

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	31-01-2026 21:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	31-01-2026 21:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	30 (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	Jehanabad
वस्तु श्रेणी /Item Category	Manpower Outsourcing Services - Minimum wage - Unskilled; Not Required; Others
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)	5 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	1 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) *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

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?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
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	3
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	3000000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
-------------------	----

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
-------------------	----

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
-------------------------------	-----

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 the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. 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. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided 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 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 as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to 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 Public 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 of 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 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.
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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of work & Job description:[1768289129.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per complied with The Code on Wages Act:1768289179.pdf

Manpower Outsourcing Services - Minimum Wage - Unskilled; Not Required; Others (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Unskilled
Educational Qualification	Not Required
Type of Function	Others
List of Profiles	Mazdoor/Labour
Specialization	Not Required
Post Graduation	Not Required
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	Bihar
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Title for Optional Allowances 1	
Designation	MTS

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

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 Requirement
1	Anil Kumar Bhartiya	804422,Jawahar Navodaya Vidyalaya, Jehanabad	1	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 526 • Bonus (INR per day) : 0 • EDLI (INR per day) : 2.63 • EPF Admin Charge (INR per day) : 2.63 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 17 • Provident Fund (INR per day) : 63.12 • Number of working days in a month : 30 • 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

Total Hiring :-

Total Manpower :- 20 (Skilled & Unskilled Both)

1. The bidder must have an established **local office/presence** within the district of the work location. Documentary proof of local presence (GST, registration certificate) must be submitted along with the bid.
2. The bidder must possess valid and active statutory registrations, including but not limited to: **(a) ESI, (b) (EPF) and (c) Labour License.**
3. The same documents must also be submitted by speed post to the buyer's office within the stipulated time, (before bid end date).
4. Experience requirement:- certificate must be issued by Government Dept. and should be relevant to the nature of work. (Some work staff may be required in Academic office.)

5. Total Manpower :- 20

6 . Buyer have right to cancel the tender at any stage.

7. All document must be signed and stamped.

8. Blacklist certificate must be submitted (Latest)

ADDITIONAL TERMS AND CONDITIONS FOR BIDDING OF MANPOWER
FOLLOWING DOCUMENTS/CERTIFICATES MUST BE APPENDED ALONG WITH BID :

- a) GST registration certificate and GST return copy of last 6 Month.
- b) Income Tax return for the last three financial years (Example - 2021-22, 2022-23, 2023-24).
- c) Certified copy of turnover certificate for the last three financial years (Example - 2021-22, 2022-23, 2023-24). Total consolidated turnover for these three financial years should not be less than 3 Cr.
- d) Net worth certificate as on March 2024 (Certified by CA with UDIN Number) should not be less than 05 Lakh.
- e) Audited balance sheet for the financial year for previous 03 years (Example - 2021-22, 2022-23, 2023-24).
- f) Agencies should have head office/ Branch office in Bihar (Documents of shop & Establishment Registration act must be 06 month before the issue of notice invitee tender.
- g) Valid ISO 9001- 2015/ 37500:2014/ OHSAS 18001:2007 appropriate certificates for outsourcing services .
- h) Affidavit from the Agency that the Agency has never been blacklisted by any government department or private organization
- i) Labour welfare certificate/ latest challan of Bihar State, if work allotted.
- j) Certificate of Contract Labour (Regulation and abolition Act, 1970) and Central rules of 1971, if work allotted.
- k) Registered office must be in Bihar
- l) Seal and signed tender documents must be attached with technical bid.
- m) Bidder should have to submit an undertaking regarding fulfillment of all compliances according to the labour law.
- n) Bank solvency value not less than Rs. 50 lacs (from nationalized bank). It should not be older than 06 month from the date of notice invitee tender. Bidder should provide Bank contact details along with solvency so that tender committee can verify it.
- o) EPF challan of last 06 month for the least 200 manpower.

p) Should have working experience with the least three Government/ Semi Government/ Autonomous organization (Certificate to be attached). Out of which, One work order should not be less than 200 person or Two work orders should not be less than 100 persons. (Note- One work order must be from School Sector/ Institutions with at least 75 persons).

q) The Agencies should possess single valid labour license issued by Bihar state department or Central Labour department for outsourcing manpower services of labours, if work allotted.

r) In case of same/ equal amount of rate in bid, the bid will be awarded as per direction of the competent authority and no arbitration/ dispute will be entertained.

