

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	07-04-2026 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	07-04-2026 15:30:00
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 Defence
विभाग का नाम/Department Name	Department Of Military Affairs
संगठन का नाम/Organisation Name	Indian Army
कार्यालय का नाम/Office Name	*****
वस्तु श्रेणी /Item Category	Manpower Outsourcing Services - Minimum wage - Unskilled; High School; Others
अनुबंध अवधि /Contract Period	1 Year(s)
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes Complete
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 t buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों 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	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3

बिड विवरण/Bid Details

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	7578817
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	378940

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	20

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई केटे 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 :

ESD Commandant
ENGINEER STORE DEPOT, Department of Military Affairs, Indian Army, Ministry of Defence
(The President Of India, Ministry Of Defence, Government Of India)

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. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.

2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.

3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.

4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.

5. 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.

6. 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 will be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of work & Job description: [1774688334.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.

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.:[1774688337.pdf](#)

Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required:[1774688340.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per complied with The Code on Wages Act:[1774688343.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Unskilled; High School; Others (22)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Value
कोर / Core	
Skill Category	Unskilled
Educational Qualification	High School
Type of Function	Others
List of Profiles	MTS
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	West Bengal
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Title for Optional Allowances 1	0
Title for Optional Allowances 2	0
Title for Optional Allowances 3	0
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
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परिषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No	परिषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requireme
1	*****	*****North 24 parganas	22	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 805 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowance 1 (INR per day) : 0 • Optional Allowance 2 (INR per day) : 0 • Optional Allowance 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour (Including all applicable allowances etc & excluding GST) : 0 • ESI (INR per day) : 26.16 • Provident Fund (INR per day) : 75 • Number of working days in a month : 0 • 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

ADDITIONAL TERMS AND CONDITIONS (ATC)

(a) **Nature & Location of work-** Proposal of Outsourcing Services of 22 X MTS (Unskilled) the period from Mar 2026 to Mar 2027 at ESD Kankinara.

(b) **Service requirement & period of Delivery:-** The aim and object is to provide outsourced ma to various groups and sections of ESD Kankinara for operational efficiency in view of the acute deficiency of li trial staff. Pre-designated manager/supervisor of the contractor will supervise the awarded work. Contract will for the **period of 12 months excluding Sundays & Holiday (312 days) from Mar 2026 to Mar 2027 or from the date of finalization of the contract for 12 months** Daily employment be for eight and half hours of work including interval for half-hour for rest. Timing for reporting on duty for var type of services will be fixed by the HQ ESD Kankinara.

(c) **Technical Evaluation criteria for vendor selection:-**

Part I (ONLINE) (TECHNICAL): The scanned copies of following documents duly stamped and signe y the bidder are required to be uploaded in **PDF FORMAT REPEAT PDF FORMAT** online in Cover I p to bid submission closing date and time i.e. **given by GeM Portal:-**

(i) **Payment Details:-** Payment option will be made by due date and time by depositing through RTGS/NEFT in the under mentioned current bank account. Scanned copy of deposit slips / valid certificate of exemption for payment of EMD shall be uploaded online. Bidders shall also upload their **Bankers Details** duly authenticate by respective bank for refund of EMD to successful bidders. The EMD will be refunded to the unsuccessful bidders at the earliest after piry of the final bid validity and latest on or before the 30th day after the award of the contrac he Bid Security of the successful bidder would be returned, without any interest whatsoever, a r the receipt of Performance Security from them as called for in the contract EMD and Tender t s shall be deposited as under:-

Ser N o	Payment Detai ls	Payable To	Remarks
(aa)	EMD - 5%	Public Fund Acct ESD Kankinara A/c No : 11278710387 Name of Bank : SBI, Branch- Barrackpore (West Bengal)-743101 IFS Code : SBIN0000029	Refundable

(ii) Tender Conditions Acceptance Certificate (Format as per **Appendix A**).

(iii) Valid Trade Licence from Central Government/ West Bengal Government.

(iv) EMD exemption cert/ EMD Deposited Physically.

(v) Scanned copy of Income Tax Return of last two financial year (Self attested photocopy of Income Tax Returns filled for the Assessment Year).

(vi) Self attested Scanned copy of Registration of EPF.

