

ADDITIONAL TERMS AND CONDITIONS

- IF A SERVICE PROVIDER WITHDRAWS OR MODIFIES THEIR BID DURING PERIOD OF VALIDITY OF THE BID, SERVICE PROVIDER WILL BE SUSPENDED FOR A PERIOD OF 03 MONTHS.
- BID SECURITY DECLARATION STATING THAT "IF BIDDER WITHDRAW OR MODIFY THEIR BIDS DURING PERIOD OF VALIDITY OF BID, BIDDER WILL BE SUSPENDED FOR THE TIME SPECIFIED IN THE TENDER DOCUMENTS" HAS TO BE MANDATORILY SUBMITTED WITHIN 02 DAYS OF PLACING SERVICE ORDER ON GEM PORTAL.
- MINIMUM SERVICE CHARGE QUOTED BY THE BIDDER SHOULD BE 2.5%, AND ANY BIDDER QUOTING LESS THAN 2.5% AS SERVICE CHARGE, WILL BE DECLARED AS TECHNICALLY DISQUALIFIED.
- LOCAL SERVICE PROVIDER WILL BE GIVEN PREFERENCE, IN CASE OF MULTIPLE L1 BIDDERS.



**Joint Registrar
NCLT Ahmedabad Bench
Ahmedabad**

- 1 JUL 2021

Bid Document

| Bid Details | |
|--|--|
| Bid End Date/Time | 23-07-2021 17:00:00 |
| Bid Opening Date/Time | 23-07-2021 17:30:00 |
| Bid Life Cycle (From Publish Date) | 90 (Days) |
| Bid Offer Validity (From End Date) | 60 (Days) |
| Ministry/State Name | Ministry Of Corporate Affairs |
| Department Name | Na |
| Organisation Name | National Company Law Tribunal |
| Office Name | Ahmedabad |
| Item Category | Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Administrative Operator or Office Assistant or Executive Assistant , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Admin; Multi-tasking Staff , Manpower Outsourcing Services - Minimum wage - Unskilled; Others; HOUSEKEEPING |
| Contract Period | 2 Year(s) |
| MSE Exemption for Years of Experience and Turnover | No |
| Startup Exemption for Years of Experience and Turnover | No |
| SHG Exemption for Years of Experience and Turnover | No |
| Bid to RA enabled | No |
| Time allowed for Technical Clarifications during technical evaluation | 2 Days |
| 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 | 14301405.52 |
| Evaluation Method | Total value wise evaluation |

EMD Detail

| | |
|----------|----|
| Required | No |
|----------|----|

ePBG Detail

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

| | |
|-------------------------------------|------|
| ePBG Percentage(%) | 3.00 |
| Duration of ePBG required (Months). | 30 |

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

Beneficiary:

Joint Registrar
National Company Law Tribunal, Corporate Bhawan, 1st & 2nd Floor, Near Zydus Hospital, Off S G Highway, Thaltej, Ahmedabad, Ministry of Corporate Affairs
(Dr. Sachiv Kumar)

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: [1625222711.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Administrative Operator Or Office Assistant Or Executive Assistant (9)

Technical Specifications

| Specification | Values |
|---------------------------|--|
| Core | |
| Skill Category | Skilled |
| Type of Function | Admin |
| List of Profiles | Administrative Operator or Office Assistant or Executive Assistant |
| Educational Qualification | Graduate |
| Specialization | Any graduate |
| Post Graduation | Not Required |
| Specialization for PG | Not Applicable |
| Experience | 0 to 3 Years |
| State | NA |
| Zipcode | NA |
| District | NA |

| Specification | Values |
|---------------------------------|------------------|
| Addon(s) | |
| Additional Details | |
| Title for Optional Allowances 2 | NA |
| Designation | OFFICE ASSISTANT |
| Title for Optional Allowances 1 | NA |
| Title for Optional Allowances 3 | NA |

