical Marks: 75

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
06-10-2023 16:00:00	SEBI Northern Regional Office (NRO), NBCC Complex, Office Tower-1, 8th Floor, Plate B, East Kidwai Nagar, New Delhi - 110023

Manpower Outsourcing Services - Minimum Wage - Unskilled; Admin; Office Helper (15)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	

Specification	Values
Skill Category	Unskilled
Type of Function	Admin
List of Profiles	Office Helper
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)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowances 3	Leave wages and Gratuity(if applicable)
Title for Optional Allowances 2	Lunch & CCA
Designation	Docket Boy
Title for Optional Allowances 1	House Rent Allowance

Additional Specification Documents/अतिरिक्त विशिष्ट 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	P.R.Rajasekaran	110001,The Regional Director, 5th Floor, Bank of Baroda Building,16 Sansad Marg, New Delhi - 110001, Delhi	15	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 736 • Bonus (INR per day) : 61.31 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 36.81 • Optional Allowances 2 (INR per day) : 96.15 • Optional Allowances 3 (INR per day) : 84.92 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 75 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Data Entry Operator (20)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Admin
List of Profiles	Data Entry Operator
Educational Qualification	Graduate
Specialization	Graduation in any stream
Post Graduation	Optional
Specialization for PG	Optional
Experience	0 to 3 Years
State	NA

Specification	Values
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowances 1	House Rent Allowance
Designation	DEO
Title for Optional Allowances 2	Lunch and CCA
Title for Optional Allowances 3	Leave wages and Gratuity

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	P.R.Rajasekaran	110001,The Regional Director, 5th Floor, Bank of Baroda Building,16 Sansad Marg, New Delhi - 110001, Delhi	20	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 897 • Bonus (INR per day) : 74.73 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 44.85 • Optional Allowances 2 (INR per day) : 134.62 • Optional Allowances 3 (INR per day) : 103.5 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 75 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Others; Driver And Cook And Electrician And Plumber (10)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Others
List of Profiles	Driver and Cook and Electrician and Plumber
Educational Qualification	As per buyers added terms and conditions
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As per buyers added terms and conditions
State	NA

Specification	Values
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowances 1	House Rent Allowance
Designation	Cook / Driver / Electrician
Title for Optional Allowances 2	Lunch and CCA
Title for Optional Allowances 3	Leave wages and Gratuity

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	P.R.Rajasekaran	110001,The Regional Director, 5th Floor, Bank of Baroda Building,16 Sansad Marg, New Delhi - 110001, Delhi	10	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 897 • Bonus (INR per day) : 74.73 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 44.85 • Optional Allowances 2 (INR per day) : 134.62 • Optional Allowances 3 (INR per day) : 103.50 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 75 • 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 शर्तें

1. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Bidders are advised to read all the terms and conditions and eligibility criteria uploaded in the above document. The documents consists of the following:

Part - I: Empanelment Bid

1. Eligibility Criteria - Financial
2. Eligibility Criteria - Experience and Infrastructure
3. Eligibility Criteria - Statutory Documents:
4. Tender Form (To be filled and uploaded)
5. Instructions to the Applicants
6. Evaluation criteria
7. Information to be submitted by the applicant (To be filled and uploaded)
8. Mandatory Check List for Enclosures
9. Statement I : List of works undertaken by the firm during last seven years costing above Rs. 65 Lakhs (for MSMEs) and Rs. 87 lakhs (for all other agencies) (during 7 year period w.e.f. 01.09.2016 to 31.08.2023)) - (To be filled and uploaded)
10. Statement II : List of works in awarded after 01.04.2023, which can either be in progress or completed, costing Rs. 65 Lakhs (for MSMEs) and Rs. 87 lakhs (for all other agencies) - (To be filled and uploaded)
11. Statement III : List of works carried out for Central Government/ State Government/ Public Sector Undertaking/ Autonomous Bodies, during last seven years Rs. 65 Lakhs (for MSMEs) and Rs. 87 lakhs (others) - (To be filled and uploaded)
12. Statement IV : Key Personnel and Experience - (To be filled and uploaded)

Part - II: Technical Bid

1. Notice Inviting Tender
2. Special Instructions to the Agency
3. Memorandum
4. General Terms And Conditions Of Contract
5. Terms Of Payment
6. Scope of work
7. Form I : Tender Form
8. Form II : Format for Agreement to be executed on Non Judicial Stamp Paper after award of Work
9. Form III : Format for Bank Guarantee
10. Form IV : Format For Integrity Pact

Bidders are also informed to upload documents based on the following checklist:

S. No.	Document required from seller	Content of the document
1.	Experience Criteria	<p>Necessary documents in support of having completed works as per the empanelment criteria mentioned in the advertisement. (work order indicating contract value and period and completion certificate has to be uploaded)</p> <p>Fill and upload the following documents :</p> <ol style="list-style-type: none"> 1. Statement I : List of works undertaken by the firm during last seven years costing above Rs. 65 Lakhs (for MSMEs) and Rs. 87 lakhs (for all other agencies) (during 7 year period w.e.f. 01.09.2016 to 31.08.2023) - (To be filled and uploaded) 2. Statement II : List of works IN HAND costing above Rs. 65 Lakhs (for MSMEs) and Rs. 87 lakhs (for all other agencies) - (To be filled and uploaded) 3. Statement III : List of works carried out for Central Government/ State Government/ Public Sector Undertaking/ Autonomous Bodies, during last seven years Rs. 65 Lakhs (for MSMEs) and Rs. 87 lakhs (others) - (To be filled and uploaded) 4. Statement IV : Key Personnel and Experience - (To be filled and uploaded) 5. Information to be submitted by the applicant (Page 13 of Empanelment Bid)
2.	Bidder Turnover	<p>Certificate in support of average annual turnover for the last three years not less than Rs. 49 lakhs (for MSMEs) and Rs. 65 lakhs (for all other agencies). Copies of Audited Balance Sheet and P & L statement for past 3 years ending 31.03.2023.</p>

3.	Certificate (Requested in ATC)	<ol style="list-style-type: none"> 1. Copy of power of attorney to sign the application on behalf of the tenderer. 2. Certificate for GST registration 3. PAN Registration. 4. Registration with office of Provident Fund. 5. Registration with office of ESIC. 6. Professional Tax Registration 7. Any other registration obtained from a statutory body.
4.	Additional Doc 1 (Requested in ATC)	MSME registration certificate
5.	Additional Doc 2 (Requested in ATC)	<p>Proof of Payment of EMD : Earnest Money Deposit (hereinafter referred to as "EMD") of Rs. 4,34,840/- (Rupees Four Lakh Thirty Four Thousand Eight Hundred Forty Only) for all agencies and Rs. 2,17,420/- (Rupees Two Lakh Seventeen Thousand Four Hundred Twenty Only) for MSMEs by way of NEFT(Bank Account details as below)</p> <p>Name of The Bank : ICICI Bank Limited</p> <p>IFSC Code : ICIC0000106</p> <p>Beneficiary Name : Securities and Exchange Board of India</p> <p>Virtual Account Code : SEBIRCEMDEPOSIT</p>
6.	Additional Doc 3 (Requested in ATC)	Sealed and Signed in all pages of Part I - Empanelment Bid
7.	Additional Doc 4 (Requested in ATC)	Sealed and Signed in all pages of Part II - Technical Bid

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. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

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.
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.

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.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), 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/सामान्य नियम और शर्तें 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---