

**बिड दस्तावेज़ / Bid Document**

| <b>बिड विवरण / Bid Details</b>  |  |
|---|--|
| <b>बिड बंद होने की तारीख/समय / Bid End Date/Time</b>  | 18-03-2026 10:00:00  |
| <b>बिड खुलने की तारीख/समय / Bid Opening Date/Time</b>   | 18-03-2026 10:30:00  |
| <b>बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)</b>  | 180 (Days)   |
| <b>मंत्रालय/राज्य का नाम / Ministry/State Name</b>  | Uttar Pradesh  |
| <b>विभाग का नाम / Department Name</b>   | Energy Department Uttar Pradesh  |
| <b>संगठन का नाम / Organisation Name</b>   | Uttar Pradesh Power Corporation Limited (uppl)   |
| <b>कार्यालय का नाम / Office Name</b>  | Electricity Civil Transmission Circle 132 Kv S/s Martinpurwa Lucknow   |
| <b>वस्तु श्रेणी / Item Category</b>   | Manpower Outsourcing Services - Minimum wage - Skilled; Secondary School; Admin , Manpower Outsourcing Services - Minimum wage - Unskilled; 08TH PASS; Others  |
| <b>अनुबंध अवधि / Contract Period</b>  | 1 Year(s)  |
| <b>बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)</b>              | 23 Lakh (s)  |
| <b>उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service</b>             | 3 Year (s)   |
| <b>इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required</b>                                    | Yes  |
| <b>एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Relaxation for Years of Experience and Turnover</b>       | No   |
| <b>स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years of Experience and Turnover</b> | No   |
| <b>विक्रेता से मांगे गए दस्तावेज़ / Document required from seller</b>   | Experience Criteria, Bidder Turnover, Certificate (Requested in ATC)<br>*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 मेनू 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  | 2  |
| 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   |
| न्यूनतम मूल्य/Floor Price  | This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value.       |
| अनुमानित बिड मूल्य / Estimated Bid Value   | 2237882.4  |
| 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 | PUNJAB NATIONAL BANK |
| ईएमडी राशि/EMD Amount       | 23000                |

#### ईपीबीजी विवरण /ePBG Detail

|   |                      |
|---|----------------------|
| एडवाइजरी बैंक/Advisory Bank                                       | PUNJAB NATIONAL BANK |
| ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)                           | 5.00                 |
| 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 कटेगरी 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।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). 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 :**

CHIEF ENGINEER (TW)  
CE (TW), UPPTCL, 130 D PAARESHAN BHAWAN, VICTORIA PARK, MEERUT  
(Satendera Singh)

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 | No |
|---|----|

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. 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.
4. 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**

**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:**At Least 2-3 Projects with Contract Value Not Less than 20.00 Lac in last 3 financial years in Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies.

**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 2-3 Projects with supply of minimum 10 nos. of manpower in Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies.

**Scope of work & Job description:**[1772885048.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.:[1772885092.pdf](#)**

**Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required:**[1772885109.pdf](#)

**Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per complied with The Code on Wages Act:**[1772885119.pdf](#)

**Manpower Outsourcing Services - Minimum Wage - Skilled; Secondary School; Admin ( 5 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

| विवरण/ Specification  | मूल्य/ Values     |
|---|-------------------|
| <b>कोर / Core</b>   |                   |
| Skill Category  | Skilled           |
| Educational Qualification   | Secondary School  |
| Type of Function  | Non-IT Technical  |
| List of Profiles  | Computer Operator |
| Specialization  | Not Required      |
| Post Graduation   | Not Required      |
| Specialization for PG   | Not Applicable    |
| Experience  | 3 to 7 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  | Uttar Pradesh     |
| <b>एडऑन /Addon(s)</b>   |                   |

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

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

Yes

| प्राचल/Parameter | मूल्य/Values |
|------------------|--------------|
| कोर / Core       | 3.85         |

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

| क्र.सं./S.N o. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | संसाधनों की मात्रा / Number of Resources to be hired | अतिरिक्त आवश्यकता /Additional Requirement |
|----------------|---|-------------|--|---|
|----------------|---|-------------|--|---|

| क्र.सं./S.N<br>o. | परेषिती/रिपोर्टिंग<br>अधिकारी /Consignee<br>Reporting/Officer | पता/Address   | संसाधनों की मात्रा<br>/ Number of<br>Resources to<br>be hired | अतिरिक्त आवश्यकता<br>/Additional<br>Requirement  |
|-------------------|---|---|---|--|
| 1                 | Rakesh Prasad   | 250001,SUPERINTENDING<br>ENGINEER ELECTRICITY<br>TRANSMISSION CIRCLE, 130-D<br>1st FLOOR PARESHAN BHAVAN,<br>VICTORIA PARK, MEERUT-<br>250001 | 5   | <ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 590.38</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 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>• ESI (INR per day) : 19.19</li> <li>• Provident Fund (INR per day) : 75</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul> |

