

Bid Document

Bid Details	
Bid End Date/Time	07-04-2021 17:00:00
Bid Opening Date/Time	07-04-2021 17:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	30 (Days)
Ministry/State Name	Ministry Of Human Resource Development
Department Name	Department Of Higher Education
Organisation Name	Tezpur University
Office Name	Tezpur
Item Category	Manpower Outsourcing Services - Minimum wage - Unskilled; Others; MALI , Manpower Outsourcing Services - Minimum wage - Unskilled; Others; HELPER , Manpower Outsourcing Services - Minimum wage - Unskilled; Others; HOSTEL CARETAKERMANUAL LABORATTEND , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Others; MACHINE OPERATOR SOUND SYSTEM O , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Others; NURSE , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Others; SUPERVISOR , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Others; MTS , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Others; BOOK ARRANGER BOOK CLEANER , Manpower Outsourcing Services - Minimum wage - Skilled; Others; DATA ENTRY OPERATOR , Manpower Outsourcing Services - Minimum wage - Skilled; Others; OFFICE ASSISTANT , Manpower Outsourcing Services - Minimum wage - Skilled; Others; LAB TECHNICIAN , Manpower Outsourcing Services - Minimum wage - Skilled; Others; SUPERVISOR , Manpower Outsourcing Services - Minimum wage - Skilled; Others; JUNIOR ACCOUNTANT , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Others; DRIVER , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Others; RECEPTIONIST , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Others; OFFICE ASSISTANT , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Others; LT HT OPERATOR , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Others; LINEMAN WITH WORKMAN PERMIT 1 , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Others; LABORATORY ASSISTANT , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Others; SUPERVISOR , Manpower Outsourcing Services - Minimum wage - Skilled; Others; LDC UDC
Contract Period	12 Month(s) 5 Day(s)
Past Experience of Similar Services required	Yes

Bid Details	
MSE Exemption for Years of Experience and Turnover	No
Startup Exemption for Years of Experience and Turnover	No
Document required from seller	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) *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
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	38713666.93
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).	14

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

Beneficiary:

Registrar
Tezpur University, Napaam, Sonitpur, Assam, 784028
(Registrar)

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.

2. 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.

Additional Required Data/Document(s)

Scope of work & Job description: [1615967418.pdf](#)

Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required: [1615967437.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; MALI (20)

Technical Specifications

Specification	Values
Core	
Skill Category	Unskilled
Type of Function	Others
List of Profiles	MALI
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
Addon(s)	
Certifications/ Trainings	No
Additional Details	
Title for Optional Allowances 2	NA
Designation	MALI
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

S.No.	Consignee/Reporting Officer	Address	Service Number of Resources to be hired	Additional Requirement
1	Hridoy Saikia	784028,Post Office - Napaam	20	<ul style="list-style-type: none"> • Bonus (INR) : 0 • ELDI (INR) : 0 • EPF Admin Charge (INR) : 0 • ESI (INR) : 13.88 • Minimum daily wage (INR) exclusive of GST : 427 • Optional Allowances 1 (INR) : 0 • Optional Allowances 2 (INR) : 0 • Optional Allowances 3 (INR) : 0 • Provident Fund (INR) : 55.51 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; HELPER (12)

Technical Specifications

Specification	Values
Core	
Skill Category	Unskilled
Type of Function	Others
List of Profiles	HELPER
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
Addon(s)	
Certifications/ Trainings	No
Additional Details	
Title for Optional Allowances 2	NA

Specification	Values
Title for Optional Allowances 3	NA
Title for Optional Allowances 1	NA
Designation	HELPER

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Service Number of Resources to be hired	Additional Requirement
1	Hridoy Saikia	784028,Post Office - Napaam	12	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 427 • Provident Fund (INR) : 55.51 • ELDI (INR) : 0 • ESI (INR) : 13.88 • Bonus (INR) : 0 • EPF Admin Charge (INR) : 0 • Optional Allowances 1 (INR) : 0 • Optional Allowances 2 (INR) : 0 • Optional Allowances 3 (INR) : 0 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; HOSTEL CARETAKERMANUAL LABORATTENDANT (22)

Technical Specifications

Specification	Values
Core	
Skill Category	Unskilled
Type of Function	Others
List of Profiles	HOSTEL CARETAKERMANUAL LABORATTENDANT

