

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	04-05-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	04-05-2026 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Education
विभाग का नाम/Department Name	Department Of School Education And Literacy
संगठन का नाम/Organisation Name	Navodaya Vidyalaya Samiti
कार्यालय का नाम/Office Name	Regional Office Bhopal
वस्तु श्रेणी /Item Category	Manpower Outsourcing Services - Minimum wage - Highly-Sk Degree in Civil Engineering or three years diploma in Civil Engineering from a recognized institute; Non-IT Technical , Manpower Outsourcing Services - Minimum wage - Skilled; Graduation from a recognized University, Knowledge of Computer application, English and Hindi Typing Eng typing speed 35 wpm and above, Hindi typing speed 25 wpm and a and Knowledge of Offic.. , Manpower Outsourcing Services - Minimum wage - Unskilled; High School; Admin
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	10 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (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 buyer

बिड विवरण/Bid Details

क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य / Estimated Bid Value	2000000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	60000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%)/ePBG Percentage(%)	3.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई केटे 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।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevan

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). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

Deputy Commissioner
Regional Office Bhopal, Department of School Education and Literacy, Navodaya Vidyalaya Samiti, Ministry of Educa
(R K Verma)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	100

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of cer Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicati the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorpor of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date constitution shall be taken into account for this criteria.

2. 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 / Stat Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having pro services during each of the Financial year.

3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined 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 bid 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. is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject t acceptance of L1 bid price. The buyers are advised to refer to the [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 F Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation submitted documents.

4. 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 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 wo be determined by the buyer based on its own assessment of reasonableness and based on competitive prices receiv

Bid / RA process.

5. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over last three years i.e. the current financial year and the last three financial years(ending month of March prior to the 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

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of work & Job description:[1776941836.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per compliance with The Code on Wages Act:[1776941862.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Degree In Civil Engineering Or Three Years Diploma In Civil Engineering From A Recognized Institute; Non-IT Technical (4)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Highly-Skilled
Educational Qualification	Degree in Civil Engineering or three years diploma in Civil Engineering from a recognized institute
Type of Function	Non-IT Technical
List of Profiles	Civil Engineer
Specialization	Engineering(Civil/Mech/Elec./IT /Comp Sc./Electronics/ E&E/Prod/Chem./Biotech)
Post Graduation	Optional
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Madhya Pradesh
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Designation	Junior Engineer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

No

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Ramsa Dhurve	462024,NAVODAYA VIDYALAYA SAMITI: REGIONAL OFFICE BHOPAL, MIG-172/2A, SAKET NAGAR, AIIMS ROAD BHOPAL - 462024	4	<ul style="list-style-type: none">• Minimum daily w (INR) exclusive of GST : 1057.7• Bonus (INR per d. 0• EDLI (INR per day• EPF Admin Charg (INR per day) : 0• Optional Allowan 1 (INR per day) :• Optional Allowan 2 (INR per day) :• Optional Allowan 3 (INR per day) :• Estimated Numb Overtime Hours p Resource per Mo 0• Remuneration pe resource per hou Overtime Hours (Including all applicable allowa etc & excluding C : 0• ESI (INR per day)• Provident Fund (l per day) : 69.23• Number of workir days in a month :• Tenure/ Duration Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Graduation From A Recognize University, Knowledge Of Computer Application, English And Hindi Typing Eng Typing Sp 35 Wpm And Above, Hindi Typing Speed 25 Wpm And Above And Knowledge Of Offic.. (1

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	

विवरण/ Specification	मूल्य/ Values
Skill Category	Skilled
Educational Qualification	Graduation from a recognized University, Knowledge of Computer application, English and Hindi Typing Eng typing speed 35 wpm and above, Hindi typing speed 25 wpm and above and Knowledge of Office procedures
Type of Function	Admin
List of Profiles	Clerk
Specialization	English and Hindi Typing Eng typing speed 35 wpm and above, Hindi typing speed 25 wpm and above
Post Graduation	Optional
Specialization for PG	Not Applicable
Experience	Working experience in similar capacity of at least 01 year in a residential school big office setup
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Madhya Pradesh
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Designation	Clerk

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्ट दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirements

