



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5167344
Dated/दिनांक : 02-08-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	13-08-2024 10:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	13-08-2024 10:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Defence
Department Name/विभाग का नाम	Department Of Defence Research & Development
Organisation Name/संगठन का नाम	Office Of Dg (mss)
Office Name/कार्यालय का नाम	*****
Item Category/मद केटेगरी	Manpower Outsourcing Services - Fixed Remuneration - Non-IT Technical; Mechanical engineer; Graduate , Manpower Outsourcing Services - Fixed Remuneration - Non-IT Technical; Mechanical engineer; Diploma , Manpower Outsourcing Services - Fixed Remuneration - Admin; Personnel Assistant; Graduate , Manpower Outsourcing Services - Fixed Remuneration - Admin; Data Entry Operator; Graduate , Manpower Outsourcing Services - Fixed Remuneration - Admin; Helper; Secondary School
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	36 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	2 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No

Bid Details/बिड विवरण

Document required from seller/विक्रेता से मांगे गए दस्तावेज़	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
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज़ ब्रेकअप आवश्यक है	Yes

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
-------------------	----

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	14

(a). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

DIRECTOR
Defence Research And Development Laboratory, Kanchanbagh, Hyderabad - 500 058.
(Director, Drdl)

Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
-------------------------------	-----

MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
---	-----

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 document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. 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 will be given to MSEs having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal 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 themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid 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 product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope of work & Job Description: [1722600466.pdf](#)

Manpower Outsourcing Services - Fixed Remuneration - Non-IT Technical; Mechanical Engineer; Graduate (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	

Specification	Values
Type of Function	Non-IT Technical
List of Profiles	Mechanical engineer
Educational Qualification	Graduate
Specialization	Engineering(Civil/Mech/Elec./IT /Comp Sc./Electronics/ E&E/Prod/Chem./Biotech)
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	10 to 15 Years
State	NA
District	NA
Zipcode	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowance 1	MEDICAL INSURENCE
Title for Optional Allowance 2	TRANSPORT ALLOWANCE
Title for Optional Allowance 3	SHOE AND UNIFORM CHARGES
Designation	ENGINEER

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	*****	*****HYDERABAD	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 31956 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 75 • EPF Admin Charges (INR Monthly) : 75 • Estimated Number of Overtime Hours per Resource per Month : 41 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 153.42 • Optional Allowances 1 (INR Monthly) : 1000 • Optional Allowances 2 (INR Monthly) : 2000 • Optional Allowances 3 (INR Monthly) : 341.9 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Non-IT Technical; Mechanical Engineer; Graduate (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Function	Non-IT Technical
List of Profiles	Mechanical engineer
Educational Qualification	Graduate
Specialization	Engineering(Civil/Mech/Elec./IT /Comp Sc./Electronics/ E&E/Prod/Chem./Biotech)

Specification	Values
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	10 to 15 Years
State	NA
District	NA
Zipcode	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowance 1	MEDICAL INSURENCE
Title for Optional Allowance 2	TRANSPORT ALLOWANCE
Title for Optional Allowance 3	SHOE AND UNIFORM CHARGES
Designation	ENGINEER

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोरटिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	*****	*****HYDERABAD	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 31019 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 75 • EPF Admin Charges (INR Monthly) : 75 • Estimated Number of Overtime Hours per Resource per Month : 41 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 149.12 • Optional Allowances 1 (INR Monthly) : 1000 • Optional Allowances 2 (INR Monthly) : 2000 • Optional Allowances 3 (INR Monthly) : 341.95 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Non-IT Technical; Mechanical Engineer; Graduate (2)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Function	Non-IT Technical
List of Profiles	Mechanical engineer
Educational Qualification	Graduate
Specialization	Engineering(Civil/Mech/Elec./IT /Comp Sc./Electronics/ E&E/Prod/Chem./Biotech)

Specification	Values
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
District	NA
Zipcode	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowance 1	MEDICAL INSURENCE
Title for Optional Allowance 2	TRANSPORT ALLOWANCE
Title for Optional Allowance 3	SHOE AND UNIFORM
Designation	ENGINEER

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	*****	*****HYDERABAD	2	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 28368 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 75 • EPF Admin Charges (INR Monthly) : 75 • Estimated Number of Overtime Hours per Resource per Month : 41 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 136.3902 • Optional Allowances 1 (INR Monthly) : 1000 • Optional Allowances 2 (INR Monthly) : 2000 • Optional Allowances 3 (INR Monthly) : 341.95048 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Non-IT Technical; Mechanical Engineer; Graduate (2)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Function	Non-IT Technical
List of Profiles	Mechanical engineer
Educational Qualification	Graduate

Specification	Values
Specialization	Engineering(Civil/Mech/Elec./IT /Comp Sc./Electronics/ E&E/Prod/Chem./Biotech)
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
District	NA
Zipcode	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowance 1	MEDICAL INSURENCE
Title for Optional Allowance 2	TRANSPORT ALLOWANCE
Title for Optional Allowance 3	SHOE AND UNIFORM
Designation	ENGINEER