Specification	Values
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
Addon(s)	
Certifications/ Trainings	No
Additional Details	
Title for Optional Allowances 2	NA
Designation	HOSTEL CARETAKER/MANUAL LABOR/ATTENDANT
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

S.No.	Consignee/Reporting Officer	Address	Service Number of Resources to be hired	Additional Requirement
1	Hridoy Saikia	784028,Post Office - Napaam	22	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 427 • Provident Fund (INR) : 55.51 • ELDI (INR) : 0 • ESI (INR) : 13.88 • Bonus (INR) : 0 • EPF Admin Charge (INR) : 0 • Optional Allowances 1 (INR) : 0 • Optional Allowances 2 (INR) : 0 • Optional Allowances 3 (INR) : 0 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Others; MACHINE OPERATOR SOUND SYSTEM OPERATOR ELECTRICAL OPERATOR (18)

Technical Specifications

Specification	Values
Core	
Skill Category	Semi-skilled
Type of Function	Others
List of Profiles	MACHINE OPERATOR SOUND SYSTEM OPERATOR ELECTRICAL OPERATOR
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
Addon(s)	
Certifications/ Trainings	No
Additional Details	
Title for Optional Allowances 2	NA

Specification	Values
Title for Optional Allowances 3	NA
Title for Optional Allowances 1	NA
Designation	MACHINE OPERATOR/ SOUND SYSTEM OPERATOR/ ELECTRICAL OPERATOR

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Service Number of Resources to be hired	Additional Requirement
1	Hridoy Saikia	784028,Post Office - Napaam	18	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 500 • Provident Fund (INR) : 65 • ELDI (INR) : 0 • ESI (INR) : 16.25 • Bonus (INR) : 0 • EPF Admin Charge (INR) : 0 • Optional Allowances 1 (INR) : 0 • Optional Allowances 2 (INR) : 0 • Optional Allowances 3 (INR) : 0 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Others; NURSE (4)

Technical Specifications

Specification	Values
Core	
Skill Category	Semi-skilled
Type of Function	Others
List of Profiles	NURSE
Educational Qualification	Diploma

Specification	Values
Specialization	Nursing
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
Addon(s)	
Certifications/ Trainings	No
Additional Details	
Title for Optional Allowances 2	NA
Title for Optional Allowances 3	NA
Title for Optional Allowances 1	NA
Designation	NURSE

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Service Number of Resources to be hired	Additional Requirement
1	Hridoy Saikia	784028,Post Office - Napaam	4	<ul style="list-style-type: none"> • Bonus (INR) : 0 • ELDI INR) : 0 • EPF Admin Charge (INR) : 0 • ESI (INR) : 16.25 • Minimum daily wage (INR) exclusive of GST : 500 • Optional Allowances 1 (INR) : 0 • Optional Allowances 2 (INR) : 0 • Optional Allowances 3 (INR) : 0 • Provident Fund (INR) : 65 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Others; SUPERVISOR (2)

Technical Specifications

Specification	Values
Core	
Skill Category	Semi-skilled
Type of Function	Others
List of Profiles	SUPERVISOR
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
Addon(s)	
Certifications/ Trainings	No
Additional Details	
Title for Optional Allowances 2	NA
Title for Optional Allowances 3	NA
Title for Optional Allowances 1	NA
Designation	SUPERVISOR

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	Hridoy Saikia	784028,Post Office - Napaam	2	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 500 • Provident Fund (INR) : 65 • ELDI (INR) : 0 • ESI (INR) : 16.25 • Bonus (INR) : 0 • EPF Admin Charge (INR) : 0 • Optional Allowances 1 (INR) : 0 • Optional Allowances 2 (INR) : 0 • Optional Allowances 3 (INR) : 0 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Others; MTS (2)

Technical Specifications

Specification	Values
Core	
Skill Category	Semi-skilled
Type of Function	Others
List of Profiles	MTS
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
Addon(s)	
Certifications/ Trainings	No
Additional Details	
Title for Optional Allowances 2	NA

Specification	Values
Title for Optional Allowances 1	NA
Title for Optional Allowances 3	NA
Designation	MTS

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Service Number of Resources to be hired	Additional Requirement
1	Hridoy Saikia	784028,Post Office - Napaam	2	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 500 • Provident Fund (INR) : 65 • ELDI (INR) : 0 • ESI (INR) : 16.25 • Bonus (INR) : 0 • EPF Admin Charge (INR) : 0 • Optional Allowances 1 (INR) : 0 • Optional Allowances 2 (INR) : 0 • Optional Allowances 3 (INR) : 0 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Others; BOOK ARRANGER BOOK CLEANER (2)

