



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/4532226
Dated/दिनांक : 25-01-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	01-02-2024 13:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	01-02-2024 13:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	30 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Civil Aviation
Department Name/विभाग का नाम	Airports Authority Of India (aai)
Organisation Name/संगठन का नाम	Rhq - Er
Office Name/कार्यालय का नाम	Airports Authority Of India, Eastern Region
Item Category/मद केटेगरी	Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard
Contract Period/अनुबंध अवधि	2 Year(s)
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
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/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	3 Days
Estimated Bid Value/अनुमानित बिड मूल्य	3418546.56

Bid Details/बिड विवरण

Payment Timelines	Payments shall be made to the Seller within 30 days of issue of consignee receipt-cum-acceptance certificate (CRAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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Splitting/विभाजन

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

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	No
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Details of the Competent Authority for MSE

Name of Competent Authority	P Saha
Designation of Competent Authority	Lt. Col Joint Director
Office / Department / Division of Competent Authority	DZR (East)
CA Approval Number	2112/SA/AAI Kolkata/WB/2023/ 5323/ 5945/ 5323/ 6061/ 6954
Competent Authority Approval Date	29-12-2023
Brief Description of the Approval Granted by Competent Authority	Security agencies sponsored by DGR shall only apply to this limited tender according to the seniority list as per the sponsorship letter where no additional benefit has been given to MSEs.

Competent Authority Approval for not opting Micro and Small Enterprises Preference : [View Document](#)

Limited Tender

Limited Tender Applicable	Yes
Reason for Limited Tendering	The sources of supply are definitely known and possibility of fresh source(s) beyond those being tapped is remote.
List of Seller Organization for participation	MANOJ KUMAR SECURITY AGENCY, ADWITIYA BASU SECURITY AGENCY, JAIDEEP BHOWMIK SECURITY AGENCY, JOYDEEP MOITRA SECURITY SGENCY, DEBABRATA ROY SECURITY AGENCY

1. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

2. Short Duration Bid has been published by the Buyer with the approval of the Competent authority due to Emergency procurement of critical products/services.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

The Bidder should have executed at least X No. projects with contract value not less than (Rs) yy for eachcontract of providing manpower services to Central/ State Government Departments/ Public SectorUndertakings/ Autonomous Bodies in last N financial years:As the bid is requested from DGR sponsored agencies, as per DGR guidelines, no experience can be asked from the sponsored agencies.

The Bidder should have executed at least X No. projects with supply of xx..no. of manpower in eachcontract of providing manpower services to Central/ State Government Departments/ Public SectorUndertakings/ Autonomous Bodies in last N financial years:Not required.

Geographic Presence: Office registration certificate:Not required.

Additional Conditions specific to this bid:Additional terms and conditions mentioned in the bid document.

Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required:[1706160051.pdf](#)

Scope Of Work For the Service:[1706160066.pdf](#)

Competent Authority Approval for the additional conditions:[1706160422.pdf](#)

Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard (4)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Unarmed Security Guard
Category of Skills	Skilled
Gender	No Preference
Duty Hours in a day	8
Qualification	Not Required

Specification	Values
Ex Servicemen	Yes
Age Limit	Up to 60 years
Years of Experience	10 - 15 years
Additional Requirements for the Security Personnel	MBBS degree or Trained Paramedics or Emergency Medical Technician or Personnel holding BSC Nursing or Diploma Nursing
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title For Optional Allowances 1	HRA
Title For Optional Allowances 2	Medical Allowance
Title For Optional Allowances 3	Outfit and Washing Allowance

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	Binit Kumar Toppo	700052,ATS Complex NSCBI Airport	4	<ul style="list-style-type: none"> • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 24 • Basic Pay (Minimum daily wage) : 897 • Provident Fund (INR per day) : 69.12 • EDLI (INR per day) : 2.88 • ESI (INR per day) : 4.49 • EPF Admin charge (INR per day) : 2.88 • Bonus (INR per day) : 0 • Optional Allowance 1 (in Rupees) : 138.24 • Optional Allowance 2 (in Rupees) : 4.49 • Optional Allowance 3 (in Rupees) : 46.08

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. Generic

Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address

ATS Complex
Airports Authority of India
NSCBI Airport
Kolkata
Pin-700052

3. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

4. **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](#)

5. **Generic**

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

6. **Payment**

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.