### Manpower Outsourcing Services - Minimum Wage - Unskilled; 08TH PASS; Others ( 5 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

| विवरण/ Specification      | मूल्य/ Values |
|---------------------------|---------------|
| <b>कोर / Core</b>         |               |
| Skill Category            | Unskilled     |
| Educational Qualification | 08TH PASS     |
| Type of Function          | Others        |

| विवरण/ Specification  | मूल्य/ Values  |
|---|----------------|
| List of Profiles  | Office Peon    |
| Specialization  | Not Required   |
| Post Graduation   | Not Required   |
| Specialization for PG   | Not Applicable |
| Experience  | 3 to 7 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  | Uttar Pradesh  |
| <b>एडऑन /Addon(s)</b>   |                |

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

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

| प्राचल/Parameter | मूल्य/Values |
|------------------|--------------|
| कोर / Core       | 3.85         |

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

| क्र.सं./S.N<br>o. | परेषिती/रिपोर्टिंग<br>अधिकारी /Consignee<br>Reporting/Officer | पता/Address | संसाधनों की मात्रा<br>/ Number of<br>Resources to<br>be hired | अतिरिक्त आवश्यकता<br>/Additional<br>Requirement |
|-------------------|---|-------------|---|---|
|                   |   |             |   |   |

| क्र.सं./S.N<br>o. | परेषिती/रिपोर्टिंग<br>अधिकारी /Consignee<br>Reporting/Officer | पता/Address   | संसाधनों की मात्रा<br>/ Number of<br>Resources to<br>be hired | अतिरिक्त आवश्यकता<br>/Additional<br>Requirement  |
|-------------------|---|---|---|--|
| 1                 | Rakesh Prasad   | 250001,SUPERINTENDING<br>ENGINEER ELECTRICITY<br>TRANSMISSION CIRCLE, 130-D<br>1st FLOOR PARESHAN BHAVAN,<br>VICTORIA PARK, MEERUT-<br>250001 | 5   | <ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 423.88</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 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>• ESI (INR per day) : 13.78</li> <li>• Provident Fund (INR per day) : 55.1</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul> |

## 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. 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. **Service & Support**

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

### 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. **Human Resource Service**

**Continuity of resources deployed by Service Provider:** Successful Service provider will ensure continuity of any allocated / deployed resources with the prior consent of the buyer department. Deployed resources cannot be replaced by Service Provider without prior approval of buyer. Any replacement will also be provided through Sewayojan Portal only.

### 7. **Human Resource Service**

**Recruitment mandated through Sewayojan Portal:** Recruitment of candidates is mandated through Sewayojan Portal ([url:www.sewayojan.up.nic.in](http://www.sewayojan.up.nic.in)). Successful bidder / Service Provider has to select candidates registered on the Sewayojan Portal only for deployment under this contract. As such successful Service provider will have to make available adequate number of candidates / resources registered on sewayojan portal for selection / short listings by the Buyer department For 1 employee selection five times and for 2 or more than 2 employees to be three times, subject to the min of 10 candidates.

### 8. **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.

### 9. **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.

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

Buyer Added text based ATC clauses

1. The Minimum Average Annual Turnover\* (MAAT) will be taken as Average of the Best Three Financial Years Turnover out of the Last Five Financial Years preceding to the year of NIT is published. In case of Applicant is in existence for less than five financial years the minimum average annual turnover shall be average of the turnover of the completed no. of financial years. The Applicant who is in existence for less than one completed financial year shall not be qualified.  
THE MAAT SHALL NOT BE LESS THAN ESTIMATED COST. The project related turnover of the tenderin

g company on standalone basis only (excluding its Associate companies/Holding Company) shall be considered

2. LA (Liquid Assets) :- The Bidder shall have Liquid Assets (Cash at Bank & Fixed Deposit) and Un-Utilized credit facility (both Fund & Non Fund Based) available from bank(s) duly certified by the Bank(s) which shall not be older than 03 months at the end of Month preceding to the previous Month of Tender opening, shall not be less than the 15% of Estimated Cost.
3. Net Worth :- As per the audited financial results shall be positive on the last day of the preceding financial year. Net Worth means the sum total of the paid - up share capital and free reserves (excluding reserves created out of the revaluation of assets, write back of depreciation provisions and amalgamation & Capital Reserve) net of P&LA/C (Dr. balance) and miscellaneous expenses to the extent not adjusted or written off.

