



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2023/B/3373388  
Dated/दिनांक : 20-04-2023

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
<b>Bid End Date/Time/बिड बंद होने की तारीख/समय</b>	12-05-2023 15:00:00
<b>Bid Opening Date/Time/बिड खुलने की तारीख/समय</b>	12-05-2023 15:30:00
<b>Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)</b>	90 (Days)
<b>Ministry/State Name/मंत्रालय/राज्य का नाम</b>	Ministry Of Petroleum And Natural Gas
<b>Department Name/विभाग का नाम</b>	Na
<b>Organisation Name/संगठन का नाम</b>	N/a
<b>Office Name/कार्यालय का नाम</b>	Oidb
<b>Item Category/मद केटेगरी</b>	Manpower Outsourcing Services - Fixed Remuneration - Admin; Data Entry Operator; Graduate , Manpower Outsourcing Services - Fixed Remuneration - IT-Technical; DEO IT; Graduate , Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; High School
<b>Contract Period/अनुबंध अवधि</b>	1 Year(s)
<b>Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)</b>	24 Lakh (s)
<b>Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष</b>	3 Year (s)
<b>Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है</b>	Yes
<b>MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट</b>	No
<b>Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट</b>	No
<b>Document required from seller/विक्रेता से मांगे गए दस्तावेज़</b>	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), Additional Doc 1 (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 Details/बिड विवरण	
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	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	8093842
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

**EMD Detail/ईएमडी विवरण**

Required/आवश्यकता	No
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**ePBG Detail/ईपीबीजी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%)/ईपीबीजी प्रतिशत (%)	3.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	2

(a). 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 :**

Assistant  
Oidb, NA, N/A, Ministry of Petroleum and Natural Gas  
(Jaswant Singh Rawat)

**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	Yes
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1. 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.
2. 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.
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 quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
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 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/अतिरिक्त योग्यता /आवश्यक डेटा**

**Scope of work & Job Description:**[1681991399.pdf](#)

**Manpower Outsourcing Services - Fixed Remuneration - Admin; Data Entry Operator; Graduate ( 6 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Type of Function	Admin
List of Profiles	Data Entry Operator
Educational Qualification	Graduate
Specialization	Any stream
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
District	NA
Zipcode	NA

Specification	Values
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Title for Optional Allowance 3	0
Title for Optional Allowance 1	0
Title for Optional Allowance 2	0
Designation	0

**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
1	Jaswant Singh Rawat	201301,OIDB BHAWAN, TOWER-C, PLOT NO.2, SECTOR-73 NOIDA	6	<ul style="list-style-type: none"> <li>Basic monthly pay (INR) exclusive of GST : 28790</li> <li>Bonus (INR Monthly) : 1845</li> <li>EDLI (INR Monthly) : 75</li> <li>EPF Admin Charges (INR Monthly) : 75</li> <li>ESI (INR Monthly) : 683</li> <li>Optional Allowances 1 (INR Monthly) : 0</li> <li>Optional Allowances 2 (INR Monthly) : 0</li> <li>Optional Allowances 3 (INR Monthly) : 0</li> <li>Provident Fund (INR Monthly) : 1800</li> <li>Tenure/ Duration of Employment (In Months) : 12</li> </ul>

**Manpower Outsourcing Services - Fixed Remuneration - IT-Technical; DEO IT; Graduate ( 1 )****Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Type of Function	IT-Technical
List of Profiles	DEO IT
Educational Qualification	Graduate
Specialization	Engineering(Civil/Mech/Elec./IT /Comp Sc./Electronics/ E&E/Prod/Chem./Biotech)
Post Graduation	Required
Specialization for PG	Engineering (Civil/Mech /Elec./IT/Comp Sc./Electronics/E&E/Prod/Chem./Biotech)
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Designation	0
Title for Optional Allowance 2	0
Title for Optional Allowance 1	0
Title for Optional Allowance 3	0

