

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	14-11-2023 15:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	14-11-2023 15:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	75 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Pmo
Department Name/विभाग का नाम	Department Of Atomic Energy
Organisation Name/संगठन का नाम	Irel (india) Limited
Office Name/कार्यालय का नाम	Ho
Item Category/मद केटेगरी	Manpower Outsourcing Services - Minimum wage - Semi-skilled; Others; Office Peon
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)	3 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	5 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	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 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	1105335
Payment Timelines	Payments shall be made to the Seller within 30 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/मूल्यांकन पद्धति	Total value wise evaluation

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	22107

ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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(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 :

DGM - Tech (P & S)

DGM - Technical (Purchase & Stores), IREL (India) Limited, Manavalakurichi, Kanyakumari District, Tamil Nadu 629 252

(K Jagan Mohan Babu)

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. 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. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their 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.
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 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.
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.
[OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.
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.
7. 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.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

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:3

Geographic Presence: Office registration certificate:Kanyakumari Tirinelvei Thiruvananthapuram Thoothukudi

Scope of work & Job description:[1698907180.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1698907334.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Others; Office Peon (4)**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
Core	
Skill Category	Semi-skilled
Type of Function	Others
List of Profiles	Office Peon
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 1	0
Title for Optional Allowances 2	0
Title for Optional Allowances 3	0
Designation	Purchase Assistant/Semi-skilled persons

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	K Jagan Mohan Babu	629252,IREL(India) Limited P.O.: MANAVALAKURICHI DIST.: KANYAKUMARI, STATE: TAMILNADU PIN -629 252	4	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 628 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • 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) : 0 • Provident Fund (INR per day) : 81.64 • 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. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

PRE-QUALIFICATION CRITERIA

- Bidders shall have successfully executed similar work during last five years from the date of tender and the same shall be as mentioned below:

- Tenderer should have executed three similar works costing not less than ₹4,42,134/-.

or

- Tenderer should have executed two similar works costing not less than ₹5,52,668/-.

or

- c. Tenderer should have executed one similar work costing not less than ₹8,84,268/-

The bidders shall submit the copy of the work order executed and work completion certificate for the work from their customers to whom they have provided the manpower in the last 5 years.

Similar works means: Engagement of manpower for Miscellaneous works or Data Entry Work.

2. **Financial:** Average annual financial turnover of the tenderer during the financial year 2019-20, 2020-21, 2021-22 should be minimum ₹3,31,601/-.

Copy of the Profit & Loss account and Balance Sheets or Income and expenditure account has to be submitted.

3. The bidder **must** have Office established in Districts of Kanyakumari/Tirunelveli / Thiruvananthapuram / Thoothukudi District.

Note:

- Documents in support of PQC criteria should be uploaded.
- Pre-Qualification Criteria can be relaxed for MSEs and Startup companies subject to meeting quality and technical specification.
- Offers from vendors defaulted to IREL (India) Limited, Manavalakurichi during last one year will not be considered.
- In case of multiple L1 offers, successful bidder name will be finalized by GeM system.

TERMS & CONDITIONS

1. Bidders have to upload the following along with the Bid

(i) Documents towards pre qualification of tender failing which offer shall not be accepted.

(ii) Earnest Money Deposit

(iii) Copy of GST, PAN, MSME Registration

(iv) Undertaking provided in tender, duly filled and signed

(v) Contact details with e-mail, Phone no. etc.

2. **Security Deposit (SD)**

The successful Contractor shall furnish a Security Deposit amounting to 3% of the total value of the contract within 21 days of placement of order or before commencement of work whichever is earlier.

The Security Deposit may be remitted in the following forms:

(i) Through NEFT/ RTGS in favour of M/s. IREL (India) Limited, Manavalakurichi.

(ii) Irrevocable Bank Guarantee from any Scheduled / Nationalised bank acceptable to M/s. IREL (India) Limited as per annexure II.

The Security Deposit shall be for the due and faithful performance of the contract and shall remain binding notwithstanding such variations; alterations or extensions of time as may be made, given conceded or agreed to between the contractor and M/s. IREL (India) Limited under the General Conditions or otherwise.

The security Deposit furnished by the successful tenderer shall not carry any interest whatsoever.

EMD may be adjusted towards SD. However, if EMD is submitted in the form of Bank Guarantee, fresh Bank Guarantee is to be submitted towards SD in the prescribed format as per annexure II.

