

Bid Document

Bid Details	
Bid End Date/Time	29-08-2022 19:00:00
Bid Opening Date/Time	29-08-2022 19:30:00
Bid Offer Validity (From End Date)	60 (Days)
Ministry/State Name	Ministry Of Petroleum And Natural Gas
Department Name	Na
Organisation Name	Directorate General Of Hydrocarbons (dgh) Noida
Office Name	Oidb Bhwan, Sector-73, Noida
Item Category	Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Not Required
Contract Period	2 Year(s)
MSE Exemption for Years of Experience and Turnover	No
Startup Exemption for Years Of Experience and Turnover	Yes
Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (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	5 Days
Estimated Bid Value	178800426
Evaluation Method	Total value wise evaluation

EMD Detail

Required	No
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ePBG Detail

Advisory Bank	HDFC Bank
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	26

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

Beneficiary:

DG-DGH

OIDB Bhawan, Sector-73, Noida-201301

(Directorate General Of Hydrocarbons)

Splitting

Bid splitting not applied.

MSE Purchase Preference

MSE Purchase Preference	Yes
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1. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. 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+ 15% 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.
3. 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

Annual turnover Required by Buyer in Crores:Bidder should have minimum average Annual Turnover of Rs. 5.8 CR in the previous three financial year (F.Y). A certificate issued by registered CA may be submitted in this regard.

The Bidder should have executed at least X No. projects with contract value not less than yy for each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:Bidder should have executed at least 02 no. projects with contract value not less than 03 crore for each contract of providing manpower services to central/ state government departments/ public sector undertakings/ autonomous bodies in last 03 F.Y.

The Bidder should have executed at least X No. projects with supply of xx..no. of manpower in each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:X=02, Xx= 60, N=03

Geographic Presence: Office registration certificate:Bidder should have an office in Delhi/NCR. Proof of having office in Delhi/ NCR may be submitted in this regard.

Scope of work & Job Description:[1660480569.pdf](#)

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Not Required (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	as per bid document
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Title for Optional Allowance 1	Cost towards Group insurance and gratuity
Title for Optional Allowance 2	Overhead charge @ 01% of monthly salary structure

Additional Specification Documents**Consignees/Reporting Officer**

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Prashank Chandra	201301,DGH, OIBD BHAWAN, SECTOR-73, NOIDA	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 23209.90 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • EDLI (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 1952.38 • Optional Allowances 2 (INR Monthly) : 271.12 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Not Required (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	as per bid document
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	

Specification	Values
Title for Optional Allowance 2	Overhead charge @ 01% of monthly salary structure
Title for Optional Allowance 1	Cost towards Group insurance and gratuity

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Prashank Chandra	201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 38876.86 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • EDLI (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 1952.38 • Optional Allowances 2 (INR Monthly) : 427.79 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Not Required (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required

Specification	Values
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	as per bid document
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Title for Optional Allowance 1	Cost towards Group insurance and gratuity
Title for Optional Allowance 2	Overhead charge @ 01% of monthly salary structure

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Prashank Chandra	201301,DGH, OIBD BHAWAN, SECTOR-73, NOIDA	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 39031.42 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 1952.38 • Optional Allowances 2 (INR Monthly) : 429.34 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Not Required (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	as per bid document
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Title for Optional Allowance 1	Cost towards Group insurance and gratuity
Title for Optional Allowance 2	Overhead charge @ 01% of monthly salary structure

Additional Specification Documents

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	Prashank Chandra	201301,DGH, OIBD BHAWAN, SECTOR-73, NOIDA	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 39476.86 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 1952.38 • Optional Allowances 2 (INR Monthly) : 433.79 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Not Required (14)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	as per bid document
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	

Specification	Values
Title for Optional Allowance 1	Cost towards Group insurance and gratuity
Title for Optional Allowance 2	Overhead charge @ 01% of monthly salary structure

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Prashank Chandra	201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA	14	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 40106.62 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • EDLI (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 1952.38 • Optional Allowances 2 (INR Monthly) : 440.09 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Not Required (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required

Specification	Values
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	as per bid document
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Title for Optional Allowance 1	Cost towards Group insurance and gratuity
Title for Optional Allowance 2	Overhead charge @ 01% of monthly salary structure

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Prashank Chandra	201301,DGH, OIBD BHAWAN, SECTOR-73, NOIDA	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 40301.5 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 1952.38 • Optional Allowances 2 (INR Monthly) : 442.04 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Not Required (16)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	as per bid document
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Title for Optional Allowance 2	Overhead charge @ 01% of monthly salary structure
Title for Optional Allowance 1	Cost towards Group insurance and gratuity