**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/रिपोटिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Jaswant Singh Rawat	201301,OIDB BHAWAN, TOWER-C, PLOT NO.2, SECTOR-73 NOIDA	1	<ul style="list-style-type: none"> <li>• Basic monthly pay (INR) exclusive of GST : 28790</li> <li>• Bonus (INR Monthly) : 1845</li> <li>• EDLI (INR Monthly) : 75</li> <li>• EPF Admin Charges (INR Monthly) : 75</li> <li>• ESI (INR Monthly) : 683</li> <li>• Optional Allowances 1 (INR Monthly) : 0</li> <li>• Optional Allowances 2 (INR Monthly) : 0</li> <li>• Optional Allowances 3 (INR Monthly) : 0</li> <li>• Provident Fund (INR Monthly) : 1800</li> <li>• Tenure/ Duration of Employment (In Months) : 12</li> </ul>

**Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; High School ( 11 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
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
State	NA
District	NA
Zipcode	NA

Specification	Values
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Title for Optional Allowance 2	0
Title for Optional Allowance 1	0
Designation	0
Title for Optional Allowance 3	0

**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
1	Jaswant Singh Rawat	201301,OIDB BHAWAN, TOWER-C, PLOT NO.2, SECTOR-73 NOIDA	11	<ul style="list-style-type: none"> <li>• Basic monthly pay (INR) exclusive of GST : 26464</li> <li>• Bonus (INR Monthly) : 1696</li> <li>• EDLI (INR Monthly) : 75</li> <li>• EPF Admin Charges (INR Monthly) : 75</li> <li>• ESI (INR Monthly) : 683</li> <li>• Optional Allowances 1 (INR Monthly) : 0</li> <li>• Optional Allowances 2 (INR Monthly) : 0</li> <li>• Optional Allowances 3 (INR Monthly) : 0</li> <li>• Provident Fund (INR Monthly) : 1800</li> <li>• Tenure/ Duration of Employment (In Months) : 12</li> </ul>

**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.](#)

## 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 कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---

तेल उद्योग विकास बोर्ड  
पेट्रोलियम एवं प्राकृतिक गैस मंत्रालय  
भारत सरकार



OIL INDUSTRY DEVELOPMENT BOARD  
Ministry of Petroleum & Natural Gas  
Government of India

File No. AD/6/2023-ADM

April 20, 2023

**SUB: HIRING OF OUTSOURCED MANPOWER SERVICES AT OIDB OFFICE, OIDB BHAWAN, PLOT NO.2, SECTOR-73, NOIDA- 201 301.**

Oil Industry Development Board (OIDB) invites bids for hiring of outsourced manpower services from reputed organizations/agencies/firms having experience of minimum last 3 financial years of supplying/deploying the outsourced manpower to the Government/semi Govt./PSUs/Autonomous Bodies, for OIDB office Sector-73, NOIDA as per the details given below:

S. No.	Particulars	Description
1.	Scope of Work	Hiring of outsourced manpower for OIDB office, OIDB Bhawan, Plot No.02, Sector-73, NOIDA-201 301.
2.	Type of bid	Two bid system: (1) Technical bid (2) Financial/Price bid
3.	Estimated cost of the contract	Rs.81.00 lakh per Annam.
4.	Availability of bid document	GeM portal & OIDB's website i.e. www.oidb.gov.in
5.	Submission of bid	On GeM portal only
6.	Date of uploading of tender document	20 <sup>th</sup> April, 2023
7.	Last date & time of submission of bid by the bidders and date & time of opening of technical bids.	12 <sup>th</sup> May, 2023 at 03:00 PM
8.	Date & Time of opening of financial bids	Bidders may visit GeM Portal and OIDB's website for this information.
9.	OIDB's Pre-Qualification Criteria (PQC)	Annexure-I
10.	OIDB's Terms & conditions	Annexure-II.
11.	Financial/Price Bid	Annexure-III.

(Sanjay Kashyap)  
Manager (P&A)

Tel.: 0120-25946

प्रधान कार्यालय :-  
ओ.आई.डी.बी. भवन, 'सी' ब्लॉक, तीसरी मंजिल,  
प्लॉट नं. 2, सेक्टर - 73, नौएडा-201301, उ.प्र.  
फोन : 91-120-2594602, 603, 604 फैक्स : 91-120-2594630  
वेबसाईट : www.oidb.gov.in

पंजीकृत कार्यालय :-  
301, वर्ल्ड ट्रेड सेन्टर, तीसरी मंजिल, बाबर रोड, नई दिल्ली - 110 001  
फोन : 91-11-23413540