क्र.सं./S.No	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Ramsa Dhurve	462024,NAVODAYA VIDYALAYA SAMITI: REGIONAL OFFICE BHOPAL, MIG-172/2A, SAKET NAGAR, AIIMS ROAD BHOPAL - 462024	1	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 918 • Bonus (INR per day) : 0 • EDLI (INR per day) • EPF Admin Charge (INR per day) : 0 • Optional Allowance 1 (INR per day) : • Optional Allowance 2 (INR per day) : • Optional Allowance 3 (INR per day) : • Estimated Number of Overtime Hours per resource per Month : 0 • Remuneration per resource per hour Overtime Hours (Including all applicable allowances etc & excluding C) : 0 • ESI (INR per day) • Provident Fund (INR per day) : 119.34 • Number of working days in a month : • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Unskilled; High School; Admin (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Unskilled
Educational Qualification	High School
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Specialization	English and Hindi Typing Eng typing speed 35 wpm and above Hindi typing speed 25 wpm and above , Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable

विवरण/ Specification	मूल्य/ Values
Experience	working experience in office set up
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Madhya Pradesh
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Designation	Multi-Tasking Staff

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirem
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क्र.सं./S.No	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Ramsa Dhurve	462024,NAVODAYA VIDYALAYA SAMITI: REGIONAL OFFICE BHOPAL, MIG-172/2A, SAKET NAGAR, AIIMS ROAD BHOPAL - 462024	1	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 693 • Bonus (INR per day) : 0 • EDLI (INR per day) • EPF Admin Charge (INR per day) : 0 • Optional Allowance 1 (INR per day) : • Optional Allowance 2 (INR per day) : • Optional Allowance 3 (INR per day) : • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour Overtime Hours (Including all applicable allowance etc & excluding C : 0 • ESI (INR per day) 22.52 • Provident Fund (INR per day) : 90.09 • Number of working days in a month : • Tenure/ Duration of Employment (in months) : 12

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

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

NAVODAYA VIDYALAYA SAMITI, REGIONAL OFFICE BHOPAL

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TERMS AND CONDITIONS FOR BIDDING OF MANPOWER

**[ENGINEERING WORK (CIVIL)/MINISTERIAL WORKS /CLERICAL WORK/MULTITASKINGTHROUGH OUTSOURCING [GeM]
FOR THE YEAR 2026-27**

1. The persons deployed by the Contract agency shall be directly under the supervision, control and employment of the Contractor. The NVS RO Bhopal shall have no obligation to control or supervise such workers or take any action against them, except as permissible under the law. Such workers shall also not have any claim against NVS RO Bhopal for employment or regularization of their services by virtue of being employed by the Contract Agency for any temporary or permanent posts in NVSRO Bhopal.
2. The agency/firm should be registered under the 'Contract Labour (Regulation and Abolition Act, 1970) and Central Rules of 1971 made there under and have in their possession the EPF/EDLI and ESI Code Numbers."
3. **The firm/bidder shall deposit earnest money (EMD)/Bid Security amount for 3% of the total cost of contract/bid value (20 lacs) i.e. Rs. 6000/- with the bid application. The total cost of contract/bid value with the tender/bid application in the form of Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks in favor of The Deputy Commissioner, Navodaya Vidyalaya Samiti Regional Office, Bhopal. Submission of EMD/Bid Security amount is mandatory in order to qualify for technical evaluation.**
4. The successful bidder shall deposit a performance security deposit therein as referred to as "PSD" for an amount of 3% of the contract value, in the form of Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee, in favor of The Deputy Commissioner, Navodaya Vidyalaya Samiti, Regional Office, Bhopal. Performance security will remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the service provider/supplier including warranty obligations. The PSD (performance security deposit) shall be returned to the Agency after successful completion of the Term of the Agreement. However, in case of material breach or short comings in performance of its obligations [as contemplated in this Agreement] by the Agency, part or entire amount of the PSD may be forfeited, depending upon the extent of the breach or default in performance of obligations.
5. The required manpower will have to be supplied by the agency within 10 days of award of contract.
6. The penalties for non-deployment/absent/late joining of duties of personnel shall be applicable as per GeM Service Level Agreement and Package.