Bidder shall furnish documentary evidence (Audited Annual Account of Last 05 Years & CA Certificate). CA Certificate without UDIN No. will not be considered in support of the qualifying requirement stipulated as above FOR MAAT, LA and Net Worth.

4. Experience: The bidder must have executed at least 1 single order of 80% value of the bid or 02 orders each of 50% value of the bid or 03 orders each of 40% value of the bid for similar service(s) in last three years to Govt/PSU/Limited Company.
  5. 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. Service provider should set up one support office in Meerut after award of the contract.
  6. Duration of the service contract may be extended beyond the initial contract duration (subject to satisfactory performance and mutual consent).
  7. Payment of salaries and wages: Service Provider is required to pay Salaries/wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer along with all statutory documents like, PF, ESIC, GST etc. as well as the bank statement of payment done to staff.
  8. Prohibition from seeking deposits or security amounts: Seeking any deposits or security amounts from the deployed resource or any other form of monetary acceptance by the service provider is strictly prohibited. If any such complaint is received, incident will be raised on Gem portal for suitable action as per Incident Management Policy of Gem. In addition, buyer department may separately initiate suitable penal action as per their laid down norms.
9. Recruitment mandated through Sewayojan Portal: Recruitment of candidates is mandated through Sewayojan Portal (url: [www.sewayojan.up.nic.in](http://www.sewayojan.up.nic.in)). Successful bidder/Service Provider has to select candidates registered on the Sewayojan Portal only for deployment under this contract. As such successful Service provider will have to make available adequate number of candidates /resources registered on sewayojan portal for selection/short listings by the Buyer department For 1 employee selection five times and for 2 or more than 2 employees to be three times, subject to the min of 10 candidates.
10. For the experience execution certificate by the client may be considered as valid proof for meeting the experience criteria.
11. Bidder financial standing: The bidder should not be under liquidation; court receivership or similar proceedings should not be bankrupt. Bidder should not be under any litigation, debarred or black listed in any Govt. Utility in India as on the date of Publication of bid and thereafter till the finalization of the tender. Bidder should upload undertaking to this effect with bid. In case of any t he contractual period if any discrepancy is found in the submitted documents the contract will be or fake documents the tender should not be considered for Evaluation. Even during the contractual period if any discrepancy is found in the submitted documents the contract will be terminated without any prior notice and action will taken.
12. Bidder's offer is liable to be rejected if they don't upload any of the certificates/documents sought any prior notice and action will taken. in the Bid document Terms & Conditions and Corrigendum if any.

13. In Accordance with the UP Govt. Go No. 57/18-2-2024-97 (नं०30) 2016 Seller has to ensure that services of the Contractual Employees already employed with the department should be continued after obtaining satisfactory Performance report of the contractual employee from the Department.
14. Dedicated /toll Free Telephone No. for Service Support: BIDDER/OEM must have Dedicated/Toll Free Telephone No. for Service Support.
15. ISO9001:The bidder must have ISO 9001 Certification
16. The bidder must have document of GST Registration, Net worth regarding, company / LLP/Partnership firm as per GEM portal criteria.
17. Buyer reserves the right to increase or decrease the quantity of any post up to any level with the condition that total contractual value will not vary more than 25%.
18. This Contract will not be the base for any legal employment obligation for the manpower provided by the service provider.
19. The Buyer/Corporation reserves the right to surrender/remove the manpower provided by the service provider with the one month notice to the service provider.
20. UP Govt. GO 5/2020/148/18-02-2020-97(L.U.)/2016 Dated 17.03.2020. is reversed by the UP Govt. Go No.57/18-2-2024-97(नं०30)2016 Dt-26.11.2024 which was used for selection of LI In case of more than one LI. Hence LI will be chosen with RUN-LI Button on Gem portal Because there is no provision available in latest order.
21. Normally the contractual employees will be deployed in the office of CE (TW)-Meerut, DGM (TW)-Meerut, however they can be deployed anywhere within the Circle as per requirement of department at same contractual rates.
  