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	*****	*****HYDERABAD	2	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 27949 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 75 • EPF Admin Charges (INR Monthly) : 75 • Estimated Number of Overtime Hours per Resource per Month : 41 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 134.3658 • Optional Allowances 1 (INR Monthly) : 1000 • Optional Allowances 2 (INR Monthly) : 2000 • Optional Allowances 3 (INR Monthly) : 341.95048 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Non-IT Technical; Mechanical Engineer; Diploma (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Function	Non-IT Technical
List of Profiles	Mechanical engineer
Educational Qualification	Diploma

Specification	Values
Specialization	Engineering(Civil/Mech/Elec./IT /Comp Sc./Electronics/ E&E/Prod/Chem./Biotech)
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	15 Years +
State	NA
District	NA
Zipcode	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowance 1	MEDICAL INSURENCE
Title for Optional Allowance 2	TRANSPORT ALLOWANCE
Title for Optional Allowance 3	SHOE AND UNIFORM
Designation	DOCUMENT ENGINEER

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	*****	*****HYDERABAD	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 30953 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 75 • EPF Admin Charges (INR Monthly) : 75 • Estimated Number of Overtime Hours per Resource per Month : 41 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 148.756 • Optional Allowances 1 (INR Monthly) : 1000 • Optional Allowances 2 (INR Monthly) : 2000 • Optional Allowances 3 (INR Monthly) : 341.95048 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Non-IT Technical; Mechanical Engineer; Graduate (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Function	Non-IT Technical
List of Profiles	Mechanical engineer
Educational Qualification	Graduate

Specification	Values
Specialization	Engineering(Civil/Mech/Elec./IT /Comp Sc./Electronics/ E&E/Prod/Chem./Biotech)
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowance 1	MEDICAL INSURENCE
Title for Optional Allowance 2	TRANSPORT ALLOWANCE
Title for Optional Allowance 3	SHOE AND UNIFORM
Designation	ENGINEER

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	*****	*****HYDERABAD	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 27536 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 75 • EPF Admin Charges (INR Monthly) : 75 • Estimated Number of Overtime Hours per Resource per Month : 41 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 132.3902 • Optional Allowances 1 (INR Monthly) : 1000 • Optional Allowances 2 (INR Monthly) : 2000 • Optional Allowances 3 (INR Monthly) : 341.95048 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Non-IT Technical; Mechanical Engineer; Graduate (4)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Function	Non-IT Technical
List of Profiles	Mechanical engineer
Educational Qualification	Graduate

Specification	Values
Specialization	Engineering(Civil/Mech/Elec./IT /Comp Sc./Electronics/ E&E/Prod/Chem./Biotech)
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowance 1	MEDICAL INSURENCE
Title for Optional Allowance 2	TRANSPORT ALLOWANCE
Title for Optional Allowance 3	SHOE AND UNIFORM
Designation	ENGINEER

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	*****	*****HYDERABAD	4	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 27129 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 75 • EPF Admin Charges (INR Monthly) : 75 • Estimated Number of Overtime Hours per Resource per Month : 41 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 130.439 • Optional Allowances 1 (INR Monthly) : 1000 • Optional Allowances 2 (INR Monthly) : 2000 • Optional Allowances 3 (INR Monthly) : 341.95048 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Admin; Personnel Assistant; Graduate (3)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Personnel Assistant
Educational Qualification	Graduate

Specification	Values
Specialization	Commerce , Science
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	10 to 15 Years
State	NA
District	NA
Zipcode	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowance 1	MEDICAL INSURENCE
Title for Optional Allowance 2	TRANSPORT ALLOWANCE
Title for Optional Allowance 3	SHOE AND UNIFORM
Designation	PS & DEO

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	*****	*****HYDERABAD	3	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 29470 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 75 • EPF Admin Charges (INR Monthly) : 75 • Estimated Number of Overtime Hours per Resource per Month : 41 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 141.682 • Optional Allowances 1 (INR Monthly) : 1000 • Optional Allowances 2 (INR Monthly) : 2000 • Optional Allowances 3 (INR Monthly) : 341.95048 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Admin; Data Entry Operator; Graduate (2)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Data Entry Operator
Educational Qualification	Graduate

Specification	Values
Specialization	Science
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowance 1	MEDICAL INSURENCE
Title for Optional Allowance 2	TRANSPORT ALLOWANCE
Title for Optional Allowance 3	SHOE AND UNIFORM
Designation	DEO

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	*****	*****HYDERABAD	2	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 24648 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 75 • EPF Admin Charges (INR Monthly) : 75 • Estimated Number of Overtime Hours per Resource per Month : 41 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 118.512 • Optional Allowances 1 (INR Monthly) : 1000 • Optional Allowances 2 (INR Monthly) : 2000 • Optional Allowances 3 (INR Monthly) : 341.95048 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Admin; Helper; Secondary School (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Helper
Educational Qualification	Secondary School

Specification	Values
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowance 1	MEDICAL INSURENCE
Title for Optional Allowance 2	TRANSPORT ALLOWANCE
Title for Optional Allowance 3	SHOE AND UNIFORM
Designation	HELPER