Additional Specification Documents

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	Prashank Chandra	201301,DGH, OIBD BHAWAN, SECTOR-73, NOIDA	16	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 41571.58 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • EDLI (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 1952.38 • Optional Allowances 2 (INR Monthly) : 454.74 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Not Required (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	as per bid document
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	

Specification	Values
Title for Optional Allowance 1	Cost towards Group insurance and gratuity
Title for Optional Allowance 2	Overhead charge @ 01% of monthly salary structure

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Prashank Chandra	201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 42171.58 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • EDLI (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 1952.38 • Optional Allowances 2 (INR Monthly) : 460.74 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Not Required (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required

Specification	Values
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	as per bid document
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Title for Optional Allowance 2	Overhead charge @ 01% of monthly salary structure
Title for Optional Allowance 1	Cost towards Group insurance and gratuity

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Prashank Chandra	201301,DGH, OIBD BHAWAN, SECTOR-73, NOIDA	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 43011.58 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • EDLI (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 1952.38 • Optional Allowances 2 (INR Monthly) : 469.14 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Not Required (9)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	as per bid document
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Title for Optional Allowance 2	Overhead charge @ 01% of monthly salary structure
Title for Optional Allowance 1	Cost towards Group insurance and gratuity

Additional Specification Documents

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	Prashank Chandra	201301,DGH, OIBD BHAWAN, SECTOR-73, NOIDA	9	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 43769.02 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • EDLI (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • Optional Allowances 1 (INR Monthly) : 1952.38 • Optional Allowances 2 (INR Monthly) : 476.71 • Optional Allowances 3 (INR Monthly) : 0 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Not Required (5)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	as per bid document
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	

Specification	Values
Title for Optional Allowance 1	Cost towards Group insurance and gratuity
Title for Optional Allowance 2	Overhead charge @ 01% of monthly salary structure

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Prashank Chandra	201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA	5	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 44369.02 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 1952.38 • Optional Allowances 2 (INR Monthly) : 482.71 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Not Required (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required

Specification	Values
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	as per bid document
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Title for Optional Allowance 2	Overhead charge @ 01% of monthly salary structure
Title for Optional Allowance 1	Cost towards Group insurance and gratuity

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Prashank Chandra	201301,DGH, OIBD BHAWAN, SECTOR-73, NOIDA	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 37873 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 1952.38 • Optional Allowances 2 (INR Monthly) : 417.75 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Not Required (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	as per bid document
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Title for Optional Allowance 2	Overhead charge @ 01% of monthly salary structure
Title for Optional Allowance 1	Cost towards Group insurance and gratuity

Additional Specification Documents

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	Prashank Chandra	201301,DGH, OIBD BHAWAN, SECTOR-73, NOIDA	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 38027.56 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • EDLI (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • Optional Allowances 1 (INR Monthly) : 1952.38 • Optional Allowances 2 (INR Monthly) : 419.3 • Optional Allowances 3 (INR Monthly) : 0 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Not Required (4)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	as per bid document
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	

Specification	Values
Title for Optional Allowance 1	Cost towards Group insurance and gratuity
Title for Optional Allowance 2	Overhead charge @ 01% of monthly salary structure

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Prashank Chandra	201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA	4	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 40567.72 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 1952.38 • Optional Allowances 2 (INR Monthly) : 444.7 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Not Required (8)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required

Specification	Values
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	as per bid document
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Title for Optional Allowance 1	Cost towards Group insurance and gratuity
Title for Optional Allowance 2	Overhead charge @ 01% of monthly salary structure

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Prashank Chandra	201301,DGH, OADB BHAWAN, SECTOR-73, NOIDA	8	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 42765.16 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 1952.38 • Optional Allowances 2 (INR Monthly) : 466.68 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Not Required (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	as per bid document
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Title for Optional Allowance 1	Cost towards Group insurance and gratuity
Title for Optional Allowance 2	Overhead charge @ 01% of monthly salary structure

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Prashank Chandra	201301,DGH, OIBD BHAWAN, SECTOR-73, NOIDA	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 42805.48 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • EDLI (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 1952.38 • Optional Allowances 2 (INR Monthly) : 467.08 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Not Required (2)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	as per bid document
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	

Specification	Values
Title for Optional Allowance 2	Overhead charge @ 01% of monthly salary structure
Title for Optional Allowance 1	Cost towards Group insurance and gratuity