3. Earnest Money Deposit (EMD)

- 3.1 Rs. 22,107/- (Rupees Twenty two thousand one hundred and seven only)
- 3.2 Tenderer shall remit EMD through RTGS/ NEFT infavour of M/s IREL (India) Limited, Manavalakurichi.
- 3.3 Tenderer shall inform details of remittance of EMD & TDC through E-Mail/ FAX. The E-mail should contain full postal address of the Tenderer, Tender No. for which EMD & TDC were paid, payment details including amount, and UTR No. and bank details from which payment was done. IREL's Email id is purchase-mk@irel.co.in
- 3.4 Incase tenderer is submitting BG in lieu of EMD the same shall be strictly in the format given in the tender. The Original BG shall reach this office at least 3 days in advance from the date of opening of Techno-Commercial Bid.
- 3.5 Offers without EMD or valid EMD exemption certificate shall not be considered.
- 3.6 The EMD is liable to be forfeited if:
 - (i) The tenderer changes the terms and conditions or prices or withdraw his quotation subsequent to the date of opening.
 - (ii) The tenderer fails to accept the order when placed or fails to commence supplies/works after accepting the order.
 - (iii) In case bidder submits false/fabricated documents.
 - (iv) In case bidder fails to submit SD within 30 days of receipt of work/supply order.
- 3.7 PSU, State Govt. Undertakings are exempted from payment of EMD. MSME /SSI units are exempted from payment of **EMD** provided they submit valid MSME/ NSIC certificate along with commercial bid and to ensure that certificate pertains to the class of item/works for which floated.

4. Payment Terms

Payment will be made once in a month for the engagement of persons on pro-rata basis, against the bill duly certified by Engineer-in -charge subject to deduction of tax at source as applicable.

Payment shall be done within 30 days of submission of bill duly certified by Engineer -In-Charge.

GST Law mandates Tax Deduction at Source (TDS) vide Section 51 of the CGST/SGST Act 2017, Section 20 of the IGST Act, 2017 and Section 21 of the UTGST Act, 2017.

Please mention IREL GST number (33AAACI2799F1ZL) and HSN/SAC code of goods/services in your bills.

5. Liquidated Damages

For delays attributable to the Supplier liquidated damages shall be levied at the rate of 0.5% per week or part thereof on the value of unfinished supply for each week of delay subject to a maximum of 5% of the total contract value. However if separate period of completion is specified for certain item of work or group of items of work at the time of issuing the order the liquidated damage can be levied accordingly for the value of the item of work or group of items of work. The Purchaser may at his option and without prejudice to any other method of recovery, deduct the amount of such damages from any

moneys in his hands due to the Contractor. The payment or deduction of such damages shall not relieve the Contractor from his obligations to complete the work or from any other of his obligations and liabilities under the contract.

Wherever the supply / work is on turnkey or having a bearing in commissioning and performance of the system in total, LD shall be imposed on total value, in such cases.

PURCHASE DEPARTMENT

6. Period of contract

- a. The Period of contract is one year from the date of start of work and shall start the work within 15 days from the date of work order and shall continue for a period **of One year (1 year)**, unless it is curtailed or terminated by IREL(India) Limited . The contract may be extended with same terms and condition for a further period not exceeding ONE year by mutual consent of IREL(India) Limited and the contractor.

7. Penalty

- a. The contractor shall immediately provide a competent substitute in the event of any person leaving the site due to his / her personal reasons. The delay by the contractor in providing a substitute beyond one working day shall attract damages @ Rs.250/- per day (per such case) on the contractor.
- b. Compensation for interruption of service rendered, cost of materials or stores lost or damaged while carrying out the work, or cost of materials or stores not returned to this office on completion of work or cost of defective components, spares or tools, or towards damage of other utility services while carrying out the work, or any claim against you for the payment of money arises out of or under this contract will be deducted from the monthly bill or any other amount payable to you.
- c. In case, you fail to comply with any statutory / taxation liability under appropriate law, and as a result thereof this office is put to any loss / obligation, monetary or otherwise, This office will be entitled to get itself reimbursed out of the outstanding bills or the performance Security Deposit of you., to extent of the loss or obligation in monetary terms.
- d. In case, person deployed is absent on a particular day, one day wage shall be deducted.

STORES DEPARTMENT

8. Period of contract

- a. The period of contract will be for a period of one year. This can be further extended for maximum period of another one year & up to full quantity on the discretion of IREL (India) Ltd on satisfactory performance of the contract.
- b. IREL may terminate the contract by issuing two weeks' notice without assigning any reasons. Further the contract may also be terminated by IREL during the subsistence of the contract if any of the terms and conditions of the contract is not complied with by the contractor.
- c. If more than one bidder quotes same L-1 price, i.e., in case a tie exists between two or more bidders on quoted price, preference will be given to bidder as mentioned below. (L-1 party will be finalized based on the following sequence of priorities.)
 - if more than one bidder of L-1 price exists, Run for L-1 method from GeM portal will be adopted.

9. PENALTY

The contractor has to engage 2 (Two) persons per day on all working days failing which penalty shall be imposed @ Rs 400 /- per day per person.

10. In case of any discrepancy between Gem ATC and Buyer ATC, terms stipulated in Buyer ATC shall govern.

11. MSE bidders are to carefully indicate their MSE status while bidding. In case any mistake done by the bidder, evaluation and order shall be done as per GeM provisions only and IREL (India) Limited shall not be anyway held responsible.

3. 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---