7. The persons deployed by the Outsourcing Agency should not have any adverse Police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. Copy of Police Verification & Medical fitness of the concerned person may be submitted to the NVSRO Bhopal by the Agency.
8. The Outsourcing Agency should submit resumes of each outsourcing personnel for ENGINEERING Work (CIVIL)/ MINISTERIAL WORKS CLERICAL WORK/MULTITASKING along with photocopies of testimonials and educational qualification's certificates in support of their qualifications/age etc. The Agency agrees to forthwith withdraw Personnel who are not found suitable by NVSRO Bhopal for any reason, upon receipt of such a request from NVS, RO, Bhopal and arrange a suitable replacement for the same immediately.
9. The Agency agrees and undertakes that in selecting the Personnel to be deployed, it shall give preference to the Personnel having sufficient desired qualifications and experience in the relevant field as per Navodaya Vidyalaya Samiti rules, as detailed mentioned in point S.No. 24. The Agency shall submit resumes of each outsourcing personnel to NVS,RO, Bhopal. Further the Agency shall give due consideration to the candidate recommended by NVS, RO Bhopal and the same will be given first preference. The deployment/arrangement of the personnel should be in such a manner that there shall be no violations of any leave Rules/terms and conditions agreed to by the parties.
10. Relaxation of age and qualification may be provided in case of personnel who are ex-NVS employees, dependent family members of deceased employees whose request for employment is pending in the Samiti.
11. All existing manpower engaged in NVS RO Bhopal on daily wages basis, if found suitable may be given preference in engagement.
12. Nos. of personnel may be increased or decreased in any category as per need by the NVSRO Bhopal.
13. Contract period may be extended as per requirement of NVS, RO Bhopal.
14. Personnel engaged should behave properly and maintain high level of character attributes. It shall be the duty of the Agency to ensure that the deployed personnel shall conduct themselves in the most disciplined manner and in accordance with the Code of Conduct. Agency shall be directly held liable for and all the acts of indiscipline of the Personnel. In the event, NVSRO Bhopal suffers any loss or damage on account of negligence, default willful misconduct or theft on the part of any of the deployed personnel, the Agency shall be liable to indemnify NVSRO Bhopal for the same.
15. The functional control over the deployed Personnel shall at all times during

- Term of this Agreement, rest with NVS RO Bhopal.
16. NVS RO Bhopal shall be the final judge of the quality of the work and the satisfaction of the standards in respect to this Agreement. NVSRO Bhopal shall have the right to prohibit the use of men/women and any tools, materials or equipment's which in his opinion, do not produce work or lead to dissatisfactory performance by the Personnel.
 17. Service provider/ Outsourcing Agency will have to pay the full wages of the engaged personnel every month through bank account only.
 18. The Outsourcing Agency must give wage slips to the persons engaged by them on 1st of every month and EPF slips annually, ESI card should be issued to the persons, timely.
 19. The personal engaged should wear the neat, clean & ironed clothes while on duty prescribed by the NVS RO Bhopal Authority.
 20. The persons deployed by the service provider/ Outsourcing Agency shall not claim any benefit compensation / absorption/ regularization of services from NVSRO Bhopal under the provisions of Industrial Disputes Act., 1947 or Contract Labour (Regulation & Abolition) Act, 1970 & 1971. Undertaking in the enclosed format from the persons to this effect shall be obtained by the service provider/Agency and submitted to the NVSRO Bhopal.
 21. The service provider's/Agency's deployed personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters as all are confidential/secret in nature. If any loss is incurred to NVSRO Bhopal due to divulging/disclosure of such matters by the deployed personnel, the service provider will bear such loss and responsibility of such omissions on the part of the personnel so deployed to the NVSRO Bhopal.
 22. That the persons engaged shall not be below the age of 21 years or above the age of 35 years and they shall not interfere with the duties of the employees of the NVS RO Bhopal and they shall not be below the age of 21 years or above the age of 35 years.
 23. The service provider/Outsourcing Agency has to provide Photo Identity Card to the personnel so deployed to NVS RO Bhopal, for attending/ carrying out work.
 24. **Academic Qualification and Working Experience.**

S. No.	Service utilized on outsourcing	Category	Equivalent services in GeM portal	Maximum tenure duration in Months (Subject to Contract Period)	Academic Qualification and Working Experience (NVSRO Bhopal may relax on case to case basis and Working Experience)
01	Engineering Work (CIVIL) - (04 Nos tentative)	Highly Skilled/Ministerial	Multi Tasking Assistant	12 months	Degree in Civil Engineering or three year diploma in Civil Engineering from a recognized institute with three years experience in construction of building.
02	Clerical work - (01 Nos. Tentative)	Skilled/Clerical	Multi Tasking Assistant	12 months	Graduation from a recognized University, knowledge of Computer application, English and Hindi Typing (English typing speed 35 wpm and above, Hindi typing speed 25 wpm and above) Knowledge of office procedures. Working experience in similar capacity of at least one year in a residential school or big office setting.
03	Multi-tasking staff - (01 Nos. tentative)	Unskilled	Multi-tasking staff	12 months	Class X passed and working experience in office set up