7. **Buyer Added Bid Specific Scope Of Work(SOW)**

Text Clause(s)

SCHEDULE OF WORKS/ SERVICES TO BE PROVIDED

In this Schedule of Requirements, the details of manpower services to be provided by the Contractor and also other information, instructions of the Client and instructions to the Contractor's employees posted at the Clients' site and all such other aspect of the Contracts are to be mentioned.

1. GENERAL INSTRUCTIONS

- 1.1 The Contractor shall deploy all manpower at the Client facility in the manner and as per the instructions of the Client.
- 1.2 The Contractor shall ensure that all personnel are fully conversant with the premises and with the client's business activities and its related manpower requirements.
- 1.3 The Client shall have the right to have any person removed who is considered to be undesirable or otherwise and similarly the Contractor reserves the

e right to remove the personnel with prior permission of to the Client , emergencies, exempted.

- 1.4 The Contractor shall cover its personnel for personal accident and/or death whilst performing the duty.
- 1.5 The Contractor shall exercise adequate supervision to ensure proper performance of Manpower Services in accordance with the requirements.
 - 1.6 The Contractor shall issue identity cards to all its employees who will be instructed by the Contractor to display the same at all times. The contractor shall ensure that his/her employees are in formal dress and their face and hair are properly groomed when at workplace. The personnel of the Contractor shall be subject to detailed direction and control of the Contractor and in relation to manner and model of performance of duties, as agreed vide this agreement.
- 1.6 The personnel of the Contractor shall not be the employees of the Client and they shall not claim any salary or allowances, compensation, damages or anything arising out of their employment/duty under this Contract. The Contractor shall make them known about this position in writing before deployment under this agreement.
- 1.7 The Contractor shall provide all the benefits statutory to its employees and the same may be claimed for the reimbursement.

2. DEPLOYMENT AND TENTATIVE REQUIREMENTS OF MANPOWER

- 2.1 The Client intends to outsource manpower for deployment of ex-serviceman who shall hold a MBBS degree/trained paramedics/Emergency Medical Technician (EMT) or Personnel holding BSC (Nursing)/ Diploma (Nursing) to conduct breath analyser at a designated place within the ATS Complex.
- 2.2 The manpower so appointed shall be deployed by the Client for the work of Breath Analyser Test as per DGCA CAR Section-5, Series-F, Part-III & IV and any other work as deemed fit by the Client. The ex-servicemen shall also assist Watch Supervisory Officer as well as Air Traffic Services Reporting Officer for official works as and when required.
- 2.3 The Contractor shall ensure that except that of the Service Margin all other levies (all applicable payments as per DGR Wage Circular), which are charged to Client are passed on to the deployed employees.
- 2.4 The requirements of manpower in each of the category shall be as under:

Category	Tentative Requirement of Manpower	Criteria for hired manpower
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Unarmed Security guard	04	Ex-serviceman who shall hold a MBBS degree/trained paramedics/Emergency Medical Technician (EMT) or Personnel holding BSC (Nursing)/ Diploma (Nursing)
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3. SCOPE OF WORK-CONTRACTOR

3.1 Contractor must provide photo identity card to its employees / supervisors which should be properly displayed during duty time. No extra payments shall be claimed by the Contractor or its deployed staff from the Client for such items.

3.2 The Contractor must provide salary slips, EPF numbers and ESI Cards, duly activated and any other items applicable, to all the deployed manpower at Client's office. The Contractor should also ensure that EPF statements to the deployed manpower are provided immediately after the financial year closing. Any delay in submission of these records will force Client to deduct a proportionate amount from the bills, as decided by the competent authority of Client.

