

D-24013/11/2022- Admn.-III  
Ministry of Information & Broadcasting  
(Admn.-III Section)

Shastri Bhawan New Delhi  
Dated the 8<sup>th</sup> March 2022

**CORRIGENDUM**

Reference this Ministry's Bid No- GEM/2022/B/1952513 relating to Manpower Outsourcing Services- Minimum Wages- Skilled : Data Entry Operators.

2. In the above context, the interested bidders may take note of the Point Based System as enclosed and should submit there Bid Security Declaration in their letter head duly signed and stamped as per the format enclosed.
3. All those bidders who have already submitted there bids online, may submit there bid security declaration to the Ministry physically or at email [soadmn-moib@nic.in](mailto:soadmn-moib@nic.in) latest by 13<sup>th</sup> March 2022 (5:00 PM). All other terms and conditions of the bid shall remain the same as per original bid.

  
(Omkar)

Section Officer

(ओमकार / OMKAR)  
अनुभाग अधिकारी / Section Officer  
सूचना एवं प्रसारण मंत्रालय  
Min. of Information & Broadcasting  
भारत सरकार, नई दिल्ली  
Govt. of India, New Delhi

(FORMAT OF BID SECURITY DECLARATION TO BE SUBMITTED ON  
LETTER HEAD OF THE FIRM / AGENCY DULY STAMPED & SIGNED)

To

The Under Secretary (Administration)  
Ministry of Information & Broadcasting  
Shastri Bhawan, New Delhi.

### **BID SECURITY DECLARATION**

Bid / Tender reference No \_\_\_\_\_ of Ministry of  
Information & Broadcasting.

I/We, the undersigned, declare that:

1. I/We understand that, according to existing rules/regulations, bids must be supported by a Bid Security, which is being submitted in the form of this Bid Security Declaration.

2. I/We accept that:

I/we may be blacklisted / disqualified / debarred from bidding for any contract in any Central Government Ministry / Department for a period of two (2) years,

If I/we have committed any of the following actions:

(i) Withdrawn my/our Bid during the period of bid validity required in the Bidding Documents;

or

(ii) Fail or refuse to accept the award or enter into contract in accordance with the Bidding Documents after having been notified as successful bidder.

3. I/We understand that this Bid Security Declaration shall cease to be valid on the following circumstances:

(a) Upon expiration of the bid validity period;

(b) I am/we are declared ineligible or disqualified upon receipt of your notice to such effect, and

(i) I/we have furnished the performance security after declaration as successful bidder.

**AUTHORIZED REPRESENTATIVE OF THE FIRM**  
**(Signature / Stamp)**

### Criterion / points / preference based weightage system

If there are more L-1 bidders i.e. many firms are ready to provide services on same price then following criterion / points/ preference based weightage system shall be used:-

Sl. No.	Details	Marking Category	Marks
1.	Number of years in operation of the firm. (Registration certificate of the firm or work order from any Government Ministry/Department) is to be provided.	Up to 5 years	10
		More than 5 years to 10 years	15
		More than 10 years	20
2.	Number of similar nature of work (providing DEOs / MTS/HKS etc.) in Central Government Ministries / Departments undertaken in the past. (Certificates of satisfactory completion of work of Ministries/ Departments are to be provided.)	Up to 10 works (work orders of 10 Ministries/ Deptt.)	10
		11 to 20 works (work orders of 11- 20 Ministries/ Deptt.)	15
		More than 20 works (work orders of more than 20 Ministries/ Deptt.)	20
3.	Turnover (Average of last three financial years) (Balance sheets of last three years to be provided)	Up to 5 Crores	10
		More than 5 crores to 10 Crores	15
		More than 10 Crores	20
4.	Number of manpower on rolls during the last three years. (EPF/ESI documents are to be provided)	Up to 250 nos.	10
		251- 500 nos.	15
		More than 500 nos	20
5.	GeM rating of the firm on the date of opening of the bids	1- below 3	10
		2- below 5	15
		5-	20

Further in case of same marks even after applying of above criterion (Tie case) then following criteria points shall be adopted:-

- Preference may be given to that single firm which provides all the manpower i.e. DEOs, MTS and HKSs required by the Ministry.
- Ministry would give preference to firm(s) which have been working in maximum number of GoI Ministries/ Departments in the last three years.