Technical Specifications

Specification	Values
Core	
Skill Category	Semi-skilled
Type of Function	Others
List of Profiles	BOOK ARRANGER BOOK CLEANER

Specification	Values
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
Addon(s)	
Certifications/ Trainings	No
Additional Details	
Title for Optional Allowances 2	NA
Designation	BOOK ARRANGER/ BOOK CLEANER
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

S.No.	Consignee/Reporting Officer	Address	Service Number of Resources to be hired	Additional Requirement
1	Hridoy Saikia	784028,Post Office - Napaam	2	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 500 • Provident Fund (INR) : 65 • ELDI (INR) : 0 • ESI (INR) : 16.25 • Bonus (INR) : 0 • EPF Admin Charge (INR) : 0 • Optional Allowances 1 (INR) : 0 • Optional Allowances 2 (INR) : 0 • Optional Allowances 3 (INR) : 0 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Others; DATA ENTRY OPERATOR (2)

Technical Specifications

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Others
List of Profiles	DATA ENTRY OPERATOR
Educational Qualification	Secondary School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
Addon(s)	
Certifications/ Trainings	No
Additional Details	
Title for Optional Allowances 2	NA

Specification	Values
Title for Optional Allowances 1	NA
Title for Optional Allowances 3	NA
Designation	DATA ENTRY OPERATOR

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Service Number of Resources to be hired	Additional Requirement
1	Hridoy Saikia	784028,Post Office - Napaam	2	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 603 • Provident Fund (INR) : 78.39 • ELDI (INR) : 0 • ESI (INR) : 19.6 • Bonus (INR) : 0 • EPF Admin Charge (INR) : 0 • Optional Allowances 1 (INR) : 0 • Optional Allowances 2 (INR) : 0 • Optional Allowances 3 (INR) : 0 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Others; OFFICE ASSISTANT (10)

Technical Specifications

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Others
List of Profiles	OFFICE ASSISTANT

Specification	Values
Educational Qualification	Secondary School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
Addon(s)	
Certifications/ Trainings	No
Additional Details	
Title for Optional Allowances 2	NA
Title for Optional Allowances 1	NA
Title for Optional Allowances 3	NA
Designation	OFFICE ASSISTANT

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	Hridoy Saikia	784028,Post Office - Napaam	10	<ul style="list-style-type: none"> • Bonus (INR) : 0 • ELDI (INR) : 0 • EPF Admin Charge (INR) : 0 • ESI (INR) : 19.6 • Minimum daily wage (INR) exclusive of GST : 603 • Optional Allowances 1 (INR) : 0 • Optional Allowances 2 (INR) : 0 • Optional Allowances 3 (INR) : 0 • Provident Fund (INR) : 78.39 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Others; LAB TECHNICIAN (6)

Technical Specifications

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Others
List of Profiles	LAB TECHNICIAN
Educational Qualification	Secondary School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
Addon(s)	
Certifications/ Trainings	No
Additional Details	
Title for Optional Allowances 2	NA

Specification	Values
Title for Optional Allowances 1	NA
Title for Optional Allowances 3	NA
Designation	LAB TECHNICIAN

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Service Number of Resources to be hired	Additional Requirement
1	Hridoy Saikia	784028,Post Office - Napaam	6	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 603 • Bonus (INR) : 0 • ELDI (INR) : 0 • EPF Admin Charge (INR) : 0 • ESI (INR) : 19.6 • Optional Allowances 1 (INR) : 0 • Optional Allowances 2 (INR) : 0 • Optional Allowances 3 (INR) : 0 • Provident Fund (INR) : 78.39 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Others; SUPERVISOR (2)

Technical Specifications

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Others
List of Profiles	SUPERVISOR
Educational Qualification	Secondary School

Specification	Values
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
Addon(s)	
Certifications/ Trainings	No
Additional Details	
Title for Optional Allowances 2	NA
Designation	SUPERVISOR
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	Hridoy Saikia	784028,Post Office - Napaam	2	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 603 • Provident Fund (INR) : 78.39 • ELDI (INR) : 0 • ESI (INR) : 19.6 • Bonus (INR) : 0 • EPF Admin Charge (INR) : 0 • Optional Allowances 1 (INR) : 0 • Optional Allowances 2 (INR) : 0 • Optional Allowances 3 (INR) : 0 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Others; JUNIOR ACCOUNTANT (3)

