

Bid Document

Bid Details	
Bid End Date/Time	19-11-2020 13:00:00
Bid Opening Date/Time	19-11-2020 13:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	30 (Days)
Ministry/State Name	Comptroller And Auditor General (cag) Of India
Department Name	Na
Organisation Name	Accountant General, Odisha
Office Name	Accountant General (g&ssa), Odisha, Bhubaneswar
Item Category	Security Manpower Service - Security Guard Male , Human Resource Outsourcing Service
Contract Period	1 Year(s) 5 Day(s)
Bidder Turnover (Last 3 Years)	19.29 Lakh (s)
Project Experience Required	Yes
MSE Exemption for Years of Experience and Turnover	No
Startup Exemption for Years of Experience and Turnover	No
Document required from seller	Certificate (Requested in ATC),OEM Annual Turnover *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled	No
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.
Estimated Bid Value	6430000

EMD Detail

Advisory Bank	State Bank of India
EMD Percentage(%)	0.50
EMD Amount	32150

ePBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	2.00
Duration of ePBG required (Months).	14

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

Beneficiary:

Sr. Audit Officer, Cash
Accountant General (Audit-I), Odisha, Bhubaneswar - 751 001
(Sr. Audit Officer, Cash)

Splitting

Bid splitting not applied.

1. Project experience: The Bidder must have executed at least one single order of 80% value of the Bid or 2 orders each of 50% value of the Bid or 3 orders each of 40% value of the Bid for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company

Additional Required Data/Document(s)

Scope of Work: [1603956171.pdf](#)

Security Manpower Service - Security Guard Male (3)

Technical Specifications

Specification	Values
Core	
Category of Personnel	Security Guard Male
Working Days in a Week	7
Addon(s)	

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Personnel Needed of above mentioned technical specification	Additional Requirement
1	Chinmaya Kumar Hota N	751012,Office of the Accountant General (G&SSA) Odisha, Bhubaneswar	3	<ul style="list-style-type: none">• Number of Service Days in a Month : 30• Minimum Wage per Shift (Including PF, ESI, EDLI, PF Admin Charges and other Allowances if any) in INR : 807.93

Human Resource Outsourcing Service (20)

Technical Specifications

Specification	Values
Core	
Category of Service	Cleaning Staff Male
Experience (in Years)	3-7
Number Of Working Days in Week	6
Qualifications	Under Matriculate
Addon(s)	

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources of above mentioned technical specification	Additional Requirement
1	Chinmaya Kumar Hota N	751012,Office of the Accountant General (G&SSA) Odisha, Bhubaneswar	20	<ul style="list-style-type: none">• Minimum Wage Per Day (Including ESI,PF,ELDI, PF Admin Charge,other components) in INR Exclusive of GST : 610.31• Number of Service Days in a Month : 26

Human Resource Outsourcing Service (3)

Technical Specifications

Specification	Values
Core	
Category of Service	Cook
Experience (in Years)	3-7
Number Of Working Days in Week	7
Qualifications	Secondary
Addon(s)	

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources of above mentioned	Additional Requirement
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			technical specification	
1	Chinmaya Kumar Hota N	751012,Office of the Accountant General (G&SSA) Odisha, Bhubaneswar	3	<ul style="list-style-type: none"> • Minimum Wage Per Day (Including ESI,PF,ELDI, PF Admin Charge,other components) in INR Exclusive of GST : 610.31 • Number of Service Days in a Month : 30

Human Resource Outsourcing Service (2)

Technical Specifications

Specification	Values
Core	
Category of Service	Multi-tasking Staff
Experience (in Years)	3-7
Number Of Working Days in Week	6
Qualifications	Secondary
Addon(s)	

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources of above mentioned technical specification	Additional Requirement
1	Chinmaya Kumar Hota N	751012,Office of the Accountant General (G&SSA) Odisha, Bhubaneswar	2	<ul style="list-style-type: none"> • Minimum Wage Per Day (Including ESI,PF,ELDI, PF Admin Charge,other components) in INR Exclusive of GST : 610.31 • Number of Service Days in a Month : 26

Human Resource Outsourcing Service (1)

Technical Specifications

Specification	Values
Core	
Category of Service	Driver LMV
Experience (in Years)	3-7
Number Of Working Days in Week	6
Qualifications	Secondary
Addon(s)	

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources of above mentioned technical specification	Additional Requirement
1	Chinmaya Kumar Hota N	751012,Office of the Accountant General (G&SSA) Odisha, Bhubaneswar	1	<ul style="list-style-type: none">• Minimum Wage Per Day (Including ESI,PF,ELDI, PF Admin Charge,other components) in INR Exclusive of GST : 807.93• Number of Service Days in a Month : 26

Bid Specific Additional Terms and Conditions

1. Bidders can also submit the EMD with Banker's Cheque in favour of Sr. Audit Officer (Cash), O/o the AG, Audit-I, Odisha payable at Bhubaneswar.
Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.
2. **Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.
3. **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.
4. Bidders can also submit the EMD with Account Payee Demand Draft in favour of Sr. Audit Officer (Cash), O/o the AG (Audit-I), Odisha payable at Bhubaneswar.
Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.
5. 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.
6. Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.
7. Duration of the service contract may be extended up to 6 months beyond the initial contract duration (subject to satisfactory performance and mutual consent).
8. 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 Sr. Audit Officer (Cash), O/o the AG (Audit-I), Odisha, Bhubaneswar 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.
9. **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.
10. For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:
 - a. Purchase Order copy along with Invoice(s) with self-certification by the bidder that supplies against the invoices have been executed.
 - b. Execution certificate by client with order value.
 - c. Any other document in support of order execution like Third Party Inspection release note, etc.

This Bid is governed by the [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 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.

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.

---Thank You---