25. Work Scope is attached in Annex-A

PAYMENT TO THE DEPLOYED PERSONNEL

26. That the Outsourcing agency will be wholly and exclusively responsible for payment of wages from their own resources on timely/monthly to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it, from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act etc. and NVSRO Bhopal shall not incur any liability for any expenditure whatsoever on the persons deployed by the agency on account of any such obligations. The agency will be required to provide particulars of remittances/enrollment details of EPF and ESI contribution of its personnel so deployed in NVSRO Bhopal. The Agency will comply with all statutory provisions of law, rules and regulations of Acts and keep NVSRO Bhopal informed.

- ed about any amendment in the law from time to time.
27. Payments to the agency would be strictly on certification by the officer with whom outsourced personnel is attached to the effect that his services were satisfactory and attendance as per the bill preferred by the service provider.
 28. LEAVE RESERVE: - The contracting agency shall deploy his employees in such a way that they get weekly rest and other holidays. For this purpose, LEAVE RESERVE in 1:6 shall be maintained by company. In the event of holidays/off days/leave the service provider will ensure to provide a suitable & qualified substitute/reliever which will be the sole responsibility of the agency and pre intimation must be given to the consignee/NVS. The Agency will have to provide suitable and qualified substitute/reliever in case of weekly off/leave of regularly engaged personnel else necessary penalty will be imposed as per GeM Service Level Agreement and Package.
 29. In the event, the Agency defaults in timely payment/less payment of wages than the prescribed one to deployed Personnel, NVS RO Bhopal shall issue a written notice to Agency informing it about such a default and call upon it to cure the same within 10 days from the date of issue of notice, failing which, NVS Bhopal shall other than exercising its right to terminate the Agreement for all consequences, at its sole discretion, disburse the payment wages directly to the deployed Personnel and deduct/recover from the payment of agency or through the performance security deposit. NVS RO Bhopal has the right to terminate the agreement for breach of the terms & conditions of the agreement. Further, appropriate action/legal action can be initiated against the agency. Cost expenditure incurred therein shall be recovered from the security deposit.
 30. If any amount is reportedly payable by the agency towards, wages allowance and statutory dues in respect of personnel or any loss to NVSRO Bhopal pro rata the same shall be adjusted after verification confirmation from the performance guarantee security deposit/EMD future payment with intimation NVS Bhopal reserves the right to terminate the agreement without notice if the services offered are not as per agreement.
 31. NVS RO Bhopal shall have no liability to bear whatsoever for any financial or any injury caused to any of the personnel during the course of performance of its duties or for payment towards any payment wages.
 32. Any and all financial responsibility/liability in respect of financial or any injury caused to any of the deployed Personnel and or payment of their wages payable shall at all times be borne by the Agency and NVS RO Bhopal shall at no time, be held liable for the same.
 33. The Agency shall ensure that the deployed Personnel shall at no time claim

y benefit compensation/absorption regularization of services from NVSRO Bhopal under the provision of Industrial Relations Code 2020 and/or the Occupational safety. Health and working conditions code 2020. The Agency shall ensure the execution of any undertaking to this effect by the deployed Personnel and shall submit the same to NVSRO Bhopal immediately upon deployment of such personnel.

34. The Consideration payable to the Agency will be released, subject of production of certificate given by the agency and production of documentary evidence towards EPF, ESI Service tax of the deployed personnel, for the previous month. Income Tax etc. if any shall be deducted at source as per the relevant Act.
35. The agency participating in the tender / to whom the work is awarded cannot let the work done by any third party.

CONSIDERATION/TERMS OF PAYMENT

36. In lieu of the services of manpower outsourcing provided by the Agency, NVSRO Bhopal shall pay the amount as per enclosed sheet to Agency, which shall be inclusive of applicable taxes. The daily wages rates will be as follows :-

(A) For Clerical work :-The daily wages rates will be minimum wages fixed by the Govt. of India or Minimum wages of concerned state whichever is higher of these. Minimum wages for “Construction or maintenance of roads or ways or in building operations including laying down underground electrical wireless, radio, television, telephone, telegraph and overseas communication cables and similar other underground cabling work, electric line, water supply lines and sewerage pipe lines will be treated at par with the other outsourced personnel engaged for NVS RO Bhopal. Payments to the agency will be released for the outsourced personnel attached @ Wages for one month i.e. for 26 days in a month/or for nos. of days worked, actually as per rates prescribed by Govt. notification State/Central whichever is higher.