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Prashank Chandra	201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA	2	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 44257 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 1952.38 • Optional Allowances 2 (INR Monthly) : 481.59 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Not Required (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required

Specification	Values
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	as per bid document
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Title for Optional Allowance 1	Cost towards Group insurance and gratuity
Title for Optional Allowance 2	Overhead charge @ 01% of monthly salary structure

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Prashank Chandra	201301,DGH, OIBD BHAWAN, SECTOR-73, NOIDA	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 45708.52 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • EDLI (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • Optional Allowances 1 (INR Monthly) : 1952.38 • Optional Allowances 2 (INR Monthly) : 496.11 • Optional Allowances 3 (INR Monthly) : 0 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Not Required (26)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	as per bid document
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Title for Optional Allowance 1	Cost towards Group insurance and gratuity
Title for Optional Allowance 2	Overhead charge @ 01% of monthly salary structure

Additional Specification Documents

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	Prashank Chandra	201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA	26	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 47160.04 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • EDLI (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • Optional Allowances 1 (INR Monthly) : 1952.38 • Optional Allowances 2 (INR Monthly) : 510.62 • Optional Allowances 3 (INR Monthly) : 0 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Not Required (5)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	as per bid document
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	

Specification	Values
Title for Optional Allowance 1	Cost towards Group insurance and gratuity
Title for Optional Allowance 2	Overhead charge @ 01% of monthly salary structure

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Prashank Chandra	201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA	5	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 47760.04 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 1952.38 • Optional Allowances 2 (INR Monthly) : 516.62 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Not Required (2)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required

Specification	Values
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	as per bid document
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Title for Optional Allowance 2	Overhead charge @ 01% of monthly salary structure
Title for Optional Allowance 1	Cost towards Group insurance and gratuity

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Prashank Chandra	201301,DGH, OIBD BHAWAN, SECTOR-73, NOIDA	2	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 48360.04 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 1952.38 • Optional Allowances 2 (INR Monthly) : 522.62 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Not Required (1)**Technical Specifications**

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	as per bid document
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Title for Optional Allowance 1	Cost towards Group insurance and gratuity
Title for Optional Allowance 2	Overhead charge @ 01% of monthly salary structure

Additional Specification Documents**Consignees/Reporting Officer**

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Prashank Chandra	201301,DGH, OIBD BHAWAN, SECTOR-73, NOIDA	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 41940.04 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • EDLI (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • Optional Allowances 1 (INR Monthly) : 1952.38 • Optional Allowances 2 (INR Monthly) : 458.42 • Optional Allowances 3 (INR Monthly) : 0 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Not Required (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	as per bid document
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	

Specification	Values
Title for Optional Allowance 1	Cost towards Group insurance and gratuity
Title for Optional Allowance 2	Overhead charge @ 01% of monthly salary structure

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Prashank Chandra	201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 42540.04 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 1952.38 • Optional Allowances 2 (INR Monthly) : 464.42 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Not Required (2)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required

Specification	Values
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	as per bid document
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Title for Optional Allowance 1	Cost towards Group insurance and gratuity
Title for Optional Allowance 2	Overhead charge @ 01% of monthly salary structure

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Prashank Chandra	201301,DGH, OIBD BHAWAN, SECTOR-73, NOIDA	2	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 43870.6 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 1952.38 • Optional Allowances 2 (INR Monthly) : 477.73 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Not Required (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	as per bid document
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Title for Optional Allowance 1	Cost towards Group insurance and gratuity
Title for Optional Allowance 2	Overhead charge @ 01% of monthly salary structure

Additional Specification Documents

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	Prashank Chandra	201301,DGH, OIBD BHAWAN, SECTOR-73, NOIDA	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 47819.68 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 1952.38 • Optional Allowances 2 (INR Monthly) : 517.22 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Not Required (2)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	as per bid document
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	

Specification	Values
Title for Optional Allowance 2	Overhead charge @ 01% of monthly salary structure
Title for Optional Allowance 1	Cost towards Group insurance and gratuity

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Prashank Chandra	201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA	2	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 50310.88 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • EDLI (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 1952.38 • Optional Allowances 2 (INR Monthly) : 542.13 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Not Required (3)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required

Specification	Values
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	as per bid document
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Title for Optional Allowance 1	Cost towards Group insurance and gratuity
Title for Optional Allowance 2	Overhead charge @ 01% of monthly salary structure

