

### Bid Document

Bid Details	
Bid End Date/Time	23-11-2020 15:00:00
Bid Opening Date/Time	23-11-2020 15:30:00
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	Indira Gandhi National Open University (ignou)
Office Name	Headquarter
Item Category	Human Resource Outsourcing Service
Contract Period	2 Year(s)
Project Experience Required	No
MSE Exemption for Years of Experience and Turnover	No
Startup Exemption for Years of Experience and Turnover	No
Document required from seller	OEM Authorization Certificate *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

#### EMD Detail

Advisory Bank	State Bank of India
EMD Percentage(%)	0.50
EMD Amount	49901

#### ePBG Detail

Required	No
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(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

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

#### Beneficiary:

Assistant Registrar  
Headquarter, Department of Higher Education, Indira Gandhi National Open University (IGNOU), Ministry of Human Resource Development

(Radhey Shyam Meena)

### Splitting

Bid splitting not applied.

## Human Resource Outsourcing Service ( 15 )

### Technical Specifications

Specification	Values
<b>Core</b>	
Category of Service	Administrative Operator or Office Assistant or Executive Assistant
Experience (in Years)	0-3
Number Of Working Days in Week	5
Qualifications	Graduate Degree
<b>Addon(s)</b>	

### Additional Specification Documents

### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources of above mentioned technical specification	Additional Requirement
1	Radhey Shyam Meena	342008,IGNOU Regional Centre, Plot No. 439, Opposite Kamla Nagar Hospital, Pal Link Road	15	<ul style="list-style-type: none"><li>• Minimum Wage Per Day (Including ESI,PF,ELDI, PF Admin Charge,other components) in INR Exclusive of GST : 783</li><li>• Number of Service Days in a Month : 30</li></ul>

### 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.PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

This Bid is governed by the [General Terms and Conditions](#), conditons 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---