

**EDFC FIELD UNIT-TUNDLA-HR/EDFC
TENDER DOCUMENT**

Tender No: DFC-TDL-OS-OA-2021

Closing Date/Time: 27/10/2021 15:00

CGM/DFCCIL/Tundla acting for and on behalf of The President of India invites E-Tenders against Tender No **DFC-TDL-OS-OA-2021** Closing Date/Time 27/10/2021 15:00 Hrs. Bidders will be able to submit their original/revised bids upto closing date and time only. Manual offers are not allowed against this tender, and any such manual offer received shall be ignored.

Contractors are allowed to make payments against this tender towards tender document cost and earnest money only through only payment modes available on IREPS portal like net banking, debit card, credit card etc. Manual payments through Demand draft, Banker cheque, Deposit receipts, FDR etc. are not allowed.

1. NIT HEADER

Name of Work	ENGAGEMENT OF MANPOWER SERVICE PROVIDER FOR PROVIDING STAFF VIZ STENO/PA, OFFICE ASSISTANT/COMPUTER OPERATOR, FIELD MAN, OFFICE ATTENDANT, REVENUE OFFICER ALONG WITH 12 SECURITY GUARDS & 4 SWEEPERS IN DFCCIL OFFICE UNDER GM/CO-ORD/TUNDLA UNIT AT AGRA, NOIDA, ALIGARH, ETAWAH, KANPUR & OTHER PLACES OFFICES AS DECIDED BY GM/CO-ORD/TUNDLA		
Bidding type	Normal Tender		
Tender Type	Open	Bidding System	Single Packet System
Tender Closing Date Time	27/10/2021 15:00	Date Time Of Uploading Tender	28/09/2021 13:11
Pre-Bid Conference Required	No	Pre-Bid Conference Date Time	Not Applicable
Advertised Value	30198360.00	Tendering Section	HR
Bidding Style	Single Rate for Tender	Bidding Unit	Above/Below/Par
Earnest Money /Bid Security (Rs.)	0.00	Validity of Offer (Days)	120
Obtain Bid Security Declaration in lieu of Bid Security	Yes		
Tender Doc. Cost (Rs.)	11800.00	Period of Completion	24 Months
Contract Type	Service	Contract Category	Expenditure
Bidding Start Date	13/10/2021	Are Joint Venture (JV) firms allowed to bid	No
Ranking Order For Bids	Lowest to Highest	Expenditure Type	Capital (Works)

2. SCHEDULE

S.No.	Item Code	Item Qty	Qty Unit	Unit Rate	Basic Value	Escl.(%)	Amount	Bidding Unit
Schedule 1-ENGAGEMENT OF MANPOWER SERVICE PROVIDER FOR PROVIDING STAFF VIZ STENO/PA, OFFICE ASSISTANT/COMPUTER OPERATOR, FIELD MAN, OFFICE ATTENDANT, REVENUE OFFICER ALONG WITH 12 SECURITY GUARDS & 4 SWEEPERS IN DFCCIL OFFICE UNDER GM/CO- ORD/TUNDLA UNIT AT AGRA, NOIDA, ALIGARH, ETAWAH, KANPUR & OTHER PLACES OFFICES AS DECIDED BY GM/CO-ORD/TUNDLA.							30198360.00	
1	1	48.00	Numbers	24694.00	1185312.00	AT Par	1185312.00	
	Description:- Stenographers cum PA class B							
2	2	24.00	Numbers	24694.00	592656.00	AT Par	592656.00	
	Description:- Auto CAD operator class B							
3	Please see Item Breakup for details.				1176000.00	AT Par	1176000.00	
	Description:- Revenue officer							
4	Please see Item Breakup for details.				10432224.00	AT Par	10432224.00	
	Description:- Office Assistant/Computer Operator							
5	Please see Item Breakup for details.				8689128.00	AT Par	8689128.00	
	Description:- Office attendant/Field Man							
6	Please see Item Breakup for details.				6454080.00	AT Par	6454080.00	
	Description:- Security Guards zone							
7	Please see Item Breakup for details.				1668960.00	AT Par	1668960.00	
	Description:- Sweeper							

