

Bid Document

Bid Details	
Bid End Date/Time	22-03-2022 14:00:00
Bid Opening Date/Time	22-03-2022 14:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	60 (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 - Fixed Remuneration - Admin; Administrative Operator or Office Assistant or Executive Assistant; Secondary School , Manpower Outsourcing Services - Fixed Remuneration - Admin; Administrative Operator or Office Assistant or Executive Assistant; Graduate , Manpower Outsourcing Services - Fixed Remuneration - Others; Office Boy; Not Required , Manpower Outsourcing Services - Fixed Remuneration - Others; Sweeper; Not Required
Contract Period	2 Year(s)
Minimum Average Annual Turnover of the Bidder	17 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),Additional Doc 1 (Requested in ATC),Additional Doc 2 (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	11526362
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).	27

(a). 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.

Additional Qualification/Data Required

Scope of work & Job Description:[1645695907.pdf](#)

Manpower Outsourcing Services - Fixed Remuneration - Admin; Administrative Operator Or Office Assistant Or Executive Assistant; Secondary School (6)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Administrative Operator or Office Assistant or Executive Assistant
Educational Qualification	Secondary School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	No
Additional Details	
Title for Optional Allowance 1	Transport & Mobile allowance

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	Tanushree Agrawal	533004,Oil India Limited, 11-4-7, 3rd Floor, Nookalamma Temple Street, Ramaraopet, Kakinada, Andhra Pradesh	6	• Basic monthly pay (INR) exclusive of GST : 20000 • Bonus (INR Monthly) : 1667 • ELDI (INR Monthly) : 100 • EPF Admin Charges (INR Monthly) : 100 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 5000 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 2400 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Administrative Operator Or Office Assistant Or Executive Assistant; Graduate (3)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Administrative Operator or Office Assistant or Executive Assistant
Educational Qualification	Graduate
Specialization	Any discipline
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	

Specification	Values
Additional Certifications/ Trainings required for the resources being hired	No
Additional Details	
Title for Optional Allowance 1	Transport & Mobile allowance

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Tanushree Agrawal	533004,Oil India Limited, 11-4-7, 3rd Floor, Nookalamma Temple Street, Ramaraopet, Kakinada, Andhra Pradesh	3	• Basic monthly pay (INR) exclusive of GST : 24000 • Bonus (INR Monthly) : 2000 • ELDI (INR Monthly) : 120 • EPF Admin Charges (INR Monthly) : 120 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 7000 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 2880 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Others; Office Boy; Not Required (4)

Technical Specifications

Specification	Values
Core	
Type of Function	Others
List of Profiles	Office Boy

Specification	Values
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	No
Additional Details	
Title for Optional Allowance 1	Transport & Mobile allowance

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	Tanushree Agrawal	533004,Oil India Limited, 11-4-7, 3rd Floor, Nookalamma Temple Street, Ramaraopet, Kakinada, Andhra Pradesh	4	• Basic monthly pay (INR) exclusive of GST : 17000 • Bonus (INR Monthly) : 1417 • ELDI (INR Monthly) : 85 • EPF Admin Charges (INR Monthly) : 85 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 4000 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 2040 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Others; Sweeper; Not Required (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Others
List of Profiles	Sweeper
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	

Specification	Values
Additional Certifications/ Trainings required for the resources being hired	No
Additional Details	
Title for Optional Allowance 1	Transport & Mobile allowance

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Tanushree Agrawal	533004,Oil India Limited, 11-4-7, 3rd Floor, Nookalamma Temple Street, Ramaraopet, Kakinada, Andhra Pradesh	1	• Basic monthly pay (INR) exclusive of GST : 15000 • Bonus (INR Monthly) : 1250 • EPF Admin Charges (INR Monthly) : 75 • ELDI (INR Monthly) : 75 • Optional Allowances 1 (INR Monthly) : 4000 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 617 • Tenure/ Duration of Employment (In Months) : 24

Buyer Added Bid Specific Terms and Conditions

1. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

A. Bidders must meet the following technical criteria failing which their offer will be rejected:

i. **Experience Criteria:** The bidder should have executed at least 1 (one) number of project with contract value not less than **INR 28.8 Lakh** for each contract of providing manpower services to

Central / State Gov. Departments / PSUS / Autonomous Bodies in last 3 financial years.

For proof of requisite experience, bidders have to along with the bid: Contract document / Work order / any other relevant document showing details of work supported with Completion Certificate issued by the end user for each contract, indicating the following: a. Contract / Work Order Number b. Detailed Scope of Work c. Actual Dates of Commencement and Completion.

ii. The bidder / contractor should be registered with Labour Dept. of Government of Andhra Pradesh, 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.

iii. The bidder has to submit an undertaking stating that in the event of award of contract, they will pay wages to the deployed manpower not less than what they are getting from the principal employer.

B. Total Price excluding GST, for each category **[Tn]** = (Basic pay + ESI + Provident Fund + ELDI + Bonus + EPF Admin Charges + Transport & Mobile Allowance) x Tenure / Duration of Employment x Number of manpower

Total Price excluding GST for all 4 categories **[T] = T1 + T2 + T3 + T4**

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

Total contract cost = **T + GST + Service Charge Amount.**

C. 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.

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

E. OIL has appointed Independent External Monitors (IEM) for a period of 03 (Three) years to oversee implementation of Integrity Pact in OIL. Bidders may contact the Independent External Monitors for any matter relating to the Integrity Pact at the following addresses:

a. Shri Sutanu Behuria, IAS (Retd.), Ex-Secretary, Ministry of Heavy Industries and Public Enterprises. E-mail ID: sutanu2911@gmail.com

b. Shri Rudhra Gangadharan, IAS (Retd.), Ex-Secretary, Ministry of Agriculture, E-mail ID: rudhra.gangadharan@gmail.com

c. Shri Om Prakash Singh, IPS (Retd.), Former DGP, Uttar Pradesh, E-mail ID: Ops2020@rediffmail.com

Integrity Pact, in respect of a particular contract / order, shall be operative from the date IP is signed by both the parties till the completion of contract or as mentioned in Section 9 – Pact Duration, whichever is later. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings. Any issue relating to execution of contract / order, if specifically raised before the IEMs shall be looked into by IEMs.

In the event of any dispute between the management and the Contractor / Supplier, in case, both the parties are agreeable, they may try to settle dispute through mediation before the panel of IEMs in a time bound manner. If required, the organizations may adopt any mediation rules for this purpose. In case, the dispute remains unresolved even after mediation by the panel of IEMs, the organization may take further action as per the terms and conditions of the Contract / order. The fees / expenses on dispute resolution shall be equally shared by both the parties.

2. **Generic**

Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. [Click here to view the file](#)

3. **Financial Criteria**

NET WORTH: Net Worth of the OEM should be positive as per the last audited financial statement.

4. **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.

5. **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 %.

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---