### Bid Corrigendum

GEM/2022/B/1952513-C5

Following terms and conditions supersede all existing "Buyer added Bid Specific Terms and conditions" given in the bid document or any previous corrigendum. Prospective bidders are advised to bid as per following Terms and Conditions:

#### Buyer Added Bid Specific Additional Terms and Conditions

1. **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.
2. Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.
3. Duration of the service contract may be extended up to 6 months beyond the initial contract duration (subject to satisfactory performance and mutual consent).
4. **OPTION CLAUSE:** The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.
5. Supplier shall ensure that the Invoice is raised in the name of Consignee with GSTIN of Consignee only.
6.
  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.
7. While generating invoice in GeM portal, the seller must upload scanned copy of GST invoice and the screenshot of GST portal confirming payment of GST.
8. **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.**
9. Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.
10. **Escalation Matrix For Service Support :** Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.
11. The Service Provider is required to have at least 40 % of the required manpower on service provider's payroll for at least one year. Necessary documents relating to such manpower will be uploaded by the bidder for verification of the buyer. Such manpower will be part of total manpower to be provided by the Service Provider in case he gets the contract against this bid.
12. 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.
13. **ISO 9001:** The bidder or the OEM of the offered products must have ISO 9001 certification.
14. To be eligible for award of contract, Bidder / OEM must possess following Certificates / Test Reports on the date of bid opening (to be uploaded with bid): Delhi NCR based firm, Registration with Government Bodies like ESIC, EPF, Service Tax/ GST Deptt., Bid Security Declaration (as per the format), Financial Capacity, ITR Returns of last 3 financial years, Audited Balance sheets/ Audit Reports, Experience Certificates issued by the organisations/ Government Departments of the last five years, Proof of manpower on rolls..
15. **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.

16. For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:
  - a. Purchase Order copy along with Invoice(s) with self-certification by the bidder that supplies against the invoices have been executed.
  - b. Execution certificate by client with order value.
  - c. Any other document in support of order execution like Third Party Inspection release note, etc.
17. Buyer Added text based ATC clauses

1. An office of the Service Provider must be located in the state of Consignee.
2. The Service Provider is required to have at least 40 % of the required manpower on service provider's payroll for at least one year. Necessary documents relating to such manpower will be uploaded by the bidder for verification of the buyer. Such manpower will be part of total manpower to be provided by the Service Provider in case he gets the contract against this bid.
3. The bidder must have ISO 9001 certification.
4. Service Provider is required to pay salaries / wages of contractual staff deployed at buyer location first i.e. on their own by **5th day of the following month** and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC, GST etc. as well as the bank statement of payment done to staff.
5. Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of Section Officer (Cash), Ministry of Information & Broadcasting (Main Sectt.), Shastri Bhawan, New Delhi. The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.
6. It shall be the responsibility of the agency to withdraw authorized Identity Card (s) from their employees who leave their employment or when their Services are terminated by the agency.
7. **If there are more than L-1 bidders i.e. many firms are ready to provide services on same price then the criterion/ points based weightage / preference system or Random Algorithm run by GeM system will be followed.**
8. Bid Security Declaration be uploaded by the firm in its letter head duly signed and stamped as per format in ATC document.

NOTE-1-DOCUMENTARY EVIDENCE TO BE SUBMITTED WHEREVER APPLICABLE

NOTE-2-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.

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

## Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. 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 specification and / or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents / clauses shall also be null and void.

\*This document shall overwrite all previous versions of Bid Specific Additional Terms and Conditions.

This Bid is also governed by the General Terms and Conditions

## Bid Document

Bid Details	
Bid End Date/Time	08-03-2022 13:00:00
Bid Opening Date/Time	08-03-2022 13:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	60 (Days)
Ministry/State Name	Ministry Of Information And Broadcasting
Department Name	Na
Organisation Name	N/a
Office Name	Main Sectt., Shastri Bhawan
Item Category	Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Data Entry Operator
Contract Period	1 Year(s)
Minimum Average Annual Turnover of the Bidder	73 Lakh (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Years Of Experience and Turnover	Yes
Startup Exemption for Years of Experience and Turnover	No
SHG Exemption for Years of Experience and Turnover	No
Document required from seller	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	No
Time allowed for Technical Clarifications during technical evaluation	2 Days
Evaluation Method	Total value wise evaluation

### EMD Detail

Required	No
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### APBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	14

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

**Beneficiary:**

Section Officer (Cash)

Ministry of Information and Broadcasting (Main Sectt.), Shastri Bhawan, New Delhi

(Section Officer Cash)

**Splitting**

Bid splitting not applied.

**MSE Purchase Preference**

MSE Purchase Preference	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". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. 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. 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.

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 defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

4. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

**Additional Qualification/Data Required**

**Annual turnover Required by Buyer in Crores:** Seventy Three Lakhs

**The Bidder should have executed at least X No. projects with contract value not less than yy for each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:** Bidder should have executed at least one project with contract value not less than Rs.1.20 cr.for each contract of providing manpower services to Central Govt. Ministries/ Deptt. in last 3 fin. year.

