

Bid Document

Bid Details	
Bid End Date/Time	15-02-2022 15:00:00
Bid Opening Date/Time	15-02-2022 15:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	65 (Days)
Ministry/State Name	Ministry Of Petroleum And Natural Gas
Department Name	Oil India Limited
Organisation Name	Oil India Limited
Office Name	Oil India Limited
Item Category	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 , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Admin; Receptionist Cum Operator , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Admin; Store Keeper , Manpower Outsourcing Services - Minimum wage - Unskilled; Admin; Office Helper
Contract Period	3 Year(s)
Minimum Average Annual Turnover of the Bidder	4 Lakh (s)
MSE Exemption for Years of Experience and Turnover	No
Startup Exemption for Years of Experience and Turnover	No
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	3937669

Bid Details	
Payment Timelines	Payments shall be made to the Seller within 15 days of issue of consignee receipt-cum-acceptance certificate (CRAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
Evaluation Method	Total value wise evaluation

EMD Detail

Advisory Bank	State Bank of India
EMD Percentage(%)	2.00
EMD Amount	78753

ePBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	39

(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.

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

Beneficiary:

CGM(C&P)

Oil India Limited, OIL INDIA Limited, OIL INDIA Limited, Ministry of Petroleum and Natural Gas
(Mvvs Murty)

Splitting

Bid splitting not applied.

MSE Purchase Preference

MSE Purchase Preference	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. 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.

3. 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.

4. Short Duration Bid has been published by the Buyer with the approval of the Competent authority due to Emergency procurement of critical products/services.

Additional Qualification/Data Required

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:Bidder Should Have Executed AtLeast1 No.Projects With Contract Value Not Less than Rs7.06L for Each Contract Of Providing Manpower Services to Cen./State Govt.Dept/PSUs/Autonomous bodies in last 3 FY.

Scope of work & Job description:[1642754603.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1642754663.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Administrative Operator Or Office Assistant Or Executive Assistant (1)

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	ANY GRADUATE
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	Work Assistant

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Swarup Majumder	751022,OIL INDIA LIMITED, BAY EXPLORATION PROJECT, IDCO TOWERS (3rd Floor), JANPATH, BHUBANESWAR	1	• ELDI (INR per day) : 3.27 • Bonus (INR per day) : 54.48 • EPF Admin Charge (INR per day) : 3.27 • 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 : 654 • Number of working days in a month : 24 • Provident Fund (INR per day) : 78.48 • ESI (INR per day) : 21.26 • Tenure/ Duration of Employment (in months) : 36

Manpower Outsourcing Services - Minimum Wage - Skilled; Finance/Accounts; Accounting Operator Or Accounts Assistants Or Accounts Executive (1)**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
Post Graduation	Not Required

Specification	Values
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Designation	Accounts Assistant

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Swarup Majumder	751022,OIL INDIA LIMITED, BAY EXPLORATION PROJECT, IDCO TOWERS (3rd Floor), JANPATH, BHUBANESWAR	1	• Bonus (INR per day) : 54.48 • ELDI (INR per day) : 3.27 • EPF Admin Charge (INR per day) : 3.27 • Minimum daily wage (INR) exclusive of GST : 654 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Number of working days in a month : 24 • Provident Fund (INR per day) : 78.48 • ESI (INR per day) : 21.26 • Tenure/ Duration of Employment (in months) : 36

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

Technical Specifications

Specification	Values
Core	
Skill Category	Semi-skilled
Type of Function	Admin
List of Profiles	Receptionist Cum Operator
Educational Qualification	Graduate
Specialization	ANY GRADUATE
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	RECEPTIONIST

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Swarup Majumder	751022,OIL INDIA LIMITED, BAY EXPLORATION PROJECT, IDCO TOWERS (3rd Floor), JANPATH, BHUBANESWAR	1	- Minimum daily wage (INR) exclusive of GST : 546 - Bonus (INR per day) : 45.48 - ELDI (INR per day) : 2.73 - EPF Admin Charge (INR per day) : 2.73 - Optional Allowances 1 (INR per day) : 0 - Optional Allowances 2 (INR per day) : 0 - Optional Allowances 3 (INR per day) : 0 - ESI (INR per day) : 17.75 - Number of working days in a month : 24 - Provident Fund (INR per day) : 65.52 - Tenure/ Duration of Employment (in months) : 36

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Admin; Store Keeper (1)

Technical Specifications

Specification	Values
Core	
Skill Category	Semi-skilled
Type of Function	Admin
List of Profiles	Store Keeper
Educational Qualification	Secondary 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	
Designation	STORE KEEPER

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Swarup Majumder	751022,OIL INDIA LIMITED, BAY EXPLORATION PROJECT, IDCO TOWERS (3rd Floor), JANPATH, BHUBANESWAR	1	• Bonus (INR per day) : 45.48 • ELDI (INR per day) : 2.73 • EPF Admin Charge (INR per day) : 2.73 • Minimum daily wage (INR) exclusive of GST : 546 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • ESI (INR per day) : 17.75 • Number of working days in a month : 24 • Provident Fund (INR per day) : 65.52 • Tenure/ Duration of Employment (in months) : 36

Manpower Outsourcing Services - Minimum Wage - Unskilled; Admin; Office Helper (1)

Technical Specifications

Specification	Values
Core	
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)	
Additional Details	
Designation	OFFICE BOY

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Swarup Majumder	751022,OIL INDIA LIMITED, BAY EXPLORATION PROJECT, IDCO TOWERS (3rd Floor), JANPATH, BHUBANESWAR	1	• Bonus (INR per day) : 36.4 • ELDI (INR per day) : 2.19 • EPF Admin Charge (INR per day) : 2.19 • Minimum daily wage (INR) exclusive of GST : 437 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • ESI (INR per day) : 14.2 • Number of working days in a month : 24 • Provident Fund (INR per day) : 52.44 • Tenure/ Duration of Employment (in months) : 36

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. Certificates

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.

3. Generic

Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.

4. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of OIL INDIA LIMITED payable at BHUBANESWAR.

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

5. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

i) Total Price excluding GST, for each category **[Tn]** = (Basic pay + ESI + Provident Fund + ELDI + Bonus + EPF Admin Charges) * Tenure Duration Of Employment *Quantity

Total Price excluding GST for all 5 categories **[T]** = T1 + T2 + T3 + T4 +T5

The service charge is to be quoted in percentage of **[T]**.

ii)The Service Charge (in percentage) will remain firm and free from any escalation during the entire period of the Contract. It includes charges towards all the services under the Terms of Reference /Scope of Work of the Contract including and not limited to maintenance of the Contractor's Personnel, their uniform, equipment, out of pocket expenses, conveyance etc. and all applicable statutory taxes and duties.

iii). Service Charge in percentage must not be less than 5% (Five per cent) and more than 7.5% (Seven Point Five Per cent) of the Total Price excluding GST for all 5 categories. The percentage value up to decimal points will only be considered. The bidder quoting below 5% and above 7.5% will be rejected.

iv) The Personnel to be deployed by the service provider will be selected by the Company.

v) The service provider should be registered with Labour Dept. of Government of Odisha, holding a valid license under the latest Contract Labour (Regulation & Abolition) Act and should be having valid ESI, EPF Code No., Income-tax Account No., GST No., etc.

vi). The service provider has to submit an undertaking that he will pay wages to his employees not less than what he is getting from the principal employer.

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6. **Payment**

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.

7. **Buyer Added Bid Specific Scope Of Work(SOW)**

File Attachment [Click here to view the file.](#)

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---