3. ITEM BREAKUP

**EDFC FIELD UNIT-TUNDLA-HR/EDFC
TENDER DOCUMENT**

Tender No: DFC-TDL-OS-OA-2021

Closing Date/Time: 27/10/2021 15:00

Schedule	Schedule 1-ENGAGEMENT OF MANPOWER SERVICE PROVIDER FOR PROVIDING STAFF VIZ STENO/PA, OFFICE ASSISTANT/COMPUTER OPERATOR, FIELD MAN, OFFICE ATTENDANT, REVENUE OFFICER ALONG WITH 12 SECURITY GUARDS & 4 SWEEPERS IN DFCCIL OFFICE UNDER GM/CO- ORD/TUNDLA UNIT AT AGRA, NOIDA, ALIGARH, ETAWAH, KANPUR & OTHER PLACES OFFICES AS DECIDED BY GM/CO-ORD/TUNDLA.					
Item- 3	Revenue officer					
S No.	Item No	Description of Item	Unit	Qty	Rate	Amount
1	2	Revenue officer class B	Numbers	24.00	24500.00	588000.00
2	3	Revenue officer class C	Numbers	24.00	24500.00	588000.00
					Total	1176000.00
Item- 4	Office Assistant/Computer Operator					
S No.	Item No	Description of Item	Unit	Qty	Rate	Amount
1	1	Office Assistant/Computer Operator class A	Numbers	48.00	24694.00	1185312.00
2	2	Office Assistant/Computer Operator class B	Numbers	408.00	22664.00	9246912.00
					Total	10432224.00
Item- 5	Office attendant/Field Man					
S No.	Item No	Description of Item	Unit	Qty	Rate	Amount
1	1	Office attendant/Field Man class A	Numbers	96.00	22664.00	2175744.00
2	2	Office attendant/Field Man class B	Numbers	312.00	19618.00	6120816.00
3	3	Office attendant/Field Man class C	Numbers	24.00	16357.00	392568.00
					Total	8689128.00
Item- 6	Security Guards zone					
S No.	Item No	Description of Item	Unit	Qty	Rate	Amount
1	1	Security Guards zone class A	Numbers	72.00	24694.00	1777968.00
2	2	Security Guards zone class B	Numbers	144.00	22664.00	3263616.00
3	3	Security Guards zone class C	Numbers	72.00	19618.00	1412496.00
					Total	6454080.00
Item- 7	Sweeper					
S No.	Item No	Description of Item	Unit	Qty	Rate	Amount
1	1	Sweeper class A	Numbers	24.00	20662.00	495888.00
2	2	Sweeper class B	Numbers	48.00	17459.00	838032.00
3	3	Sweeper class C	Numbers	24.00	13960.00	335040.00
					Total	1668960.00

4. ELIGIBILITY CONDITIONS

Special Financial Criteria

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
1	The contractual payments received by the Firm or the arithmetic sum of contractual payments received by all the members of Firm in the previous three financial years and the current financial year upto the date of opening of tender shall be at least 150% of the estimated value of the work as mentioned in the tender. Note : Contractual payment received by a Member in an earlier *Firm shall be reckoned only to the extent of the concerned member's share in that *Firm for the purpose of satisfying compliance of the above mentioned financial eligibility criteria in tender under consideration Note: Joint Venture firm is not allowed for this tender.	No	No	Allowed (Mandatory)

Special Technical Criteria

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading

**EDFC FIELD UNIT-TUNDLA-HR/EDFC
TENDER DOCUMENT**

Tender No: DFC-TDL-OS-OA-2021

Closing Date/Time: 27/10/2021 15:00

1	Firm must have satisfactorily completed in the last three previous financial years and the current financial year up to the date of opening of the tender, one similar single work for a minimum of 35% of advertised value of the tender.	No	No	Allowed (Mandatory)
1.1	Similar service contract means "Tenderers having experience / competence of similar works executed by him/them in railway / PSUs/ other Govt./Semi govt. Agencies, involving work of providing manpower for office such as Steno, personal assistant, auto cad operator, office assistant, office attendant, Sweeper, security Guard etc." Those firm having experience providing manpower of Sweeper/ Security Guards only are not allowed to participate. Firm should has experience to provide manpower of office Staff also. Work experience certificate from private individual shall not be accepted. Certificate from public listed company/private company/Trusts having annual turnover of Rs 500 crore and above subject to the same being issued from their Head Office by a person of the company duly enclosing his authorization by the Management for issuing such credentials.	No	No	Allowed (Mandatory)

5. COMPLIANCE

Commercial-Compliance

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
1	Please enter the percentage of local content in the material being offered. Please enter 0 for fully imported items, and 100 for fully indigenous items. The definition and calculation of local content shall be in accordance with the Make in India policy as incorporated in the tender conditions.	No	Yes	Allowed (Optional)

Custom

S.No.	Description	Confirmation Required	Remarks Allowed	Documents Uploading
1	Annexure - III Bid Security Declaration	No	No	Allowed (Mandatory)
2	Format I: DETAILS OF SIMILAR WORKS	No	No	Allowed (Mandatory)
3	Format II: ANNUAL TURNOVERS FOR THE LAST 3 YEARS	No	No	Allowed (Mandatory)
4	Format III: DETAILS OF ONGOING WORKS	No	No	Allowed (Mandatory)

6. Documents attached with tender

S.No.	Document Name	Document Description
1	TenderDocument_1.pdf	Tender document

This tender complies with Public Procurement Policy (Make in India) Order 2017, dated 15/06/2017, issued by Department of Industrial Promotion and Policy, Ministry of Commerce, circulated vide Railway Board letter no. 2015/RS(G)/779/5 dated 03/08/2017 and 27/12/2017 and amendments/ revisions thereof.

As a Tender Inviting Authority, the undersigned has ensured that the issue of this tender does not violate provisions of GFR regarding procurement through GeM.

Signed By: ARUN KUMAR ADLAKHA

Designation : DYCPM/HR/TDL