3.3 Contractor must employ adult and skilled personnel only. Contractor shall deploy/engage reliable persons at Client's premises after proper character and police verification and impose any conditions as per prevailing contractual labour laws for such engagements, take disciplinary action or reward any person at work etc., at its sole costs, risks and responsibilities. Contractor shall intimate the details like name, age, parentage, address (residential as well as permanent) of all staff to the Client and shall also intimate changes in addresses of the staff as and when they take place.

3.4 Contractor shall deal with and settle the matters related with unions and shall make sure that no labour disputes / problems are referred to Client. It shall totally indemnify Client in this regard.

3.5 Contractor should at all times indemnify Client against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938; the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; all other rules and regulations applicable in West Bengal or any modification thereof or any other law relating thereto and rules made hereunder from time to time. Client will not own any responsibility in this regard.

3.6 Contractor's staffs shall always be disciplined, properly dressed and be presentable all the time during duty. The persons deployed by Contractor shall be properly trained, have requisite experience and skills for carrying out assigned work. The Contractor shall be solely responsible to tackle the matters in case any of its staff deployed under this contract falls sick or is injured or goes on strike/ unfair activities etc. during performance of his/her duty. It shall indemnify Client in all respects under this contract.

3.7 Be it private or public areas, the Contractor's employees shall be liable to be frisked/ checked by the security personnel at Client premises or on duty at any time during performance of their duties.

3.8 Contractor's employees shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the government property/person.

3.9 Contractor shall be solely responsible for any indiscipline, theft, loss or damage to any person or persons / property at the premises on account of acts of omission and commission by the staff deployed by him.

3.10 The payments to its employees shall be disbursed by the Contractor through Bank Account remittance. The Contractor shall be required to produce details of bank transfer along with the monthly invoice to the Client.

3.11 ATS complex where contractor has to deploy the manpower is a security restricted area and AEP (Airport Entry Pass) issued by BCAS (Bureau of Civil Aviation Security) is required. Contractor has to deploy persons having all the documents required by BCAS to issue the AEP. Contractor shall be responsible to get the AEP for the workers.

3.12 Contractor's employees shall conduct the Breath Analyser Test of ATCOs as per the procedures mentioned in DGCA CAR Section-5, Series-F, Part-III & IV. In the case of non-compliance of the procedure, Client shall ask the Contractor to warn or to replace such employee.

3.13 During the currency of Contract, if the qualification of the personnel conducting the Breath Analyser Test of ATCOs is amended in applicable DGCA CAR, Contractor will have to replace the deployed ex-Servicemen accordingly.

3.14 At the time of deployment of manpower, Contractor will have to provide the copy of Certificate of being the deployed manpower the ex-Servicemen and meeting the qualification requirements.

4. CODE OF CONDUCT

The Contractor shall strictly observe that its personnel:

1. Are always smartly turned out and vigilant.
2. Are punctual and arrive at least 15 minutes before start of their duty time.
3. Take charges of their duties properly and thoroughly.
4. Perform their duties with honesty and sincerity.
5. Read and understand their post and site instructions and follow the same.
6. Extend respect to all Officers and staff of the office of the Client.
7. Shall not drink on duty, or come drunk and report for duty.
8. Will not gossip or chit chat while on duty.
9. Will never sleep while on duty post.
10. Will not read newspaper or magazine while on duty.
11. Will immediately report if any untoward incident / misconduct or misbehaviour occurs, to Vendor Control and the Client.
12. When in doubt, approach concerned person immediately.
13. Get themselves checked by security personnel whenever they go out.
14. Do not entertain visitors.
15. Shall not smoke in the office premises.

CONFIDENTIALITY

1. The phone number and movement plans of the client shall not be given to anyone.
2. The following information about the client shall not be given to anyone.
3. Car make, colour and number of any officer(s)/official(s).
4. Telephone no./ any other information.
5. Location and movement plans.
6. Meetings and conference schedules.
7. Site plan of the premises.
8. Travel details of the clients.
9. Assets of the office.

TELEPHONE HANDLING

The Contractor's employees shall be instructed by the Contractor strictly not to misuse the telephones in the facility of the Client.

8. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

9. 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.

10. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Refer bid document for ATC clauses.

11. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

12. Service & Support

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

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. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

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.
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.

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 कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---