Technical Specifications

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Others
List of Profiles	JUNIOR ACCOUNTANT
Educational Qualification	Graduate
Specialization	Commerce
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
Addon(s)	
Certifications/ Trainings	No
Additional Details	
Designation	JUNIOR ACCOUNTANT
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	Hridoy Saikia	784028,Post Office - Napaam	3	<ul style="list-style-type: none"> • Bonus (INR) : 0 • ELDI (INR) : 0 • EPF Admin Charge (INR) : 0 • ESI (INR) : 19.6 • Minimum daily wage (INR) exclusive of GST : 603 • Optional Allowances 1 (INR) : 0 • Optional Allowances 2 (INR) : 0 • Optional Allowances 3 (INR) : 0 • Provident Fund (INR) : 78.39 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Others; DRIVER (6)

Technical Specifications

Specification	Values
Core	
Skill Category	Highly-Skilled
Type of Function	Others
List of Profiles	DRIVER
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
Addon(s)	
Certifications/ Trainings	No
Additional Details	
Title for Optional Allowances 2	NA

Specification	Values
Title for Optional Allowances 3	NA
Designation	DRIVER
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
1	Hridoy Saikia	784028,Post Office - Napaam	6	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 707 • Provident Fund (INR) : 91.91 • ELDI (INR) : 0 • ESI (INR) : 22.98 • Bonus (INR) : 0 • EPF Admin Charge (INR) : 0 • Optional Allowances 1 (INR) : 0 • Optional Allowances 2 (INR) : 0 • Optional Allowances 3 (INR) : 0 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Others; RECEPTIONIST (1)

Technical Specifications

Specification	Values
Core	
Skill Category	Highly-Skilled
Type of Function	Others
List of Profiles	RECEPTIONIST

Specification	Values
Educational Qualification	Graduate
Specialization	Commerce , Arts , Science
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
Addon(s)	
Certifications/ Trainings	No
Additional Details	
Title for Optional Allowances 2	NA
Title for Optional Allowances 3	NA
Title for Optional Allowances 1	NA
Designation	RECEPTIONIST

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	Hridoy Saikia	784028,Post Office - Napaam	1	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 707 • Provident Fund (INR) : 91.91 • ELDI (INR) : 0 • ESI (INR) : 22.98 • Bonus (INR) : 0 • EPF Admin Charge (INR) : 0 • Optional Allowances 1 (INR) : 0 • Optional Allowances 2 (INR) : 0 • Optional Allowances 3 (INR) : 0 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Others; OFFICE ASSISTANT (7)

Technical Specifications

Specification	Values
Core	
Skill Category	Highly-Skilled
Type of Function	Others
List of Profiles	OFFICE ASSISTANT
Educational Qualification	Graduate
Specialization	Commerce , Arts , Science
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
Addon(s)	
Certifications/ Trainings	No
Additional Details	
Title for Optional Allowances 2	NA

Specification	Values
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	Hridoy Saikia	784028,Post Office - Napaam	7	<ul style="list-style-type: none"> • Bonus (INR) : 0 • ELDI INR) : 0 • EPF Admin Charge (INR) : 0 • ESI (INR) : 22.98 • Minimum daily wage (INR) exclusive of GST : 707 • Optional Allowances 1 (INR) : 0 • Optional Allowances 2 (INR) : 0 • Optional Allowances 3 (INR) : 0 • Provident Fund (INR) : 91.91 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Others; LT HT OPERATOR (10)

Technical Specifications

Specification	Values
Core	
Skill Category	Highly-Skilled
Type of Function	Others
List of Profiles	LT HT OPERATOR

Specification	Values
Educational Qualification	Diploma
Specialization	ITI
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
Addon(s)	
Certifications/ Trainings	No
Additional Details	
Designation	LT-HT OPERATOR
Title for Optional Allowances 2	NA
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

S.No.	Consignee/Reporting Officer	Address	Service Number of Resources to be hired	Additional Requirement
1	Hridoy Saikia	784028,Post Office - Napaam	10	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 707 • Provident Fund (INR) : 91.91 • ELDI (INR) : 0 • ESI (INR) : 22.98 • Bonus (INR) : 0 • EPF Admin Charge (INR) : 0 • Optional Allowances 1 (INR) : 0 • Optional Allowances 2 (INR) : 0 • Optional Allowances 3 (INR) : 0 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Others; LINEMAN WITH WORKMAN PERMIT 11Kv VOLTDG OPERATOR WITH WORKMAN PERMIT (8)

