

### Bid Document

Bid Details	
<b>Bid End Date/Time</b>	21-10-2021 17:00:00
<b>Bid Opening Date/Time</b>	21-10-2021 17:30:00
<b>Bid Life Cycle (From Publish Date)</b>	90 (Days)
<b>Bid Offer Validity (From End Date)</b>	70 (Days)
<b>Ministry/State Name</b>	Ministry Of Defence
<b>Department Name</b>	Department Of Defence Production
<b>Organisation Name</b>	Garden Reach Ship Builders And Engineers Limited (grse)
<b>Office Name</b>	*****
<b>Item Category</b>	Manpower Outsourcing Services - Minimum wage - Skilled; Admin; As Per SOTR Engagement of Chartered Accountant Cost Accountant HR Consulting Firms for management of all statutory compliances regarding contractors contractors workmen engaged in GRSE..
<b>Contract Period</b>	1 Year(s)
<b>Minimum Average Annual Turnover of the Bidder</b>	11 Lakh (s)
<b>Years of Past Experience required</b>	3 Year (s)
<b>Past Experience of Similar Services required</b>	Yes
<b>MSE Exemption for Years of Experience and Turnover</b>	No
<b>Startup Exemption for Years of Experience and Turnover</b>	No
<b>SHG Exemption for Years of Experience and Turnover</b>	No
<b>Document required from seller</b>	Experience Criteria,Bidder Turnover,Certificate (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 the buyer
<b>Bid to RA enabled</b>	No
<b>Time allowed for Technical Clarifications during technical evaluation</b>	5 Days
<b>Evaluation Method</b>	Total value wise evaluation

#### EMD Detail

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Required	No
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### ePBG Detail

Advisory Bank	ICICI
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	14

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

### Beneficiary:

Nil  
West Bengal, Department of Defence Production, Garden Reach Ship Builders and Engineers Limited (GRSE),  
Ministry of Defence  
(Garden Reach Ship Builders And Engineers Limited)

### Splitting

Bid splitting not applied.

### MSE Purchase Preference

MSE Purchase Preference	Yes
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. 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+ 100% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
4. 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.
5. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address

and contact details of clients shall be uploaded with the bid for verification by the Buyer.

6. Short Duration Bid has been published by the Buyer with the approval of the Competent authority due to Emergency procurement of critical products/services.

**Additional Qualification/Data Required**

**Annual turnover Required by Buyer in Crores:** Bidder should have average minimum Annual Turnover of Rs.11 Lakhs during last 03 (three) financial years ending with March 2020.

**Geographic Presence: Office registration certificate:** GARDEN REACH SHIPBUILDERS & ENGINEE (A GOVERNMENT OF INDIA UNDERTAKING)  
43/46, Garden Reach Road, Kolkata-700 024

**Scope of work & Job description:** [1633950061.pdf](#)

**Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; As Per SOTR Engagement Of Chartered Accountant Cost Accountant HR Consulting Firms For Management Of All Statutory Compliances Regarding Contractors Contractors Workmen Engaged In GRSE.. ( 9 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Skill Category	Unskilled , Semi-skilled , Skilled , Highly-Skilled
Type of Function	Admin , Finance/Accounts , IT-Technical , Non-IT Technical , Healthcare , Others
List of Profiles	As Per SOTR Engagement of Chartered Accountant Cost Accountant HR Consulting Firms for management of all statutory compliances regarding contractors contractors workmen engaged in GRSE for 01 year
Educational Qualification	As Per SOTR Engagement of Chartered Accountant Cost Accountant HR Consulting Firms for management of all statutory compliances regarding contractors contractors workmen engaged in GRSE for 01 year
Specialization	As Per SOTR Engagement of Chartered Accountant Cost Accountant HR Consulting Firms for management of all statutory compliances regarding contractors contractors workmen engaged in GRSE for 01 year
Post Graduation	Not Required , Required
Specialization for PG	Not Applicable
Experience	As Per SOTR Engagement of Chartered Accountant Cost Accountant HR Consulting Firms for management of all statutory compliances regarding contractors contractors workmen engaged in GRSE for 01 year
State	NA
Zipcode	NA
District	NA
<b>Addon(s)</b>	
<b>Additional Details</b>	

Specification	Values
Designation	As Per SOTR Engagement of Chartered Accountant Cost Accountant HR Consulting Firms for management of all statutory compliances regarding contractors contractors workmen engaged in GRSE for 01 year
Title for Optional Allowances 3	Nil
Title for Optional Allowances 2	Nil
Title for Optional Allowances 1	Earned Leave /Annual leave

#### Additional Specification Documents

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	*****	*****KOLKATA	9	<ul style="list-style-type: none"> <li>• ELDI (INR per day) : 3.92</li> <li>• ESI (INR per day) : 25.48</li> <li>• Provident Fund (INR per day) : 94.08</li> <li>• Bonus (INR per day) : 65.3</li> <li>• EPF Admin Charge (INR per day) : 3.92</li> <li>• Optional Allowances 1 (INR per day) : 39.2</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Minimum daily wage (INR) exclusive of GST : 784</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