22. MSE and Startups are exempted from EMD. The Bidder seeking EMD exemption, must submit the valid supporting document for the relevant category.
23. The Service Provider shall not assign/sub-contract the contract without obtaining the prior written consent of buyer.
24. Contractor will have to do accidental life insurance policy of at least 10.00 Lacs per person for all outsourced employees. The cost of insurance premium shall be borne by Contractor.
25. It will be the sole responsibility of the outsourcing agency to obtain reimbursement from the insurance company and get it deposited in the account of concerning division within 120 days failing which the reimbursement amount will be adjusted from the bill of outsourcing agency.

\*NOTE:-

For Financial Year 2026-27 rates per day (wages) are under consideration at Head Quarter, the same may vary accordingly.

**DETAILS TO BE FILLED BY THE FIRM ARE MANDATORY: -**

1. NAME OF FIRM

2. Email

3. NAME OF PROPRIETOR

4. MOBILE NO.

5. CONTRACT PERSON NAME

- (i) ACCOUNT HOLDER NAME
- (ii) BANK NAME
- (iii) IFS CODE
- (iv) BANK A/C NO.
- (v) BANK RELATED DOC (DOC) in PDF (to be attached).

6. GST NUMBER.

- (i) GST NO (DOC) in PDF (to be attached)

7. PAN NUMBER.

- (i) PAN NO. (DOC) in PDF (to be attached)

8. ESI REGISTRATION NUMBER.

- (i) ESI REGISTRATION NO (DOC) in PDF (to be attached)

9. EPF REGISTRATION NUMBER.

- (i) EPF REG. NO. (DOC) in PDF (to be attached)

10. REG. NUMBER FOR CONTRACT LABOUR

- (i) REG. NO. FOR CONTRACT LABOUR (DOC) in PDF (to be attached)

11. COPY OF REGISTRATION IN ([www.sewayojan.nic.in](http://www.sewayojan.nic.in))

11. **Buyer Added Bid Specific SLA**

Text Clause(s)

| <b>SCOPE OF WORK &amp; ADDITIONAL CONDITION COMPUTER OPERATOR FOR VARIOUS OFFICES</b> |  |                          |
|---|--|--------------------------|
| <b>SI. No.</b>  | <b>Name of Unit</b>  | <b>Payment consignee</b> |
| 1   | Chief Engineer (TW), U.P Power Transmission Corporation Ltd, Meerut. (03 Nos.) | ZAO (TW), Meerut.        |
| 2   | DGM (Account) (TW), U.P Power Transmission Corporation Ltd, Meerut. (02 Nos.)  | ZAO (TW), Meerut         |

|    |  |
|----|--|
|    | <b>Note : Additional Conditions :</b>  |
| 5  | To ensure against any fatal/non-fatal accidents, each labor engaged by the contractor shall have to be insured for an amount of Rs.10.00 lakh through any Public Sector Insurance. The contractor shall make provision for above<br><br>While quoting the rates.   |
| 6  | Contractor shall be fully responsible for arranging accidental insurance policy of his working personal, corporation<br><br>Shall not be held responsible for any compensation to his labor in event of any accident/mishap whatsoever.  |
| 7  | <b>Qualification for Computer Operator:-</b><br><br>a) Should possess typing speed of 35 words per minute in Hindi & should be well versed with MS Office.<br><br>b) Handling of official communication preferably in English/Hindi, data entry and verification, data validation, reconciliation of validation errors, preparation of documents, letter and tables, power- point presentation, document conversion and computer file handling cataloguing, filling, maintenance of file, Movement of file from on room to other as per instruction of the officers and staff. Taking regular backup of data/file on computer.<br><br>c) Operator deputed mentioned at serial number 01 must have experience of working in U PPTCL Chief office.<br><br>d) Operator deputed mentioned at serial number 02 must have experience of working in U PPTCL DGM (Account) office. |
| 8  | Buyers reserve the right to decrease the quantity of manpower upto 25% of the contracted quantity during the<br><br>Currency of the contact at contracted rates.   |
| 9  | The buyer/corporation reserves the right to surrender/remove the man power provided by the service provider<br><br>With out assigning any reason that so ever it may be with the one month notice to the service provider.   |
| 10 | The Buyer/Corporation shall not have any legal employment obligation for the manpower provided by the service provider.  |
| 11 | In case of more than one L1, will be chosen as per UP Gov.GO No.31/2020/273/18-2-2020-97(y0m0)2016<br><br>T.C. date 25.08.2020.  |
| 12 | In Accordance with the U.P Gove No.31/2020/273/18-2-2020-97(y0m0)2016Vh0lh0.date 25.08.2020. Employers have to ensure that services of the Contractual Employees already employed with the department shall not be discontinued. Accordingly, this condition is to be uploaded while inviting the Bids of Gem Portal.  |
| 13 | Casual leave shall be allowed @one C/L per month subject to maximum of twelve in a year.   |
| 14 | Deployment of out source employees can be done with in State of U.P. under U.P.P.T.C.L.  |