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Prashank Chandra	201301,DGH, OIBD BHAWAN, SECTOR-73, NOIDA	3	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 50910.88 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 1952.38 • Optional Allowances 2 (INR Monthly) : 548.13 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Not Required (3)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	as per bid document
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Title for Optional Allowance 1	Cost towards Group insurance and gratuity
Title for Optional Allowance 2	Overhead charge @ 01% of monthly salary structure

Additional Specification Documents

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	Prashank Chandra	201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA	3	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 51510.88 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 1952.38 • Optional Allowances 2 (INR Monthly) : 554.13 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Not Required (5)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	as per bid document
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	

Specification	Values
Title for Optional Allowance 1	Cost towards Group insurance and gratuity
Title for Optional Allowance 2	Overhead charge @ 01% of monthly salary structure

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Prashank Chandra	201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA	5	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 58079.2 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • EDLI (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 1952.38 • Optional Allowances 2 (INR Monthly) : 619.82 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Not Required (2)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required

Specification	Values
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	as per bid document
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Title for Optional Allowance 1	Cost towards Group insurance and gratuity
Title for Optional Allowance 2	Overhead charge @ 01% of monthly salary structure

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Prashank Chandra	201301,DGH, OIBD BHAWAN, SECTOR-73, NOIDA	2	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 58679.2 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 1952.38 • Optional Allowances 2 (INR Monthly) : 625.82 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Not Required (1)**Technical Specifications**

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	as per bid document
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Title for Optional Allowance 1	Cost towards Group insurance and gratuity
Title for Optional Allowance 2	Overhead charge @ 01% of monthly salary structure

Additional Specification Documents**Consignees/Reporting Officer**

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Prashank Chandra	201301,DGH, OIBD BHAWAN, SECTOR-73, NOIDA	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 59279.2 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 1952.38 • Optional Allowances 2 (INR Monthly) : 631.82 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Not Required (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	as per bid document
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	

Specification	Values
Title for Optional Allowance 1	Cost towards Group insurance and gratuity
Title for Optional Allowance 2	Overhead charge @ 01% of monthly salary structure

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Prashank Chandra	201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 84227.68 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 1952.38 • Optional Allowances 2 (INR Monthly) : 881.3 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; Not Required (2)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required

Specification	Values
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	as per bid document
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Details	
Title for Optional Allowance 1	Cost towards Group insurance and gratuity
Title for Optional Allowance 2	Overhead charge @ 01% of monthly salary structure

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Prashank Chandra	201301,DGH, OIBD BHAWAN, SECTOR-73, NOIDA	2	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 48163.9 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 150 • EDLI (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 1952.38 • Optional Allowances 2 (INR Monthly) : 520.66 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

Buyer Added Bid Specific Terms and Conditions

1. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1. Bidder must submit bid security declaration.
2. The cost towards "Group insurance and gratuity" mentioned in the staff's salary structure shall be payable to the contractor, and shall not be part of staff salary. The contractor shall provide group insurance coverage and gratuity to the contractual staffs as per amount and terms mentioned in the scope of services/ terms & conditions of the bid document. The cost towards "Group insurance and gratuity" is tentative/ indicative. If bidder feels that amount mentioned is insufficient to provide group insurance coverage and gratuity of required amount mentioned in the scope of service and term & conditions of the bid document, they can add this charge/ amount in the biddable service charge.
3. The "overhead charge" mentioned in the staff's salary structure shall be payable to the contractor, and shall not be part of staff salary.
4. Bidder shall submit the following documents along with their bid:
 - a. Copy of PAN Card.
 - b. Copy of GSTIN.
 - c. Copy of Cancelled Cheque.
 - d. Copy of EFT Mandate duly certified by Bank.
5. In respect of **Qualification criteria/ clause** mentioned above in the bid document, bidder shall submit copies of respective contracts/LOI/NOA, along with documentary evidence in respect of satisfactory execution of each of those contracts/LOI/NOA, in the form of copies of any of the documents (indicating respective contracts/LOI/NOA and type of services), such as - (i) Satisfactory completion / performance report (OR) (ii) proof of release of Performance Security after completion of the contract (OR) (iii) proof of settlement / release of final payment against the contract (OR) (iv) any other documentary evidence that can substantiate the satisfactory execution of each of the contracts/work cited above.
6. The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to submit necessary document/ certificate in this regard along with bid.

2. 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.

3. Generic

Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. [Click here to view the file](#)

4. Forms of EMD and PBG

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 Directorate General of Hydrocarbons payable at New Delhi. 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.

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---