



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2025/B/6062980
Dated/दिनांक : 18-03-2025

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	08-04-2025 11:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	08-04-2025 11:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Pmo
Department Name/विभाग का नाम	Department Of Atomic Energy
Organisation Name/संगठन का नाम	Uranium Corporation Of India Limited
Office Name/कार्यालय का नाम	Jaduguda
क्रैता ईमेल/Buyer Email	cent.personnel@nic.in
Item Category/मद केटेगरी	Manpower Outsourcing Services - Minimum wage - Skilled; Graduate; Admin , Manpower Outsourcing Services - Minimum wage - Semi-skilled; High School; Admin
Contract Period/अनुबंध अवधि	1 Year(s)
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
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
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid

Bid Details/बिड विवरण

Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	2342576.27
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	23426

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).	18

(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./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). 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 :

Uranium Corporation of India Limited
UCIL, PO-JADUGUDA MINES, EAST SINGHBHUM, JHARKHAND - 832 102
(Uranium Corporation Of India Limited)

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	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. 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. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. 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.
3. 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 as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [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 the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
4. 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.

Excel Upload Required/एक्सेल में अपलोड किए जाने की आवश्यकता :Price Break Up - [1742210416.xlsx](#)**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा****Scope of work & Job description:**[1742210424.pdf](#)**Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:**[1742210463.pdf](#)**Manpower Outsourcing Services - Minimum Wage - Skilled; Graduate; Admin (1)****Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
Core	
Skill Category	Skilled
Educational Qualification	Graduate
Type of Function	Admin

Specification	Values
List of Profiles	Admin Officer
Specialization	Science , Commerce , Arts
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowances 1	0
Title for Optional Allowances 2	0
Title for Optional Allowances 3	0
Designation	0

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	Stanley Romeo Hembrom	700019, URANIUM CORPORATION OF INDIA LTD, 8C, Galaxy Tower, 25B, Mandiville Gardens, Kolkata, WB-700019	1	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 783 • Bonus (INR per day) : 65.22 • EDLI (INR per day) : 3.915 • EPF Admin Charge (INR per day) : 3.915 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 25.45 • Provident Fund (INR per day) : 93.96 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; High School; Admin (6)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Semi-skilled

Specification	Values
Educational Qualification	High School
Type of Function	Admin
List of Profiles	Office Helper
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowances 1	0
Title for Optional Allowances 2	0
Title for Optional Allowances 3	0
Designation	0

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	Stanley Romeo Hembrom	700019, URANIUM CORPORATION OF INDIA LTD, 8C, Galaxy Tower, 25B, Mandiville Gardens, Kolkata, WB-700019	6	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 655 • Bonus (INR per day) : 54.56 • EDLI (INR per day) : 3.28 • EPF Admin Charge (INR per day) : 3.28 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 21.29 • Provident Fund (INR per day) : 78.60 • Number of working days in a month : 26 • 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 Scope Of Work(SOW)

SCOPE OF WORK

JOB DESCRIPTION: Uranium Corporation, a public sector undertaking under the administrative control of Deptt. of Atomic Energy having its head quarter at Jaduguda Mines in the east Singhbhum district of Jharkhand.

The deployed manpower should be experienced and shall be capable to undertake the assigned job without any sort of training.

The daily jobs includes following:

- 1) The collection of dak within all the units of UCIL at Jharkhand i.e. Jaduguda, Bhatin, Bagjata, Narwapahar and Turamdih. The dak would be collected and delivered twice in a day i.e. at 9.00 AM and 11.00 AM. The deployed staff shall be responsible for safe and timely collection and delivery of dak in each unit/s during the shifts.
- 2) Collection and distribution of dak of intra units i.e. from Jaduguda to Bhatin to Narwapahar to Turamdih and Jaduguda to Bagjata and vice versa shall be done once in a day.
- 3) The deployed staff shall also provide the miscellaneous service at Jamshedpur such as deposit of cheques in different banks, collection of cheque books from different banks, submission of Government Challans at Treasury for due authorization and subsequent deposit of challans and cheques in the Banks, other misc. jobs with the Banks, Handing over of files/documents at Sales Tax Consultants/In-come Tax Consultants, Deposits of cheques with JSEB, any other job as may be decided by the Management from time to time.
- 4) In addition to this the deployed staff shall also provide service for Post Office work, Court work, BSNL, INDICOM & AIRTEL Office work etc. or any other job as may be decided by the Management from time to time from Jaduguda to Narwapahar, Turamdih to Jamshedpur and vice-versa in a day including miscellaneous courier service at Jamshedpur.
- 5) The contractor should deploy only such person/s who are cautious, skilled and experienced in their respective work and whose qualification and experience is as per the tender requirement.
- 6) However, relaxations in qualification and experience may be considered by the management on case-to-case basis for highly deserving candidates found suitable for the allotted job.
- 7) The Personnel to be deployed will have to work in General Shift and Special Shift.
- 8) The daily working time will be as under or may be decided by the management, from time to time.

