



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/4749088  
Dated/दिनांक : 07-03-2024

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	03-04-2024 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	03-04-2024 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Commerce And Industry
Department Name/विभाग का नाम	Department Of Commerce
Organisation Name/संगठन का नाम	Marine Products Export Development Authority (mpeda)
Office Name/कार्यालय का नाम	South
Item Category/मद केटेगरी	Manpower Outsourcing Services - Fixed Remuneration - Admin; Data Entry Operator; Graduate
Contract Period/अनुबंध अवधि	2 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	50 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 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**

<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	No
<b>Type of Bid/बिड का प्रकार</b>	Two Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	5 Days
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है</b>	Yes

**EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	381722

**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 दस्तावेज 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 :**

Deputy Director  
South, Department of Commerce, Marine Products Export Development Authority (MPEDA), Ministry of  
Commerce and Industry  
(Mpeda Rd Chennai)

**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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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. 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 contract value not less than (Rs) yy for each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:**Bidder must have executed manpower outsourcing projects, at least 100 manpower in the last 3 years. (Same manpower deployed in consecutive years will be taken in to account).  
(Attach valid documents)

**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:**At least 1 No. similar contract with Contract Value Not Less Than Rs.25 lakh.

OR

b.Two Nos. similar contracts with Contract Value Not Less Than Rs. 15 lakh each in last 3 financial years

**Geographic Presence: Office registration certificate:**This bid is reserved for bidders with geographical presence in the state of Tamilnadu

**Scope of work & Job Description:**[1709808090.pdf](#)

**In case, the buyer wants to retain some of the existing resources then buyer is needed to upload the list of resources along with the quantity of each type or resource to be continued by the successful bidder/service provider under the new contract as per the T&C of new contract concluded on the basis of this bid along with approval of Competent Authority.:**[1709808284.pdf](#)

**This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-**

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
60	100	60	<a href="#">View File</a>

**Total Minimum Qualifying Marks for Technical Score: 60**

**QCBS Weightage(Technical:Financial):30:70**

**Interview Venue:**MPEDA RD Chennai, 167, Eco Park, Chetpet, Poonamallee High Rd, Kilpauk, Chennai, Tamil Nadu 600010  
Contact: 9543225351

**Presentation Venue:**MPEDA RD Chennai, 167, Eco Park, Chetpet, Poonamallee High Rd, Kilpauk, Chennai, Tamil Nadu 600010  
Contact: 9543225351

**Pre Bid Detail(s)**

Pre-Bid Date and Time	Pre-Bid Venue
27-03-2024 14:00:00	MPEDA RD Chennai, 167, Eco Park, Chetpet, Poonamallee High Rd, Kilpauk, Chennai, Tamil Nadu 600010 Contact: 9543225351

**Manpower Outsourcing Services - Fixed Remuneration - Admin; Data Entry Operator; Graduate ( 19 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Type of Function	Admin
List of Profiles	Data Entry Operator
Educational Qualification	Graduate
Specialization	Science
Post Graduation	Optional
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Title for Optional Allowance 1	
Designation	Harbour Data Collector

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़****Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

<b>S.No./क्र. सं.</b>	<b>Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी</b>	<b>Address/पता</b>	<b>Number of Resources to be hired</b>	<b>Additional Requirement/अतिरिक्त आवश्यकता</b>
1	Shajina I	600010,The Marine Products Export Development Authority Regional Division, No.167, First Floor, Interpretation Building TNFDC, ECOPARK Poonamallee High Road, Chetpet, Kilpauk Chennai - 600 010 +91 44 28365152 , +91 44 28363132	19	<ul style="list-style-type: none"><li>• Basic monthly pay (INR) exclusive of GST : 20000</li><li>• Bonus (INR Monthly) : 0</li><li>• EDLI (INR Monthly) : 0</li><li>• EPF Admin Charges (INR Monthly) : 0</li><li>• Estimated Number of Overtime Hours per Resource per Month : 0</li><li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li><li>• Optional Allowances 1 (INR Monthly) : 300</li><li>• Optional Allowances 2 (INR Monthly) : 0</li><li>• Optional Allowances 3 (INR Monthly) : 0</li><li>• Provident Fund (INR Monthly) : 1950</li><li>• ESI (INR Monthly) : 650</li><li>• Tenure/ Duration of Employment (In Months) : 24</li></ul>

**Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें****1. Generic**

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.