Techno Commercial Evaluation- Opening and Evaluation of Technical Bid The Committee constituted for the purpose will first check the eligibility related documents and those bidders who will fulfill the eligibility criteria will only be considered for award of marks. The duly constituted Tender Evaluation Committee shall evaluate the Technical Proposals on the basis of their responsiveness to the essential eligibility criteria and by applying the evaluation criteria as given. The marks will be awarded as per the method mentioned below:-

Sl. No.	Attributes	Evaluation	Maximum marks
(a)	Average annual turnover in preceding 3 year (i.e. FY 2020-21, 2021-22, 2022-23) Subject to submit relevant documents	10	10
(b)	Bidder should have experience similar work at any Govt./ Semi Govt. /PSU at Jharkhand & Bihar during Financial Year (i.e. 2020-21, 2021-22, 2022-23, 2023-24, 2024-25) Minimum Experience Govt./ Semi Govt. /PSU (Jharkhand & Bihar)	(i) Experience of 0 yrs - 02 yrs - 05 marks (ii) Experience of 02 yrs -03 yrs - 10 marks (iii) Experience of 03 yrs -04 yrs - 15 marks (iv) Experience above 04 yrs - 20 marks	20
(c)	Bidder should have experience at any JNV School across Jharkhand & Bihar (Only) during Financial Year (i.e. 2020-21, 2021-22, 2022-23, 2023-24, 2024-25) Minimum Experience Govt./ Semi Govt. /PSU (Jharkhand & Bihar)	(i) Experience of 0 yrs - 02 yrs - 05 marks (ii) Experience of 02 yrs -03 yrs - 10 marks (iii) Experience of 03 yrs -04 yrs - 15 marks (iv) Experience above 04 yrs - 20 marks	20
(d)	The bidder shall have to submit minimum three JNVs feedback/remarks (Jharkhand&Bihar State) Average remarks obtained from JNVs-	(i) Poor : Nil (ii) Satisfactory/ Good : 10 marks	10
(e)	ISO Certificate, GST Registration, MSME, MOA, AOA, PAN Subject to submit relevant documents	05	05
(f)	GST challan for last 06 month Subject to submit relevant documents	05	05
(g)	EPF challan for last 06 month Subject to submit relevant documents	05	05
(h)	ESIC challan for last 06 month Subject to submit relevant documents	05	05
(i)	Professional Tax Challan Subject to submit relevant documents	05	05
(j)	The bidder shall have Local office in Bihar (Submit related documents). Relevant Documents	05	05
(k)	How Old Bidder's company registration. (i) Company Registration 0 yrs- 10 yrs old - 05 marks (ii) More than 08 yrs old - 10 marks	10	10
Total Marks		100	TOTAL MAXIMUM TECHNICAL SCORE (TS)= (a+b+c+d+e)

Note: (a) The Technical Evaluation shall be carried out based on the documents submitted by the bidder as per ATC. (b) Bidder must score minimum of 90 marks to qualify in Techno Commercial evaluation. (c) If two or more bidders qualify for L1 under financial bid, the bidder whose get highest score as per techno commercial evaluation will be declared as L1.

Eligibility Criteria of Bidder

S1. No Criteria Details (i) Validity The Bidder shall necessarily be a legally valid and registered entity either in the form of :- i. Proprietorship ii. Partnership iii. Limited Company iv. Private Limited Company (ii) Registration The Bidder shall necessarily be registered with :- i. The Income Tax ii. Goods and Service Tax iii. Employees Provident Fund Organization iv. Employees State Insurance Corporation (iii) Experience The Bidder should have at least three years of experience in providing Manpower services in Ministries/Departments under the Government of India or State/ Govt. Institutions/ PSUs (iv) Turnover The Bidder should have an average gross turnover of Rs. 3 crore (Rupees three crore only) in the similar business of providing manpower during the last three financial years ending last March. (v) Manpower The bidders should have its own trained manpower on their rolls. A Notarized affidavit and undertaking that the workers employed would be paid as per the up-to-date wage rate and the rules in force of the Government of Jharkhand, also observe all statutory requirements concerning ESI, EPF, etc., regarding workers. (vi) Location of Office The Bidders should have an operational office located in all over Bihar for which necessary documents shall be submitted.

Description of similar work of providing manpower services during the last five financial years in any JNV School (minimum one school per year) across Bihar & Jharkhand:

SL NO	Financial years	Description of Executed Work order	Name of JNV School	Specify Period	Relevant Documents must be Enclosed (Mark - Yes or No)
(i)	FY 2020-21				
(ii)	FY 2021-22				
(iii)	FY 2022-23				
(iv)	FY 2023-24				
(v)	FY 2024-25				

3. Buyer Added Bid Specific ATC

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

अस्वीकरण/Disclaimer

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. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

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. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
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.
15. 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 a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. 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 catalogs 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 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.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws,

including the 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. and 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 [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 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।/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.

---धन्यवाद/Thank You---