Technical Specifications

Specification	Values
Core	
Skill Category	Highly-Skilled
Type of Function	Others
List of Profiles	LINEMAN WITH WORKMAN PERMIT 11Kv VOLTDG OPERATOR WITH WORKMAN PERMIT
Educational Qualification	Diploma
Specialization	ITI
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
Addon(s)	
Certifications/ Trainings	No
Additional Details	

Specification	Values
Title for Optional Allowances 2	NA
Designation	LINEMAN WITH WORKMAN PERMIT 11Kv VOLT/DG OPERATOR WITH WORKMAN PERMIT
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	Hridoy Saikia	784028,Post Office - Napaam	8	<ul style="list-style-type: none"> • Bonus (INR) : 0 • ELDI (INR) : 0 • EPF Admin Charge (INR) : 0 • ESI (INR) : 22.98 • Minimum daily wage (INR) exclusive of GST : 707 • Optional Allowances 1 (INR) : 0 • Optional Allowances 2 (INR) : 0 • Optional Allowances 3 (INR) : 0 • Provident Fund (INR) : 91.91 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Others; LABORATORY ASSISTANT (6)

Technical Specifications

Specification	Values
Core	

Specification	Values
Skill Category	Highly-Skilled
Type of Function	Others
List of Profiles	LABORATORY ASSISTANT
Educational Qualification	Graduate
Specialization	Science
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
Addon(s)	
Certifications/ Trainings	No
Additional Details	
Title for Optional Allowances 2	NA
Designation	LABORATORY 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

S.No.	Consignee/Reporting Officer	Address	Service Number of Resources to be hired	Additional Requirement
1	Hridoy Saikia	784028,Post Office - Napaam	6	<ul style="list-style-type: none"> • Bonus (INR) : 0 • ELDI INR) : 0 • EPF Admin Charge (INR) : 0 • ESI (INR) : 22.98 • Minimum daily wage (INR) exclusive of GST : 707 • Optional Allowances 1 (INR) : 0 • Optional Allowances 2 (INR) : 0 • Optional Allowances 3 (INR) : 0 • Provident Fund (INR) : 91.91 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Others; SUPERVISOR (1)

Technical Specifications

Specification	Values
Core	
Skill Category	Highly-Skilled
Type of Function	Others
List of Profiles	SUPERVISOR
Educational Qualification	Graduate
Specialization	Commerce , Arts , Science
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
Addon(s)	
Certifications/ Trainings	No
Additional Details	
Title for Optional Allowances 2	NA

Specification	Values
Title for Optional Allowances 3	NA
Designation	SUPERVISOR
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
1	Hridoy Saikia	784028,Post Office - Napaam	1	<ul style="list-style-type: none"> • Bonus (INR) : 0 • ELDI INR) : 0 • EPF Admin Charge (INR) : 0 • ESI (INR) : 22.98 • Minimum daily wage (INR) exclusive of GST : 707 • Optional Allowances 1 (INR) : 0 • Optional Allowances 2 (INR) : 0 • Optional Allowances 3 (INR) : 0 • Provident Fund (INR) : 91.91 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Others; LDC UDC (8)

Technical Specifications

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Others
List of Profiles	LDC UDC
Educational Qualification	Secondary School

Specification	Values
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
Addon(s)	
Certifications/ Trainings	No
Additional Details	
Title for Optional Allowances 2	NA
Designation	LDC/ UDC
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	Hridoy Saikia	784028,Post Office - Napaam	8	<ul style="list-style-type: none"> • Bonus (INR) : 0 • ELDI INR) : 0 • EPF Admin Charge (INR) : 0 • ESI (INR) : 19.6 • Minimum daily wage (INR) exclusive of GST : 603 • Optional Allowances 1 (INR) : 0 • Optional Allowances 2 (INR) : 0 • Optional Allowances 3 (INR) : 0 • Provident Fund (INR) : 78.39 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Bid Specific Additional Terms and Conditions

1. 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.
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. 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.
4. Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.
5. Duration of the service contract may be extended up to 6 months beyond the initial contract duration (subject to satisfactory performance and mutual consent).
6. Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.
7. ISO 9001: The bidder or the OEM of the offered products must have ISO 9001 certification.
8. 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.
9. Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of Registrar, Tezpur University payable at Tezpur. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.
10. 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 Registrar, Tezpur University 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.

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---