## 2. **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.

## 3. **Service & Support**

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

## 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. **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.

## 6. **Past Project Experience**

**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

## 7. **Forms of EMD and PBG**

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY

Account No.

67071869334

IFSC Code

SBIN0001853

Bank Name

STATE BANK OF INDIA

Branch address

KILPAUK

Bidder to indicate bid number and name of bidding 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 along with bid.

## 8. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

1. The Service Provider has to provide Manpower Hiring Services at any designated premises in the state as per the discretion of MPEDA.

2. The deployed manpower cannot be replaced by service provider without prior approval of MPEDA.
  3. The service provider has to appoint a nodal person as a single point contact for any issues arising later.
  4. The service provider should make all statutory payments relating to the personnel employed, viz, EPF, Gratuity, IT, GST etc. applicable as per prevailing laws. The service provider will have to ensure adherence of all relevant welfare legislations especially Contract labour (Regulation and Abolition) Act, 1970.
  5. The service provider should provide photo ID cards to all hired personnel.
  6. The service provider would be required to provide sufficient and qualified manpower, capable of supporting the functioning of the project/ department in a manner desired by the MPEDA.
  7. The services shall be rendered as per the work order/contract of buyer and subsequent communication by MPEDA authorized representative, if services are required for more locations.
  8. MPEDA will have the option to choose the desired manpower on the basis of type of function, educational qualification, work experience, skill categories as per their requirement.
  9. MPEDA will also provide additional details like duration of requirement, number of manpower required etc.
  10. MPEDA will have the right to assess the quality of manpower and if any of them are found not up to mark, and not suitable for work, they have to be replaced by the service provider without any hesitation or extra cost to Buyer's organization/ office.
  11. Service provider will not charge any kind of fees from the manpower. In case of any complaint received, GEM's SLA will also be applicable in this contract. In case of violation of any condition by the service provider/manpower agency, strict action will be taken against the service provider/ Agency.
  12. Service provider should maintain an attendance card/wage card with the endorsement of Time-in and Time-out for each manpower deployed. The duly checked attendance shall be intimated by 7th of the succeeding month.
  13. In case it is found that service provider has not paid monthly wages etc. as per various labour laws/ acts, Buyer's organization/ office being the principal employer shall make the payment and will recover the same with a penalty/surcharge from the due payment of the service provider.
  14. Statutory central minimum wages to all skilled/unskilled labour shall be paid by the contractor as per the latest notification of the government/local authority.
  15. The service provider should issue salary slip to all resources every month.
  16. Internet Allowance: A monthly allowance of Rs. 300/- per head towards internet charges has to be paid to the employee, which can be reimbursed by MPEDA to the outsourcing agency along with the remuneration and other charges.
  17. LEAVE: Any leave will be in accordance with the leave policy of MPEDA . 1 day leave is allowable per month. The engaged employee will not be granted leave of absence for more than 7 days at a stretch based on the accumulated leave. No claim for the unused/unutilized leaves or sick leave during the tenure of the job contract from the employee will be entertained.
  18. HOLIDAY: Hired Professionals shall be entitled for the holidays applicable to as declared by MPEDA .
  19. No TA/DA shall be admissible to the contractual staff for joining the assignment or on its completion and MPEDA is absolved of all its obligations in this regard. However, TA/DA or other payments if any shall be paid in case the contractual staff deputed by MPEDA/NETFISH for official work/ other project works in any part of India and the same shall be governed by decisions taken by MPEDA/NETFISH in this regard in accordance with law. TA/DA or other payments if any, to the field staff, shall be remitted directly by MPEDA/NETFISH to the Personal bank account of concerned personnel engaged through the agency.
  20. ACCOMMODATION: No accommodation or HRA will be provided by Service provider and MPEDA to the Contractual Staff. Accommodation charges only on field tours, if any, may be remitted directly by MPEDA to the Personal bank account of concerned personnel engaged through the agency.
- 8 / 11
21. The selection of the agency will be at the sole discretion of MPEDA which reserves its right to accept or reject any or all of the proposals without assigning any reason.
  22. Selection of the agency for manpower supply will be based on the recommendation of the Tender Evaluation committee.
  23. The contract will be for a period of two years from the commencement of the contract subject to continuous satisfactory performance and on failure on this aspect by the contractor, MPEDA reserves the right to terminate the contract. If the competent authority approves for further continuance of contract, the term of HDCs may be extended further for such period subject to satisfactory performance, on mutual consent, under the same terms and conditions.
  24. MPEDA reserves the right to terminate the contract at any time, before the expiry of its contract, by giving 3 months' notice. The Service Provider also needs to give 3 months' notice in case of premature termination of contract. During the notice period, both the parties will maintain the status quo.
  25. The successful bidders must adhere to the following Time Schedule: -
    - a. Written acceptance by vendor of the Work order and assumption of charge - within 3 days from the date of issue of work order
    - b. Deployment of full manpower and furnishing of their details. Signing of agreement - Within 30 days of issue of Work Order