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	*****	*****HYDERABAD	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 23089 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 75 • EPF Admin Charges (INR Monthly) : 75 • Estimated Number of Overtime Hours per Resource per Month : 41 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 111 • Optional Allowances 1 (INR Monthly) : 1000 • Optional Allowances 2 (INR Monthly) : 2000 • Optional Allowances 3 (INR Monthly) : 341.95048 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Admin; Helper; Secondary School (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Helper
Educational Qualification	Secondary School

Specification	Values
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	10 to 15 Years
State	NA
District	NA
Zipcode	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowance 1	MEDICAL INSURENCE
Title for Optional Allowance 2	TRANSPORT ALLOWANCE
Title for Optional Allowance 3	SHOE AND UNIFORM
Designation	HELPER

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	*****	*****HYDERABAD	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 24185 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 75 • EPF Admin Charges (INR Monthly) : 75 • Estimated Number of Overtime Hours per Resource per Month : 41 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 116.2682 • Optional Allowances 1 (INR Monthly) : 1000 • Optional Allowances 2 (INR Monthly) : 2000 • Optional Allowances 3 (INR Monthly) : 341.95048 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Admin; Helper; Secondary School (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Helper
Educational Qualification	Secondary School

Specification	Values
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	7 to 10 Years
State	NA
District	NA
Zipcode	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowance 1	MEDICAL INSURENCE
Title for Optional Allowance 2	TRANSPORT ALLOWANCE
Title for Optional Allowance 3	SHOE AND UNIFORM
Designation	HELPER

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	*****	*****HYDERABAD	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 23128 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 75 • EPF Admin Charges (INR Monthly) : 75 • Estimated Number of Overtime Hours per Resource per Month : 41 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 111.1951 • Optional Allowances 1 (INR Monthly) : 1000 • Optional Allowances 2 (INR Monthly) : 2000 • Optional Allowances 3 (INR Monthly) : 341.95048 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Admin; Helper; Secondary School (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Helper
Educational Qualification	Secondary School

Specification	Values
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowance 1	-
Title for Optional Allowance 2	TRANSPORT ALLOWANCE
Title for Optional Allowance 3	SHOE AND UNIFORM CHARGES
Designation	HELPER

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	*****	*****HYDERABAD	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 20839 • Bonus (INR Monthly) : 1736 • EDLI (INR Monthly) : 75 • EPF Admin Charges (INR Monthly) : 75 • Estimated Number of Overtime Hours per Resource per Month : 41 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 100.195 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 1500 • Optional Allowances 3 (INR Monthly) : 341.95048 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 677 • Tenure/ Duration of Employment (In Months) : 12

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1. **Vendor has to Fill the Check List Enclosed with the RFP or Tender Document and Upload the same with the Bid. Without Check list bid will not Scrutinized**
2. Vendor should not quote less than 3.85% service charge. If any vendor quoting below 3.85% service charge will not be considered, and bid will be disqualified.
3. The Registered/Local office of the Service Provider should be Located in the **Hyderabad/Secunderabad (Rental agreement will not be considered as a proof of local office)**.
4. Experience of having successfully completed similar works during last 2 years.
5. Vendor cannot claim any monetary benefits in any form from the candidate being deployed at DRDL. Any such incident/ complaint noticed / received from user / candidate the contract shall be immediately terminated and the vendor will be deregistered and debarred from DRDL/ DRDO. Vendor shall submit this declaration along with the Technical Bid.
6. Vendor shall submit the declaration along with the technical bid that they have understood the scope of work and shall comply with DRDL terms and conditions.
7. The selection criteria, qualification, competence of the candidates shall be in DRDL scope. The candidates selected by DRDL, including replacement if require shall only be considered for carrying out the work.
8. Vendor has to submit price breakup as per the Price bid format enclosed at RFP part -V II and vendor should not Quote less than the Minimum Wage mentioned in price bid format (Part -VII) if firm quoting less, the bid Will not be considered, and bid will be disqualified.
9. Payment term and other elements of wages will be governed as per general terms and conditions mentioned in RFP Part-V.
10. Vendor shall follow RFP terms, general terms and conditions and instructions given in RFP regarding submission of Technical and price bids.
11. Vendor should not attach the price bid with technical documents. Submission of the same along with technical bid will lead to disqualification of bid.
12. Vendor should upload correct documents. Submission of fake documents if any will lead to severe action against the firm including rejection of bids.
13. Local Firm of GST Registration and registration with any DRDO lab located at Hyderabad/ Secunderabad is must and proof of documents to be enclosed.
14. Firms submitting the bids shall be registered with any of the DRDO Labs pertaining to Hyderabad/ Secunderabad region only. Firms shall upload the valid DRDO Lab registration (Hyderabad/ Secunderabad region) vendor registration certificate, otherwise bid will be rejected.
15. **Performance Security Bond 5% of One Month bill value inclusive of Taxes.**

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby 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. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, 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/सामान्य नियम और शर्तें](#), 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/सामान्य नियम और शर्तें 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./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---