(vii) Self attested Scanned copy of Registration of ESI.

- (viii) Self attested Scanned copy of PAN of proprietor/firm/company.
- (ix) Self attested Scanned copy of partnership deed if partnership/ firm/ company.
- (x) Proof of having executed similar works in last two financial year with Govt Departments / Public Sector Undertakings / Semi Govt Departments/ or reputed firms (Scanned copy of work completion certificates from these places).
- (xi) Scanned copy of GST registration certificate.
- (xii) Annual financial turnover of min 09 lakhs, Balance sheet duly audited by CA.
- (xiii) **L1 vendor should have registered office in West Bengal state. Scan Copy of Proof of having an office in the West Bengal state to be produced. Outstation bidder has to open an office at consignee address within one month of award of contract and undertaking to that effect has to be submitted in scan copy.**
- (xiv) **Copy of Latest Police Verification against the firm**

(d) **Scope of works as defined by BOO:-**

Ser	Description of item of work	Location	Frequency of Employments	Nos of Personnel reqd
a.	MTS (Unskilled) <ul style="list-style-type: none"> (i) Physical Maintenance of records of the Section. (ii) General Cleanliness and unkeep of the section/units. (iii) Carrying of files and other papers within the buildings. (iv) Photocopying, sending of FAX etc (v) Other Non-clerical work in the section. (vi) Watch and ward duties. (vii) Searching duties. (viii) Any other work assigned by the superior authority. (ix) Unkeep of Parks, Lawns, Potted plants etc. 	ESD Kankinara	Daily	22
	Total			22

(e) Note :-

(i) Details of Manpower and documents in support of their of Eligibility and experience sl required to be submitted by the successful bidder before commencement of the contract.

(ii) Age limit – 18 to 40 yrs.

(f) **Rejection of Bid.** The bids with less than 3.85% profit will be rejected. Prospective bidders will give t rtaking as per annexure (Annexure-A) and this will be a mandatory document to qualify in the technical evalu n.

(g) **PBG clause @ 5% of contract value:-**

INDIGENOUS CASES:-The Bidder will be required to furnish a Performance Guarantee by way of Ba Guarantee through a public sector bank or a private sector bank authorized to conduct government b ness for a sum equal to 5% of the contract value within 30 days from entering into the contract. **Per mance Bank Guarantee should be valid up to 60 days beyond expiry of the contract.** The sp men of PBG is given in Form DPM-15 as Appendix-C.

(h) Payment Clause & Documents required for payment and LD clause:-

PAYMENT TO THE WORKER:- Respective bank account details of the workers will be maintained by the bid for crediting the payment directly into their bank accounts. Successful bidder will submit a certificate that th ayment will be made to employees as per existing minimum wages act as per Central Government (Govt of l a) wages rate and other admissible allowances by crediting into their bank account Nos. A nominal roll duly ntioned the EPF, ESI registration No and bank account details shall be provided to the buyer within one montl om the date of signing of contract.

3

PAYMENT TERMS. The contractor shall submit a consolidated monthly bill for the amount due for the servic entered during the preceding month by the 10th of the month. The payment for the services will be made to contractor within a reasonable period in arrears and no advance payment will be made to the contractor.

LIQUIDATED DAMAGES:- The contractor will be liable to pay compensation for any damage done willfully / negligence by his employees. In the event of the contractor's failure to submit the Bonds, Guarantees and Dc ments for supply of services as specified in this contract, the **Commandant ESD Kankinara** may, at his disc ion withhold any payment until the completion of the contract. The **Commandant ESD Kankinara** may also duct Rupees Five hundred per labour per day for absence from his duties as liquidated damages and the san will be recovered from due amount /PBG.

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UNDERTAKING

To

The Commandant

ESD, Kankinara

Dear Sir,

I/We M/s _____ hereby declared that I have not quoted unrealistic rate of service charge i. e. less than 3.85% of minimum wages as mentioned in ATC.

In case of false declaration, my bid will be rejected and I may be blacklisted.

Station:
_____ (er)

(Signature of the

Date:
_____ (ter)

(Name in block

Address

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 Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated 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 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 respond 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. 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 [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 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 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 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 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 this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---