26. MPEDA reserves the right to amend/add/delete/relax any condition of the tender document without any notice at any stage.
27. The agency shall not in any condition engage any sub-contractor or transfer the contract to any other person. If found guilty, the contract will be cancelled immediately at the cost and expense of the Contractor.
28. The list of all contract Staff will be submitted by the agency together with names/address of the employees with their bio data qualification certificates, experience certificate, age certificate, Bank Account number etc., who are engaged in this project.
29. The number of manpower required may be increased or decreased from present requirement as per the discretion of MPEDA. The bidder should have sufficient manpower & other necessary resources at their disposal.
30. The service providers should ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of MPEDA. The Contractors shall be fully responsible for the conduct of his staff. Such person will have to be replaced by the Contractor at his own costs, risks and responsibilities immediately, with written intimation to MPEDA.
31. The officers of MPEDA may visit the premises of the bidders to assess their capability to handle such jobs without giving any prior intimation. The report of this inspection, if carried out, would serve as input for the competent authority to decide as to whether or not a bidder is qualified to fulfill the Contract.
32. MPEDA shall not be liable for any damages or compensations payable to any personnel provided by the Service Provider in respect of any injury or loss sustained by such personnel. The Service Provider shall indemnify, defend and hold harmless MPEDA and NETFISH against any claim in respect of the personnel engaged or all losses and claims for injury or damage to property (including the property of MPEDA and NETFISH) which may arise in consequences of the performance of this agreement by the Service Provider.
33. The successful bidder shall be required to sign a Contract Agreement, on a stamp paper of Rs.200/- to be furnished by him within one week of issue of Work Order with MPEDA-NETFISH, a society under MPEDA who will be executing the project which include work allocation & monitoring the HDCs, payment to the service provider etc. Failure to sign the contract within 7 days from the date of issue of Work Order may result in the forfeiture of the EMD.

#### 9. Buyer Added Bid Specific Scope Of Work(SOW)

Text Clause(s)

##### SCOPE OF WORK

Bids are invited by The Marine Products Export Development Authority from reputed Manpower service providers as detailed in the tender document/BOQ, available in the website: <https://gem.gov.in>, [www.mpeda.gov.in](http://www.mpeda.gov.in). and [www.netfishmpeda.org](http://www.netfishmpeda.org) The Bids have to be submitted online through GEM portal. The Financial bid shall be opened only for those bidders who satisfy the eligibility criteria mentioned in the tender document and selected in technical bid. Interested Bidders may obtain further information from the MPEDA Office at the address given below from 10:00 to 17:00 hrs. (IST) on all working days (Monday to Friday)

### **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 कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---