

## Bid Document

| Bid Details  |  |
|--|--|
| <b>Bid End Date/Time</b>   | 26-09-2022 18:00:00  |
| <b>Bid Opening Date/Time</b>   | 26-09-2022 18:30:00  |
| <b>Bid Offer Validity (From End Date)</b>                                    | 45 (Days)  |
| <b>Ministry/State Name</b>   | Uttar Pradesh  |
| <b>Department Name</b>   | Additional Sources Of Energy Department Uttar Pradesh  |
| <b>Organisation Name</b>   | Uttar Pradesh New And Renewable Energy Development Agency  |
| <b>Office Name</b>   | Head Office  |
| <b>Item Category</b>   | Manpower Outsourcing Services - Fixed Remuneration - Others; As per bid document; As per bid document  |
| <b>Contract Period</b>   | 1 Year(s)  |
| <b>MSE Exemption for Years of Experience and Turnover</b>                    | No   |
| <b>Startup Exemption for Years of Experience and Turnover</b>                | No   |
| <b>Document required from seller</b>   | Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (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 |
| <b>Bid to RA enabled</b>   | No   |
| <b>Time allowed for Technical Clarifications during technical evaluation</b> | 2 Days   |
| <b>Evaluation Method</b>   | Total value wise evaluation  |

### EMD Detail

|                   |                     |
|-------------------|---------------------|
| Advisory Bank     | State Bank of India |
| EMD Percentage(%) | 1.00                |
| EMD Amount        | 9170                |

### ePBG Detail

|               |                     |
|---------------|---------------------|
| Advisory Bank | State Bank of India |
|---------------|---------------------|

|                                     |      |
|-------------------------------------|------|
| ePBG Percentage(%)                  | 3.00 |
| Duration of ePBG required (Months). | 20   |

(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:**

DIRECTOR

Uttar Pradesh New and Renewable Energy Development Agency, Vibhuti Khand Gomti Nagar Lucknow-226010 (Upneda)

**Splitting**

Bid splitting not applied.

1. 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.

**Additional Qualification/Data Required**

**Scope of work & Job Description:** [1663067683.pdf](#)

**This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-**

| Parameter Name   | Max Marks | Cutoff Marks | Qualification Methodology Document |
|--|-----------|--------------|------------------------------------|
| Average Annual Turnover  | 25        | 10           | <a href="#">View File</a>          |
| Company's Registered Office  | 10        | 5            | <a href="#">View File</a>          |
| Quality Certificates   | 15        | 5            | <a href="#">View File</a>          |
| Bidder should have its own E-Employees Portal (EMS Portal) and payroll Management software   | 10        | 10           | <a href="#">View File</a>          |
| Bidder's Registration on U. P. Govt. Sewayojan Portal  | 10        | 10           | <a href="#">View File</a>          |
| Experience of providing of services of technical operators in Central/State Govt. Department | 30        | 10           | <a href="#">View File</a>          |

**Total Minimum Qualifying Marks for Technical Score: 50**

QCBS Weightage(Technical:Financial):30:70

**Manpower Outsourcing Services - Fixed Remuneration - Others; As Per Bid Document;  
As Per Bid Document ( 4 )**

**Technical Specifications**

| Specification             | Values              |
|---------------------------|---------------------|
| <b>Core</b>               |                     |
| Type of Function          | Others              |
| List of Profiles          | As per bid document |
| Educational Qualification | As per bid document |
| Specialization            | As per bid document |
| Post Graduation           | Not Required        |
| Specialization for PG     | Not Applicable      |
| Experience                | 0 to 3 Years        |
| State                     | NA                  |
| District                  | NA                  |
| Zipcode                   | NA                  |
| <b>Addon(s)</b>           |                     |

**Additional Specification Documents**

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**Consignees/Reporting Officer**

| S.No. | Consignee/Reporting Officer | Address | Number of Resources to be hired | Additional Requirement |
|-------|-----------------------------|---------|---------------------------------|------------------------|
|-------|-----------------------------|---------|---------------------------------|------------------------|

| S.No. | Consignee/Reporting Officer | Address  | Number of Resources to be hired | Additional Requirement  |
|-------|-----------------------------|--|---------------------------------|---|
| 1     | Ashok Kumar Srivastava      | 226016,Uttar Pradesh New & Renewable Energy Development Agency, VIBHUTI KHAND, GOMTI NAGAR,LUCKNOW | 4                               | <ul style="list-style-type: none"> <li>• Basic monthly pay (INR) exclusive of GST : 15000</li> <li>• Bonus (INR Monthly) : 0</li> <li>• EPF Admin Charges (INR Monthly) : 0</li> <li>• EDLI (INR Monthly) : 0</li> <li>• Provident Fund (INR Monthly) : 0</li> <li>• ESI (INR Monthly) : 487.5</li> <li>• Optional Allowances 1 (INR Monthly) : 0</li> <li>• Optional Allowances 2 (INR Monthly) : 0</li> <li>• Optional Allowances 3 (INR Monthly) : 0</li> <li>• Tenure/ Duration of Employment (In Months) : 12</li> </ul> |

## Buyer Added Bid Specific Terms and Conditions

### 1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

### 2. 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.

### 3. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

### 4. 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.

### 5. Generic

**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.

## 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. **Service & Support**

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

## 8. **Service & Support**

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

## 9. **Human Resource Service**

**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.

## 10. **Human Resource Service**

**Recruitment mandated through Sewayojan Portal:** Recruitment of candidates is mandated through Sewayojan Portal (url: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.

## 11. **Service & Support**

The Service Provider is required to have at least 40 % of the required manpower on service provider's payroll for at least one year. Necessary documents relating to such manpower will be uploaded by the bidder for verification of the buyer. Such manpower will be part of total manpower to be provided by the Service Provider in case he gets the contract against this bid.

## 12. **Past Project Experience**

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.

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

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

## 14. **Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of Director UPNEDA payable at Lucknow.

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.

## Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. 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 incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents/clauses shall also be null and void. 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. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

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---**