

Bid Document

Bid Details	
Bid End Date/Time	04-03-2022 18:00:00
Bid Opening Date/Time	04-03-2022 18:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	60 (Days)
Ministry/State Name	Ministry Of Electronics And Information Technology
Department Name	Na
Organisation Name	National Institute Of Electronics And Information Technology - Nielit (formerly Doeacc Society)
Office Name	Nielit Ropar
Item Category	Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Computer Operator , Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Data Entry Operator
Contract Period	5 Month(s)
Minimum Average Annual Turnover of the Bidder	18 Lakh (s)
Years of Past Experience required	3 Year (s)
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
Time allowed for Technical Clarifications during technical evaluation	3 Days
Estimated Bid Value	3661004
Evaluation Method	Total value wise evaluation

EMD Detail

Required	No
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ePBG Detail

Advisory Bank	PUNJAB NATIONAL BANK
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	7

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

Beneficiary:

Director NIELIT Chandigarh

Nielit Ropar, NA, National Institute of Electronics and Information Technology - NIELIT (formerly DOEACC Society),

Ministry of Electronics and Information Technology

(Director Nielit Chandigarh)

Splitting

Bid splitting not applied.

MSE Purchase Preference

MSE Purchase Preference	Yes
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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. 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.
6. 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.

Additional Qualification/Data Required

Geographic Presence: Office registration certificate:Punjab or Chandigarh

Scope of work & Job description:[1645521189.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1645521217.pdf](#)

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

Technical Specifications

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Admin
List of Profiles	Computer Operator
Educational Qualification	Computer Proficiency
Specialization	Computer Proficiency
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Designation	Computer Operator (Patiala)
Title for Optional Allowances 1	LWF

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Shiv Kumar	140001,NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY, BIRLA FARMS, BADA PHULL, RUPNAGAR	2	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 617 • Bonus (INR per day) : 0 • ELDI (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 0.76923 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • ESI (INR per day) : 20.0525 • Number of working days in a month : 26 • Provident Fund (INR per day) : 80.21 • Tenure/ Duration of Employment (in months) : 5

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

Technical Specifications

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Admin
List of Profiles	Computer Operator
Educational Qualification	Computer Proficiency
Specialization	Computer Proficiency
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA

Specification	Values
District	NA
Addon(s)	
Additional Details	
Title for Optional Allowances 1	LWF
Designation	Computer Operator (SBS Nagar)

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Shiv Kumar	140001,NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY, BIRLA FARMS, BADA PHULL, RUPNAGAR	2	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 617 • Bonus (INR per day) : 0 • ELDI (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 0.76923 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • ESI (INR per day) : 20.0525 • Number of working days in a month : 26 • Provident Fund (INR per day) : 80.21 • Tenure/ Duration of Employment (in months) : 2.5

Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Data Entry Operator (30)

Technical Specifications

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Admin
List of Profiles	Data Entry Operator
Educational Qualification	Good speed in Data Entry English and Punjabi
Specialization	Data Entry with Good Speed English and Punjabi
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Title for Optional Allowances 1	LWF
Designation	Data Entry Operator

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Shiv Kumar	140001,NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY, BIRLA FARMS, BADA PHULL, RUPNAGAR	30	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 617 • Bonus (INR per day) : 0 • ELDI (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 0.76923 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • ESI (INR per day) : 20.0525 • Number of working days in a month : 26 • Provident Fund (INR per day) : 80.21 • Tenure/ Duration of Employment (in months) : 5

Buyer Added Bid Specific Terms and Conditions

1. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

2. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name NIELIT Chandigarh Account No. 7854005900000019 IFSC Code PUNB0040800 Bank Name Punjab National Bank Branch address College Road, Rupnagar. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

3. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

- a) The minimum pages to scanned by two operators at a location is 600 per day.
- b) The minimum records to be entered by a Data Entry Operator in Punjabi and English is

230 per day.

- c) The data entry is to be carried in bilingual language, i.e. Punjabi and English Languages. (Each record has Punjabi and English language parts).
- d) The Computer Operators & Data Entry Operators are required to work on six days a week basis.
- e) Normally one page contains 8 records. So the timelines for completing the scanning at Patiala & SBS Nagar and digitization work at Ropar are as below:

i. Scanning Work :

SNo.	Work Location	Estimated Total Records	Minimum pages to be scanned per day by two operators	Months For completing scanning work
[A]	[B]	[C]	[D]	
1	Patiala	6,00,000	600	5 months
2	SBS Nagar	3,00,000	600	2.5 months

ii. Data Entry Work :

SNo.	Work Location	Estimated Total Records	Minimum records to be entered by a DEO in a day	Months For completing scanning work
[A]	[B]	[C]	[D]	
1	Rupnagar	9,00,000	230	5 months

- f) The requirement of the manpower of each of the above types / locations shall be till the completion of the above work or months indicated above whichever is earlier.
- g) There may be some variation from the Estimated records to be entered and Estimated Pages to be scanned indicated above, and in such a case, the period of requirement shall be proportionately increased / reduced.
- h) In case the manpower fails to achieve the targets, penalty at the rate of Rs. 5 per shortfall record shall be deducted from monthly invoices of the agency supplying the manpower.
- i) Further, if the accuracy of the records entered is found to be less than **95%**, then penalty at the rate of Rs. 5 per error record shall be deducted from monthly invoices of the agency supplying the manpower.

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](#), 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---