

Bid Document

Bid Details	
Bid End Date/Time	03-03-2021 18:00:00
Bid Opening Date/Time	03-03-2021 18:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	30 (Days)
Ministry/State Name	Ministry Of Labour And Employment
Department Name	Na
Organisation Name	Employees Provident Fund Organisation (epfo)
Office Name	Ro Delhi North
Item Category	Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Secur
Contract Period	1 Year(s)
Bidder Turnover (Last 3 Years)	25 Lakh (s)
Experience Criteria	3 Year (s)
MSE Exemption for Years Of Experience and Turnover	Yes
Startup 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),Additional Doc 3 (Requested in ATC),Additional Doc 4 (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	2 Days
Evaluation Method	Total value wise evaluation

EMD Detail

Advisory Bank	State Bank of India
EMD Percentage(%)	2.00
EMD Amount	106912

ePBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	5.00
Duration of ePBG required (Months).	12

(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:

ASSISTANT PROVIDENT FUND COMMISSIONER
RO DELHI NORTH, NA, Employees Provident Fund Organisation (EPFO), Ministry of Labour and Employment
(Anil Kumar Jain)

Splitting

Bid splitting not applied.

1. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.

Additional Required Data/Document(s)

Annual turnover Required by Buyer in Crores:2 CRORE

Additional Conditions specific to this bid:ALL BIDDERS ARE REQUESTED TO UPLOAD SCANNED AND CERTIFIED COPIES OF ALL STATUTORY REGISTRATION CERTIFICATES I.E. EPF , ESIC, GST , PAN , TAN , LABOUR WELFARE FUND , SHOP AND ESTABLISHMENT (DELHI) CERTIFICATE ALONG WITH LATEST PAYMENT PROOF , LABOUR LICENSE , LICENSE FOR PROVIDING SECURITY SERVICE IN DELHI AND ALSO INCOME TAX RETURN ALONG WITH LAST 3 YEARS BALANCE SHEET DULY CERTIFIED BY CA.

Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required:[1612345793.pdf](#)

Scope Of Work For the Service:[1612345804.pdf](#)

Competent Authority Approval for the additional conditions:[1612354128.pdf](#)

**Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/
Residential; Unarmed Security Guard (15)**

Technical Specifications

Specification	Values
Core	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Unarmed Security Guard
Category of Skills	Skilled
Gender	Male
Duty Hours in a day	8

Qualification	Secondary School
Ex Servicemen	No
Age Limit	Up to 50 years
Years of Experience	3 – 6 years
Additional Requirements for the Security Personnel	Driver's License
Addon(s)	
Additional Details	
Total Number of Manpower per 8 hour shift	15
Location of Deployment	NEW DELHI
Designation	SECURITY GUARD WITHOUT ARMS

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity of above mentioned technical specification	Additional Requirement
1	Anil Kumar Jain	110052,28 community Centre Wazirpur Industrial Area Delhi	15	<ul style="list-style-type: none"> • Bonus (Percentage of Minimum daily wage) : 8.33 • EDLI (Percentage of Minimum daily wage) : 1 • ESI (Percentage of Minimum daily wage) : 3.25 • Number of working days in a month : 26 • Provident Fund (Percentage of Minimum daily wage) : 12 • Basic Pay (Minimum daily wage) : 777 • Non Mandatory Compliance 1 (in Rupees) : 0 • Non Mandatory Compliance 2 (in Rupees) : 0 • Non Mandatory Compliance 3 (in Rupees) : 0 • Tenure/ Duration of Employment : 12

Bid Specific Additional Terms and Conditions

- 1. Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.
- 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 %.
- Duration of the service contract may be extended up to 6 months beyond the initial contract duration (subject to satisfactory performance and mutual consent).
- 4. OPTION CLAUSE:** The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25

percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

5. Supplier shall ensure that the Invoice is raised in the name of Consignee with GSTIN of Consignee only.
- 6.1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.
7. **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.
8. Bidders can also submit the EMD with Banker's Cheque in favour of REGIONAL PROVIDENT FUND COMMISSIONER RO DELHI NORTH payable at DELHI.
Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.
9. Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of REGIONAL PF COMMISSIONER RO DELHI NORTH payable at DELHI. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.
10. Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of REGIONAL PF COMMISSIONER A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.
11. **NET WORTH:** Net Worth of the OEM should be positive as per the last audited financial statement.
12. **ISO 9001:** The bidder or the OEM of the offered products must have ISO 9001 certification.
13. 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.
14. **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.**
15. Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.
16. **Escalation Matrix For Service Support :** Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.
17. The Service Provider is required to have at least 40 % of the required manpower on service provider's payroll for at least one year. Necessary documents relating to such manpower will be uploaded by the bidder for verification of the buyer. Such manpower will be part of total manpower to be provided by the Service Provider in case he gets the contract against this bid.
18. For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:
 - a. Purchase Order copy along with Invoice(s) with self-certification by the bidder that supplies against the invoices have been executed.
 - b. Execution certificate by client with order value.
 - c. Any other document in support of order execution like Third Party Inspection release note, etc.

This Bid is governed by the [General Terms and Conditions](#), 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 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---