## Buyer Added Bid Specific Additional Terms and Conditions

### 1. Buyer Added text based ATC clauses

Category of tender - OPEN Tender

FOR -Engagement of Chartered Accountant / Cost Accountant / HR Consulting Firms for management of all statutory compliances regarding contractors & contractors' workmen engaged in GRSE for 01 year to be executed as per SOTR No: HR/CL/256/RETAINENGAGEMENT-I/2021-22 (Annexure I)

- v Winning Bidder may submit ink signed hard copy of all above documents, prior to issuance of PO.
- v The bidder should submit self-certification that they neither been Blacklisted nor, have received any tender holiday from any PSUs'/DPSUs'/Central & State Govt. Organizations during last 03 years ending on 31.09.2021. The bidder has to submit self-certification for the same along with the techno-commercial offer. If any tender holiday was issued to the bidder prior to last 03 years, a letter of revocation from appropriate authority should be submitted along with techno-commercial offer. GRSE reserves the right to independently verify the same. In case violation of declaration is detected at any stage of tender process and during currency of contract, the order will be terminated. Self-certification is to be submitted as per format attached at **Annexure-2C** is attached here.

- 1. Tenure of Contract** ■■■■■■ ■■■■■■■■■■- The contract shall be of duration for **01 (One) Year** from the date of placement of order. The contract period may be extended/reduced as per requirement of GRSE production schedule.
- 2. Mobilisation Period** ■■■■■■■■■■ ■■■■■- 03 days from date of placement of LOA/Purchase Order will be given for commencement of work.
- 3. Job Completion date** ■■■■■■ ■■■■■■■■■■ ■■■■■ - Time is the essence of this Contract. The completion schedule will be communicated to the contractor by dealing officer before starting the job and the contractor has to complete the job within specified schedule. The contractor has to complete the job within specified time period.
- 4. JOB EXECUTION** ■■■■■■ ■■■■■■■■■■ -Job is to be carried out strictly as per SOTR and in case of doubt, instructions of HR Dept. Main Unit are to be followed.
- 5. PRICE** ■■■■■■ - The Total Price includes Minimum Wage, ESI, EPF, EDLI, Insurance, Other non-mandatory variables defined by the Buyer in the bid document, Admin Charge and GST on the mentioned components. Service Provider will thus quote over and above the following components as a Service Charge and Special Allowance if any:  
Minimum Wage + ESI + EPF + EDLI + Insurance + Other non-mandatory variables defined by the GRSE (Annual Leave & Bonus) in the bid document + Admin Charges + GST (on the Minimum Wage, ESI, EPF, ELDI and Insurance component), which is provided by the Buyer Department and the rest (GST on the component provided by the Buyer) is added by the platform.  
In case of any changes in the minimum wages as per the Applicable Laws during the Contract period, Buyer shall pay the Service Provider the difference

in wage from the amount mentioned in the contract on pro rata basis.

The cost of the Contract shall be valid for initial contract period. No price escalation, other than minimum wages revision, shall be entertained by the Buyer during the period.

**6. Financial Eligibility Criteria ■■■■■■■■ ■■■■■■■■ -**

Bidder should have average minimum Annual Turnover of **Rs.11 Lakhs** during last 03 (three) financial years ending with March 2020.

Audited Balance Sheet and Profit & Loss Account of the company for last 03 (three) financial years need to be submitted in support of above requirement.

Format for Technical Eligibility Criteria in this regard has been attached to this document as **Annexure - 2B**. The format has to be filled up and to be uploaded with the Techno-commercial Bid.

7. **AVAILABILITY OF OFFICE OF SERVICE PROVIDER:** An office of the Service Provider must be located in the Kolkata of Consignee. **DOCUMENTARY EVIDENCE TO BE SUBMIT.** Bidder's offer is liable to be rejected if they do not upload any of the certificates / documents sought in the Bid document for office address.
8. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
- 9 The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.
- 10 **OPTION CLAUSE:** The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent 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.
- 11 The Contractor to whom the tender will be awarded has to submit a performance Guarantee for an amount of not less than 3% of the Contract Value in the form of fixed Deposit of Bank Guarantee, which will be refunded after one month the time of successful completion of the contract.
- 12 **Any query /difficulty in understanding of SOR or other technical terms may be got clarified from Mr. Amaresh Kumar Lenka, SM (HR), Mobile No. 7763807691 e-mail: [Lenka.Amaresh@grse.co.in](mailto:Lenka.Amaresh@grse.co.in) / Mr. Shoumak Laha, MGR (HR), Mobile No. 9163331744, e-mail: Laha.Shoumak@gmail.com and for other query Archana Sharma, Manager (Contract Cell), Mobile No.8839457841 and email: Sharma.Archana@grse.co.in may be contacted, 48 hours before schedule.**

**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---**