**Main Office :-**  
OIDB Bhawan, 'C' Block, 3rd Floor  
Plot No. 2, Sector - 73, Noida-201301, Uttar Pradesh  
Phone : 91-120-2594602, 603, 604 Fax : 91-120-2594630  
Website : www.oidb.gov.in

**Registered Office:-**  
301, World Trade Centre, 3rd Floor, Babar Road, New Delhi - 110 001  
Phone : 91-11-23413540

**Annexure-I****PRE QUALIFICATION CRITERIA (PQC)**

1. Bidder should have registered/branch office in Delhi/NCR. Certificate/documents [Company registration certificate issued by Govt. **or** PAN card **or** GST Certificate] shall be attached with the Bid.
2. Bidder should have minimum experience of last 3 financial years [FY-2019-20, 2020-21 & 2021-22] of supplying/deploying the outsourced manpower to the Government/semi Govt./PSUs/Autonomous Bodies [Bidder shall submit the work orders/agreements/contracts/experience/performance certificates of the each such work order as a proof/evidence]:
  - ❖ One similar work each costing not less than the amount equal to 80% of the estimated cost (or)
  - ❖ Two similar works each costing not less than the amount equal to 50% of the estimated cost (or)
  - ❖ Three similar works each costing not less than the amount equal to 40% of the estimated cost.
3. Bidders should have been assigned by GeM, a minimum seller rating of 3 Stars and above, which should be reflected against its name on GeM Portal at the time of opening of technical evaluation of bids, failing which the bid of the concerned bidder will not be entertained by OIDB.
4. Average Annual financial turnover during the last three (3) financial years [FY-2019-20, 2020-21 & 2021-22] should be at least 30% of the estimated cost. Copy of the same duly certified by Chartered Accountant (CA) should be submitted.
5. Bidder should have valid PAN, GST registration, ESI, EPF etc. in the name of the Proprietor/firm/Company. The address on various certificates should be the same as Registered/Branch office of the firm. Self attested valid copies shall be attached with the Bid.
6. Bidder should not have been a defaulter in compliance of any statutory obligations. A declaration/undertaking to this effect shall be submitted by bidder mandatorily as per **Appendix-A**.
7. Bidder should not be on holiday list/black listed by GeM or OIDB or any of the Govt./ Semi Govt. department/ PSUs. A declaration/undertaking to this effect shall be submitted by bidder mandatorily as per **Appendix-B**.

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**CHECK LIST FOR PRE QUALIFICATION CRITERIA (PQC) & SUBMISSION OF DOCUMENTS (Fill the details against each required Column)**

Sl. No. of PQC	Name of the Agency	Fill the details	
1.	Certificate/documents as proof of address of registered/branch office in Delhi/NCR Region [Company registration certificate issued by Govt. or PAN card or GST Certificate shall be attached with the Bid as required at Sl. No. 1 of PQC].		
2.	Name of clients as required at Sl. No. 2 of PQC.	From	To
	(i)		
	(ii)		
	(iii)		
	(iv)		
	(v)		
	(additional rows may be drawn, if required)		
3.	Bidders should have been assigned by GeM, a minimum seller rating of 3 star and above, which should be reflected against its name on GeM Portal at the time of opening of technical evaluation of bids, failing which the bid of the concerned bidder will not be entertained by OIDB		
4.	Average Annual financial turnover during the last three (3) financial years [FY-2019-20, 2020-21 & 2021-22] should be at least 30% of the estimated cost. Copy of the same duly certified by Chartered Accountant (CA) should be submitted.		
	Financial year	Annual financial Turnover (in Rs.)	
	2019-20		
	2020-21		
	2021-22		
5.	Self attested documents should be submitted as required Sl. No. 4 of PQC.		
	PAN No.		
	GST No.		
	ESI No.		
	EPF No.		
	Any other statutory certificates Nos.		
6.	A declaration/undertaking [ <b>Appendix-A</b> ] should be submitted as required Sl. No. 5 of PQC.		
7.	A declaration/undertaking [ <b>Appendix-B</b> ] should be submitted as required Sl. No. 6 of PQC.		