Additional Specification Documents

Consignees/Reporting Officer and Quantity

| S.No. | Consignee/Reporting Officer | Address | Service Number of Resources to be hired | Additional Requirement |
|-------|-----------------------------|---|---|---|
| 1 | Deepika Gupta | 380059,National Company Law Tribunal,2nd Floor, Corporate Bhawan, beside Zydu Hospital, S-G Highway, Thaltej, Ahmedabad | 9 | <ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 784 • Provident Fund (INR per day) : 81.82 • ELDI (INR per day) : 3.41 • ESI (INR per day) : 25.48 • Bonus (INR per day) : 0 • EPF Admin Charge (INR per day) : 3.41 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 24 |

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Admin; Multi-tasking Staff (10)

Technical Specifications

| Specification | Values |
|---------------------------------|---------------------|
| Core | |
| Skill Category | Semi-skilled |
| Type of Function | Admin |
| List of Profiles | Multi-tasking Staff |
| Educational Qualification | Matriculation |
| Specialization | Not Required |
| Post Graduation | Not Required |
| Specialization for PG | Not Applicable |
| Experience | 0 to 3 Years |
| State | NA |
| Zipcode | NA |
| District | NA |
| Addon(s) | |
| Additional Details | |
| Designation | MULTI TASKING STAFF |
| Title for Optional Allowances 1 | NA |
| Title for Optional Allowances 2 | NA |
| Title for Optional Allowances 3 | NA |

Additional Specification Documents

Consignees/Reporting Officer and Quantity

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

| S.No. | Consignee/Reporting Officer | Address | Service Number of Resources to be hired | Additional Requirement |
|-------|-----------------------------|--|---|---|
| 1 | Deepika Gupta | 380059,National Company Law Tribunal,2nd Floor, Corporate Bhawan, beside Zydus Hospital, S-G Highway, Thaltej, Ahmedabad | 10 | <ul style="list-style-type: none"> • ELDI (INR per day) : 3.41 • ESI (INR per day) : 23.21 • Provident Fund (INR per day) : 81.82 • Bonus (INR per day) : 0 • EPF Admin Charge (INR per day) : 3.41 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Minimum daily wage (INR) exclusive of GST : 714 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 24 |

Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; HOUSEKEEPING (4)

Technical Specifications

| Specification | Values |
|---------------------------|-------------------|
| Core | |
| Skill Category | Unskilled |
| Type of Function | Others |
| List of Profiles | HOUSEKEEPING |
| Educational Qualification | Under Matriculate |
| Specialization | Not Required |
| Post Graduation | Not Required |
| Specialization for PG | Not Applicable |
| Experience | 0 to 3 Years |

| Specification | Values |
|---------------------------------|--------------------|
| State | NA |
| Zipcode | NA |
| District | NA |
| Addon(s) | |
| Additional Details | |
| Designation | HOUSEKEEPING STAFF |
| Title for Optional Allowances 2 | NA |
| Title for Optional Allowances 3 | NA |
| Title for Optional Allowances 1 | NA |

Additional Specification Documents

Consignees/Reporting Officer and Quantity

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

| S.No. | Consignee/Reporting Officer | Address | Service Number of Resources to be hired | Additional Requirement |
|-------|-----------------------------|--|---|--|
| 1 | Deepika Gupta | 380059,National Company Law Tribunal,2nd Floor, Corporate Bhawan, beside Zydus Hospital, S-G Highway, Thaltej, Ahmedabad | 4 | <ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 645 • Bonus (INR per day) : 0 • ELDI (INR per day) : 3.23 • EPF Admin Charge (INR per day) : 3.23 • ESI (INR per day) : 20.96 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Provident Fund (INR per day) : 77.4 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 24 |

Buyer Added Bid Specific Additional Terms and Conditions

1. Buyer uploaded ATC document [Click here to view the file.](#)
2. Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.
3. 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.
4. 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.
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.

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 specification 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.

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---