**SCOPE OF WORK & ADDITIONAL CONDITIONS PROVIDING OF PEON/RUNNER AT DIFFERENT OFFICES UNDER ETC MEERUT**

| <b>SCOPE OF WORK</b> |  |
|----------------------|--|
| 1                    | Description of works done by Peon/Runner : The works are included-To carry files, desk, official, banks papers etc. as and when required from office to bank and vice versa of the officers to whom he is attached and also have to do the other officials works provided by the offices. Candidates should be 8 <sup>th</sup> pass with knowledge of cycling. |
| 2                    | To ensure against any fatal/non-fatal accidents, each labour engaged by the contractor shall have to be insured<br><br>For an amount of Rs.10.00 Lakhs through any Public Sector Insurance company. The contractor shall make provision for above while quoting the rates.   |
| 3                    | Bidder must have their office with in U.P.and minimum 01No. manpower supply agreement must be issued at<br><br>Their U.P. office address from any Govt. department.  |
| 4                    | Contractor shall be fully responsible for arranging accidental insurance policy of his working personnel, corporation shall not be held responsible for any compensation to his labour in event of any accident/mishap<br><br>whatsoever.  |
| 5                    | Buyers reserves the right to decrease the quantity of manpower upto 25% of the contracted quantity during the<br><br>Currency of the contract at the contracted rates  |
| 6                    | The buyer/Corporation reserves the right to surrender/remove the manpower provided by the service provider<br><br>Without assigning any reason, that so ever it may be with the one month notice to the service provider.  |
| 7                    | The Buyer/Corporation shall not have any legal employment obligation for the man power provided by the<br><br>Service provider.  |
| 8                    | After award of contract by GEM - PORTAL, Successfully Service Provider shall submit acceptance of contract to Buyer and complete the process of agreement by submission of Rs.100/- value on non-judicial stamp paper<br><br>Along with Earnest Money, EPBG (bank guarantee) within 07 days from issue of Gem Contract.  |

|    |  |                   |
|----|--|-------------------|
| 9  | If Service Provider fails to provide required quantities of manpower within Contract Schedule period, Buyer (UPPTCL) make take action for cancellation of Contract and deleting of Service Provider on Gem Portal as per U.P. Government G.O.No.31dated 20 August 2020.  |                   |
| 10 | In case of more than one L1, L1 will be chosen as per UP Gov. GO No.31/2020/273/18-2-2020-97(y0m0)2016 T.C.dated 25.08.2020.   |                   |
| 11 | In Accordance with the U.P. Gove No. 31/2020/273/18-2-2020-97(y0m0)2016fV-lh- dated 25.08.2020,<br>Employers has to ensure that services of the Contractual Employees already employed with the department shall not be discontinued. Accordingly, this condition is to be uploaded while inviting the Bids of Gen Portal. |                   |
| 12 | Any Increase in the VDA as per Labour Commissioner's General Notification from time to time will be payable.   |                   |
| 13 | Casual leave shall be allowed @one C/L per month subject to maximum of Twelve in a year.   |                   |
| 14 | Deployment of outsource employees can be done within State of U.P. under U.P.P.T.C.L.  |                   |
| 15 | Payment Consignee:   |                   |
| I  | Chief Engineer (TW), U.P Power Transmission Corporation Ltd, Meerut. (03 Nos.)   | ZAO (TW), Meerut. |
| II | DGM (Account) (TW), U.P Power Transmission Corporation Ltd, Meerut. (02 Nos.)  | ZAO (TW), Meerut  |

## 12. Forms of EMD and PBG

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

CHIEF ENGINEER (T.W.), U.P.P.T.C. LIMITED  
Account No.  
4442002100001451  
IFSC Code  
PUNB0444200  
Bank Name  
PUNJAB NATIONAL BANK  
Branch address  
DAV SCHOOL, SHASTRI NAGAR, MEERUT

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.

## 13. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

CHIEF ENGINEER (T.W.), U.P.P.T.C. LIMITED

A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

## 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 कार्यवाई 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---**