Shift	Work Timings
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A Shift & General Shift	08.30 AM to 01.00 PM and 02.00 PM to 05.30 PM
B (Special) Shift	As and when required for 8 work hours

- 9) UCIL may also at its own discretion completely change the allocation of persons at any of the locations or in any of the shifts indicated above and may inter-change the nature of work assigned to any of these persons.
- 10) UCIL may also at its own discretion allocate any or all of the above persons for any other nature of work at any other place and at any other time which may be totally different from what is indicated above.
- 11) **RESOURCES:** Contractor shall have to provide full time personnel. The necessary documents regarding their qualifications and experience should be submitted along with acceptance letter of work order.
- 12) If the regular person is going on leave or remain absent, then the contractor have to make alternate arrangement and the alternate person deputed shall have to get full feedback regarding works from the person who is absent or going on the leave.
- 13) Contractor shall furnish details of the qualifications and experience of all proposed contract employees including their experience in maintenance of communication system.
- 14) The contractor shall maintain log-book of the job carried out by them.
- 15) Out of the **07 Nos.** of manpower to be engaged by the contractor the breakup with respect to deployment shall be as follows:

No of Manpower	Daily deployment
01 No. Skilled Personnel	Supervisor to monitor overall Dak dispatch works and any other works assigned by the management
02 No's Semi-Skilled Personnel	One each at Narwapahar Unit and Turamdih Unit for executing work within the respective unit.
01 No. Semi-Skilled Personnel	Executing work related to various offices at Jamshedpur/Potka/ Ghatsila/Mosabani etc.
03 Nos. Semi-Skilled Personnel	At Jaduguda Unit for executing work within the unit.

16) Tentative daily manpower utilization:

- The deployed manpower shall move all dispatch from head office Jaduguda in a vehicle provided by company, on daily basis to Bhatin, Narwapahar, and Turamdih and bring back dispatches from these locations to head office.
- Daily in the afternoon, the deployed manpower shall move dispatch in a vehicle provided by the company from Jaduguda to Bagjata and bring back dispatch from Bagjata to Jaduguda.
- Similarly, dak and consignments to the assigned courier companies related to various offices situated at Jamshedpur/ Potka/ Ghatsila/Mosabani etc. shall be taken on daily basis.

d. The approximate distance and location of all UCIL units is as follows:

Tatanagar Railway Station ----- 05 Kms ----- UCIL Turamdih Unit ----- 12 Kms ----- UCIL Narwapahar Unit ----- 10Kms ---- UCIL Bhatin unit ----- 03 Kms ----- UCIL Jaduguda unit ----- 35 KMs ----- UCIL Bagjata unit

3. 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.

4. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Pre-Qualification Criteria (PQC)

The Pre-Qualification Criteria for this tender are as follows. The bids of tenderers which do not fulfill the Pre-Qualification Criteria (both Financial & Experience Criteria) shall be summarily rejected.

Type	Requirements
PQC - 1 (Prior Turnover)	(i) The bidder should have <i>Average Annual Financial Turnover</i> of at least Rs. 7,02,773/- (Rs. Seven Lakhs Two Thousand Seven Hundred Seventy Three Only) during last (previous) three (03) financial years (2021-2022, 2022-2023 and 2023-2024) ending 31 st March of the financial year 2023-2024 . Note - The Bidder must submit <i>Latest ITR (Income Tax Return) / Annual Report</i> containing <i>Balance-sheet</i> and <i>Profit & Loss Account Statement</i> to prove its financial standing/capability.

PQC - 2
(Prior Experience)

(i) The bidder should have Experience of having successfully completed Similar works during last seven (07) years ending the last day of month previous to one in which the applications/bids are invited should be either of the following -

a) **Three (03)** no. of Similar completed works each costing not less than **Rs. 9,37,030/-**

OR

b) **Two (02)** no. of Similar completed works each costing not less than **Rs. 11,71,288/-**

OR

c) **One (01)** Similar completed work costing not less than **Rs. 18,74,061/-**

Similar Work means - Supply of manpower or manpower services to any Government Departments, or Govt. Autonomous bodies, or Educational Institution, or Public Sector (Central or State) undertakings or any Private Institution, Hotel, Lodges etc.

Note - The bidder must submit valid copies of *Work orders along with Completion Certificates* for each similar completed work to prove its experience.

(ii) **GEOGRAPHICAL PRESENCE:** The bidder should have its registered office or at least one registered branch office located and registered within the geographical limits of **Jharkhand State**.

Note - Documentary evidence need to be provided to prove the geographical presence either in the form of Municipality Trade License or any other similar document, as follows:

(i) Trade License issued by the local authority in the name of Firm **OR**

(ii) Landline Bills for last one year in the name of Firm **OR**

(iii) Electricity bills for last one year in the name of Firm **OR**

(iv) GSTIN registration certificate in the name of Firm **OR**

(v) Udyam/MSME/NSIC certificate in the name of Firm.

5. Buyer Added Bid Specific ATC

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

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.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

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 कार्यवाही का आधार होगा।

---Thank You/धन्यवाद---