

**GA-14/4/2019-ADMIN Sec**  
**Government of India**  
**Ministry of Development of North Eastern Region**

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Vigyan Bhawan Annexe,  
Maulana Azad Road,  
New Delhi-110011.  
Dated 16<sup>th</sup> August, 2019

**NOTICE**

**Subject: - Invitation of bids for outsourcing of Housekeeping personnel /M.T.S. through Government E-Marketplace(GeM).**

Ministry of Development of North Eastern Region require services Twenty one (21) housekeeping personnel/M.T.S.. In this respect an online bid has been created on Government E-Market Place (GeM) Portal. The details & terms and conditions of the said bid may be seen in the bidding document generated through GeM portal, enclosed herewith. Interested firms may submit their bid/quotations online, through GeM portal, along with necessary documents, as mentioned in the bidding document.



(Jaya Shah)

Under Secretary to the Govt. of India

**जयश शाह / JAYA SHAH**  
अवर सचिव/Under Secretary  
उत्तर पूर्वी क्षेत्र विकास मंत्रालय  
Ministry of Development of North Eastern Region  
भारत सरकार/Govt. of India  
विज्ञान भवन एन्नेक्स बिल्डिंग, नई दिल्ली-110 011  
Vigyan Bhawan Annexe Building, New Delhi-110011



Bid Number: GEM/2019/B/322756  
Dated: 16-08-2019

### Bid Document

#### Bid Details

Bid End Date/Time	27-08-2019 14:00:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	75 (Days)
Ministry/State Name	Ministry Of Development Of North Eastern Region
Department Name	Na
Organisation Name	N/a
Office Name	Vigyan Bhawan Annexe, New Delhi
Item Category	Human Resource Outsourcing Service
Contract Period	12 Month(s)
Average Turnover (Last 3 Years)	14.521205536992 Lakh (s)
Project Experience Required	No
MSE Exemption For Years Of Experience And Turnover	No
Startup Exemption For Years Of Experience And Turnover	No
Document required from seller	Experience with Government,Annual Turnover
Bid to RA enabled	No

### Human Resource Outsourcing Service ( 21 )

#### Technical Specifications

Specification	Values
Category of Service	Multi-tasking Staff
Experience (in Years)	3-7
Number Of Working Days in Week	5
Qualifications	Under Matriculate

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources of above	Additional Requirement

			mentioned technical specification	
1	Atul Basumatary	110011,Vigyan Bhawan Annexe, Maulana Azad Raod, New Delhi	21	<ul style="list-style-type: none"> <li>• Minimum Wage Per Day (Including ESI,PF,ELDI, PF Admin Charge,other components) in INR Exclusive of GST : 739.78</li> <li>• Number of Service Days in a Month : 22</li> </ul>

#### EMD Detail

Advisory Bank	State Bank of India
EMD Percentage(%)	1.00
EMD Amount	48404

#### ePBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	5.00
Duration of ePBG required (Months).	14

#### Splitting

Bid splitting not applied.

#### Buyer Specific Additional Terms and Conditions

1. The bidder must have at least three years experience (ending month of March prior to the bid opening) of providing similar type of services to Central/State Government/PSUs/Nationalised Banks/Reputed Organisations. Services rendered with list of such Central/State/PSUs/Nationalised Banks/Reputed Organisations with duration of service shall be furnished. (Seller to upload relevant document as part of bid submission. Buyer will verify the documents submitted by seller.)
2. The Purchaser reserves the right to increase or decrease the ordered quantity up to 25 percent at the time of placement of contract . The purchaser also reserves the right to increase the contracted qty up to 25% during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly
3. Average Annual financial turnover of related services during the last three years, ending 31st March of the previous financial year, should be at least 30% (Thirty per cent) of the estimated cost. (Seller to upload relevant document as part of bid submission. Buyer will verify the documents submitted by seller.)
4. Bidder/ Supplier/ Organization/ Proprietor/ ANY of the Director(s) shall not be banned or suspended or black listed by any Government / Public Sector Undertaking / Corporate organization or convicted in any Court of Law across India or declared Bankrupt or insolvent. A self declaration certificate must be uploaded in the GeM portal under Bidders Official Letter Head.

This Bid is governed by the General Terms and Conditions, conditons 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.

**---Thank You---**