(B) For Engineering Services :- Rates are fixed by NVS, Headquarters vide order No. F.No. 2-11(Remuneration/2021)/390, dated 17.01.2024) which are as follows :-

S.No.	Qualifications in Engineering		Remuneration	EPF (NVS share)	Total (including S Share of EPF)
	Degree (B.Tech./B.E./A MIE or equivalent)	Diploma of equivalent			
1.	Upto 3 years Experience	Upto 5 years Experience	27500/-	1800/-	29300,
2.	Experience from 3 to 7 years	Experience from 5 to 10 years	33000/-	1800/-	34800,
3.	Experience more than 7 years	Experience more than 10 years	38500/-	1800/-	40300

The above consolidated payment is excluding GST, Service Charges of C Service provider and employer share of EPF and ESIC but including the employee share of EPF and ESIC.

37. NVS RO Bhopal shall make payment of the Consideration to the Agency, through electronic transfer i.e. PFMS on a monthly basis, on production of bill [in duplicate] Generated by GeM portal along with proofs of deposit of contribution of workers as regards EPF, ESI & Service tax etc. TDS shall be applicable as existing rate. Bills are to be submitted to NVS on 30th day of month/last working day of month, so as to process the payment to the party in the same month.
38. Payments to the agency would be strictly on certification by the authority of SRO Bhopal with whom outsourced personnel is attached to the effect that their services were satisfactory and attendance as per the bill preferred by the service provider.
39. The contracting agency shall conform to the provisions of various Central/State Act[s] or the Regulations on the subject as well as terms and conditions of the contract. He will be liable for the deductions of TDS as per IT rules on the total bill as Income Tax as per provision of the Income tax Act, or as applicable from time to time. Apart from this, the contracting agency shall also pay Service Tax on the gross wage bill, if applicable, at the rates as applicable from time to time. The contracting agency will submit a copy of the receipt in the office of NVSRO Bhopal, NVSRO Bhopal Service Tax, on the gross wage bill, may also be deducted at source if there are any instructions from the concerned authorities in this regard.
40. Outsourcing agency must be registered with the labour Office (competent authority) of the concerned State in which personnel are to be deployed. In this regard copy of the current labour license (live) must be attached with the bid.
41. **Outsourcing agency must have its registered Office in the Bhopal, Madhya Pradesh in which personnel are to be deployed.**
42. Outsourcing agency must have EPF and ESI registration with the appropriate authority of the concerned State in which personnel are to be deployed and copy of the certificate must be attached with the bid.
43. Outsourcing Agency's Average Turnover of last three years must be 50% amount of bid value amount.
44. Following documents/certificates must be appended along with bid:
 - a. GST registration certificate and GST return copy of last quarter i.e. December 2025
 - b. Labour welfare License, EPFO, ESIC Registration Certificate/code.

- c. Income tax return for last three years(2022-23,2023-24,2024-25).
 - d. CA approved Average Annual Turnover 03 years i.e. 2022-23, 2023-24, 2024-25 should be greater than 10 lacs (CA approved certificate with UDIN is mandatory).
 - e. Bidder should have to submit an affidavit regarding not blacklisted from government department or private organization in last three years.
 - f. Agency should have similar experience atleast five years to provide maner on outsource basis in any government organization.
45. Outsourcing agency has to pay the wages to deployed personnel on last working day of the month or at the most upto 5th day of next month, else penalty be imposed as per the GeMService Level Agreement and Package.
46. Outsourcing agency has to submit the GeM generated bill with the proof of payment of wages to deployed personnel for the concerned month along with previous month's EPF and ESI payment receipt and Challan copy in respect of deployed personnel.
47. EPF and ESI contribution shall be paid by the NVS RO Bhopal as per the government norms.
48. In case of same/equal amount of rate in bid, the bid will be awarded as per discretion of the Competent Authority and no arbitration/dispute will be entertained.
49. Bidder will have to submit the bio-data of all the manpower required in the project like educational qualification, police verification, medical certificate etc. along with the bid.

3. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/**Disclaimer**

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clauses are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice of intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this they can raise their representation against the same by using the Representation window provided in the bid details in Seller dashboard after logging in as a seller. 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.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. an any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the [सामान्य नियम और शर्तें/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 सामान्य नियम और शर्तें/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.

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 भूसाथ 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 प्राधिकार 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 व अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restriction 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 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 would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---