(Stamp/Signature/Name of Authorized Signatory)

**Note: It is mandatory that bidder submit the required supporting documents as per PQC (Sl. No. 1 to 7) failing which bid of the bidder will not be considered by OIDB.**



**TERMS & CONDITIONS OF CONTRACT**

**1. DEFINITIONS:** The following expression hereunder and elsewhere in the contract documents used shall unless repugnant to the subject or context thereof, have the following meanings, respectively assigned to them, namely:

1.1 The "OIDB" shall mean M/s. OIL INDUSTRY DEVELOPMENT BOARD (OIDB) having their registered office at 301, World Trade Centre, 3<sup>rd</sup> Floor, Babar Road, New Delhi and Corporate office at OIDB Bhawan, Plot No.2, Sector-73, Noida-201301 and shall include its successors and assigns.

1.2 The "CONTRACTOR" shall mean the bidder selected by the OIDB for performance of the work and may be called as bidder, contractor or agency which shall include the successors and permitted assigns of the Contractor.

1.3 The "CONTRACT" shall mean the totality of the agreement between the parties, as derived from the Contract and related Documents.

1.4 The "similar work" shall mean supply/deployment/ outsourced manpower such as Data Entry Operator (DEO), Multi Tasking Staff (MTS), Stenographers, DEO/Manpower (IT) in Government/semi Govt./PSUs/Institutions/Autonomous Bodies organizations.

2.1 **SCOPE OF WORK:** Supply/deployment of the following outsourced manpower's at OIDB office, Plot No.02, sector-73, NOIDA:-

Sl. No.	Name of the Post	Present tentative requirement	Qualification && Experience
i).	Data Entry Operator (DEO) (English & Hindi)	6	Should be at least 12 <sup>th</sup> Pass with 5 years or Graduate 3 years with relevant experience in Govt./reputed Pvt. sector along with typing speed of 35 w.p.m. in English & 30 w.p.m. in Hindi in computer. Should have certificate in basic computer. Knowledge. Preference will be given to those who know bilingual typing (English/Hindi)
ii).	Data Entry Operator (DEO) (English & Hindi)	1	Should be BCA with 3 years experience in Govt./reputed Pvt. sector or MCA with typing speed of 35 w.p.m. in English in computer. Preference will be given to those who have working knowledge in E-Office system.
iii).	Multi Tasking Staff (MTS)	11	Should be 10 <sup>th</sup> Pass with 3 years relevant experience in Govt./reputed Pvt. sector

2.2. The requirements of manpower may increase or decrease anytime during the contract. Any other type of additional manpower, as may be required by the OIDB, during the contract period, shall also be provided by the contractor within seven days on the same terms & conditions. The manpower should be supplied by the contractor after obtaining consent from OIDB and in this regard the decision of OIDB shall be final and binding upon the contractor.

3. **VALIDITY OF CONTRACT:** The contract will be valid for one year in the first instance, which may be extended by another one year on satisfactory performance of contractor to be determined by OIDB in annually basis. OIDB can also consider the extension of the said contract for another one years (3<sup>rd</sup> year) on satisfactory performance of contractor, as determined by OIDB. However, the OIDB reserves the right to terminate this contract at any time before the expiry of the period of the contract by giving the contractor one month's notice in writing without assigning any reason whatsoever.

4. **Security Deposit:** The successful contractor will have to deposit a Security Deposit of 3% (Three per cent) of the estimated value of the contract by way of Demand Draft (DD) or Fixed Deposit Receipt (FDR) from a commercial bank in favour of OIDB within 15 days from date of award of contract. The DD or FDR should be valid for 60 days beyond the expiry of contract.

5. **Evaluation of the bids & award of work:** The service charge quoted by the prospective bidders is the deciding criteria for award of the contract. In case service charges quoted by two or more bidders are same then work will be awarded to the bidder whose financial turn over for last three financial year [FY-2019-20, 2020-21 & 2021-22] is in higher side for the similar work as defined in clause-1.4 of the General Terms & Conditions of contract (Annexure-II). It is mandatory for bidder to submit a Certificate showing the turnover of similar work for last three financial years [FY-2019-20, 2020-21 & 2021-22] duly certified by the valid Chartered Accountant (CA), failing which bid of the concerned bidder will not be considered by OIDB. OIDB also reserve the right to award the work to the qualified bidder randomly selected through GeM portal.

6. **ENGAGEMENT OF MANPOWER:** The contractor shall exclusively be liable and responsible for the manpower supplied, whether they are engaged directly or otherwise, and for their wages, P.F., ESI, Leave and all other payments as may be applicable. Bidder shall also be responsible for full compliance of all statutory laws, rules and regulations as applicable to bidder.

7.1 **PAYMENT TERMS & CONDITIONS:** The contractor shall pay the monthly wages mentioned in price bid to the deployed personnel latest by 7<sup>th</sup> of every month by RTGS/NIFT/online only. If the salary is not released to all deployed personnel on or before 7<sup>th</sup> of every month an amount of Rs.500/- per person per day shall be charged as penalty. The persons deployed by the service providing agency shall not claim nor shall be entitled to pay, perks and other facilities as admissible to regular/confirmed employees of OIDB during the currency or after expiry of the contract.

7.2 The contractor will not collect any kind of charges/fee whatsoever directly or indirectly from the deployed DEOs/MTS etc. in the form of placement charges/service charges/registration charges or any other form whatsoever either at their initial appointment or during the tenure of contract or extension of tenure of contract. In case, on verification of any such report received from any of the employed DEOs/MTS etc. or any other source is found true, the amount collected by the bidder from the personnel would be deducted by OIDB while making payment of the bill to the contractor. This may also result in termination of the contract and forfeiture of the Performance Security Deposit of the Contractor.

7.3 The contractor will submit to OIDB, the bill with the documentary proof for EPF, ESI, GST etc. pertaining to the immediate previous month's wages paid on monthly basis. The bill shall be cleared on regular basis subject to statutory payments/obligation made by the agency. The payment(s) to be made to the contractor are subject to deduction of taxes, etc. imposed/to be imposed by Government/authorities from time to time. GST shall be payable by the OIDB to the contractor.



8 **SERVICE TIMINGS & LEAVE:** The contractor will be required to provide the services in the office premises on all working days. The normal working hours will be 9.00 A.M to 5.30 P.M. The deployed manpower may also be required to attend the office on holidays as per requirements of the office. The deployed manpower shall be entitled for 12 days Casual Leave in one calendar year. Sunday and holidays, if any, coming between the leave to be taken by any deployed outsourced manpower (except Casual Leave), shall be counted as leave taken by deployed outsourced manpower. Un-availed casual leave shall not be carried forward to the following year.

9. **DISPUTES & DIFFERENCES:** Any dispute or difference arising out of or in connection with this tender shall be referred to Secretary, OIDB or his nominee for Arbitration and the provisions of the Arbitration & Conciliation Act, 1996 or any statutory modification of or re-enactment thereof and the rules made there under and for the time being in force shall apply to the same. The Courts in the city of New Delhi/Delhi shall have jurisdiction to entertain, any application or other proceedings in respect of anything arising under this Agreement and any award or awards made by the sole arbitrator hereunder shall be filed in the concerned courts in the city of New Delhi/Delhi only.

10. **TERMINATION:** OIDB shall be entitled to terminate the contract by written one month notice at any of time during the contract period. Contractor will also be entitled to close the contract by written three month notice. The decision of OIDB as to whether any of the above events/contingencies entitling the owner to terminate the contract, has occurred or not, shall be final and binding upon the Contractor.

11. **JURISDICTION:** The courts situated in Delhi alone shall have the jurisdiction to try and decide all disputes, issues and proceedings arising out of this contract.

12. **OTHER TERMS:** The contractor fulfills all obligations of statutory & labour law and regulation, confidentiality data/information during or after expiry of contract period. The agency shall be responsible for the orderly and discipline behavior of his employee towards all company employees. The contractor shall be bound to withdraw any contract employee responsible for misconduct and if found not performing up to the expectation of OIDB.

13. OIDB shall not be responsible for any financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or payment towards any compensation.

14. All terms & condition & Service Level Agreement (SLA) of GeM shall also be applied.

15. Bids having any deviation from the terms & conditions shall be summarily rejected. No conditional bids shall be entertained.

16. Bid validity is 90 days from opening of the technical bid.

17. OIDB reserve the right to annul all bids without assigning any reason.

I/We agree to the above terms and conditions in full and quote our rates as mentioned in Financial Bid. We signify our acceptance to all above terms and conditions fully.

**Note: Bidder should stamp/sign every document/information of the bid.**

**(Stamp/Signature/Name of Authorized Signatory)**

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**[Financial/Price Bid)**

<b>Sl. No.</b>	<b>Type of Outsourced Manpower &amp; Present Requirement</b>	<b>Wages</b>
(A)	(B)	(C)
(i).	Data Entry Operator – 7 Nos.	Graduate and above manpower category wages would be payable @30% over & above of the minimum wages prescribed/applicable from time to time by Govt. of Delhi/NCT.
(ii).	Multi Tasking Staff – 11 Nos.	Matriculate but not Graduate manpower category wages would be payable @30% over & above of the minimum wages prescribed/applicable from time to time by Govt. of Delhi/NCT.
<b>Service charges</b>		
(iii).	The service charge to be quoted by the bidder shall not in any case be less than the charges fixed by GeM for manpower outsourcing services. The bid containing quote of Service Charges that are lesser than that fixed by GeM, will not be considered.	<b>Quote in percentage (%) in numeral &amp; word [per month/per person].</b>

**Note:**

- (i). Tender documents quoting below the Service Charge fixed by GeM for Manpower outsourcing services will not be considered.
- (ii). Wages would be payable by the contractor @30% over & above of the minimum wages prescribed from time to time by Govt. of NCT of Delhi.
- (iii). All the mandatory statutory obligations like ESI, EPF, GST etc. shall also be payable by the contractor as per the provisions notified by the Govt. from time to time.
- (iv). The bidder/contractor will not collect any kind of charges/fee whatsoever directly or indirectly from the deployed manpower, viz. DEOs/MTS etc. in the form of placement charges/service charges/registration charges or any other form whatsoever either at their initial appointment or during the tenure of contract or extension of tenure of contract. In case, on verification of any such report received from any of the employed DEOs/MTS etc. or any other source is found true, the amount collected by the bidder from the personnel would be deducted by OIDB while making payment of the bill to the contractor. This may also result into but limited to termination of the contract, forfeiture of the Performance Security Deposit of the Contractor.

**(Stamp/Signature/Name of Authorized Signatory)**


**DECLARATION/UNDERTAKING FOR COMPLIANCE OF STATUTORY OBLIGATION**

I/ We hereby declare that our Firm M/s....., (Address) ..... is having/ not having own PF and ESI Codes.

a) Firms having PF & ESI Codes Numbers :

(i) PF Code No. :

(ii) ESI Code No. :

i) "I/ We hereby declare that I/ We will deduct PF & ESI contributions of our labourers from wages who are deployed on outsourced/contractual engagement, every month and deposit the PF contribution (Employer's & Employees') under Code No. ....and ESI contributions (Employer's & Employees') under ESI Code No. .... in each month and produce duly acknowledged copies of challans.

(ii) "We also authorize to retain the bills payable to us till we furnish the challan, depositing PF & ESI dues. We also authorize to deduct all such statutory dues from our bills in case of our continued default in depositing PF & ESI dues and deposit the same with the respective statutory authorities."

2. I/ We shall follow the Govt. regulations on deployment of Contract Labour and shall comply with all the statutory provisions as per Govt. norms issued from time to time.

Place:

Date:

**(Stamp/Signature/Name of Authorized Signatory)**



**Appendix-B****Declaration of Blacklisting**

I/We hereby declare that neither I/We nor our Company/Firm or a parent, subsidiary or associate Company under direct or indirect common parent is/are presently nor in the past been placed on any Black list or Holiday list by any Public Sector Company in India or by any Department of State or Central Government and that there is no pending inquiry by any Public Sector Company in India or by any Department of State or Central Government, against us or our Company/Firm, a parent, subsidiary or associate Company as aforesaid, in India, in respect of criminal, corrupt or fraudulent practice(s). It is understood that if this Declaration is found to be false, OIDB shall have the right to reject my/our proposal/tender and the agreement is liable to be terminated without prejudice to any other right or remedy (including black listing or holiday listing) available to OIDB.

Place:

Date:

**(Stamp/Signature/Name of Authorized Signatory)**