The Bidder should have executed at least X No. projects with supply of xx..no. of manpower in each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years: Bidder should have executed at least 1 project with supply of 32 no. of manpower in each contract of providing manpower services to Central Govt. Ministries/ Departments in last 3 financial years

Geographic Presence: Office registration certificate: Delhi NCR

Scope of work & Job description: [1644909130.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act: [1644909438.pdf](#)

## Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Data Entry Operator ( 40 )

### Technical Specifications

Specification	Values
<b>Core</b>	
Skill Category	Skilled
Type of Function	Admin
List of Profiles	Data Entry Operator
Educational Qualification	Graduate
Specialization	Commerce , Economics , Arts , Science
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Pincode	NA
District	NA
<b>Add-on(s)</b>	
Additional Certifications/Trainings required for the resources being hired	No

### Additional Details

Title for Optional Allowances 1	0
Title for Optional Allowances 3	0
Designation	Data Entry Operator (DEO)
Title for Optional Allowances 2	0

### Additional Specification Documents

## Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Omkar	110001,A-Wing, Shastri Bhawan, New Delhi	40	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 815</li> <li>• Bonus (INR per day) : 67.88</li> <li>• ELDI (INR per day) : 4.07</li> <li>• EPF Admin Charge (INR per day) : 4.07</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Number of working days in a month : 26</li> <li>• Provident Fund (INR per day) : 69.23</li> <li>• ESI (INR per day) : 26.48</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

## Buyer Added Bid Specific Terms and Conditions

### 1. 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.

### 2. Generic

Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.

### 3. Generic

Duration of the service contract may be extended up to 6 months beyond the initial contract duration (subject to satisfactory performance and mutual consent).

### 4. Generic



**OPTION CLAUSE:** The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

**5. Generic**

Supplier shall ensure that the Invoice is raised in the name of Consignee with GSTIN of Consignee only.

**6. 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.

**7. Generic**

While generating invoice in GeM portal, the seller must upload scanned copy of GST invoice and the screenshot of GST portal confirming payment of GST.

**8. Service & Support**

**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.**

**9. Service & Support**

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

**10. Service & Support**

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

**11. Service & Support**

The Service Provider is required to have at least 40 % of the required manpower on service provider's payroll for at least one year. Necessary documents relating to such manpower will be uploaded by the bidder for verification of the buyer. Such manpower will be part of total manpower to be provided by the Service Provider in case he gets the contract against this bid.

**12. 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.

**13. Certificates**

**ISO 9001:** The bidder or the OEM of the offered products must have ISO 9001 certification.

**14. Certificates**

To be eligible for award of contract, Bidder / OEM must possess following Certificates / Test Reports on the date of bid opening (to be uploaded with bid): Delhi NCR based firm, Registration with Government Bodies like ESIC, EPF, Service Tax/ GST Deptt., Bid Security Declaration (as per the format), Financial Capacity, ITR Returns of last 3 financial years, Audited Balance sheets/ Audit Reports, Experience Certificates issued by the organisations/ Government Departments of the last five years, Proof of manpower on rolls..

## 15. 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.

## 16. Past Project Experience

For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:

- a. Purchase Order copy along with Invoice(s) with self-certification by the bidder that supplies against the invoices have been executed.
- b. Execution certificate by client with order value.
- c. Any other document in support of order execution like Third Party Inspection release note, etc.

## 17. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

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3. The bidder must have ISO 9001 certification.
  4. Service Provider is required to pay salaries / wages of contractual staff deployed at buyer location first i.e. on their own by **5th day of the following month** and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC, GST etc. as well as the bank statement of payment done to staff.
5. Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of Section Officer (Cash), Ministry of Information & Broadcasting (Main Sectt.), Shastri Bhawan, New Delhi. The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.
6. It shall be the responsibility of the agency to withdraw authorized Identity Card (s) from their employees who leave their employment or when their Services are terminated by the agency.
7. **If there are more than L-1 bidders i.e. many firms are ready to provide services on same price then the criterion/ points based weightage / preference system or Random Algorithm run by GeM system will be followed.**
8. Bid Security Declaration be uploaded by the firm in its letter head

duly signed and stamped as per format in ATC document.

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NOTE-2-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.

## **Disclaimer**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. 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 specification and / or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents / clauses shall also be null and void. 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, 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 is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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---**


## JOB DESCRIPTION

The main job responsibilities of the Data Entry Operators (DEOs) include any or all of the following duties:

- (i) Maintenance of Section Diary, file registers, etc. physically or through e-Office Management System.
- (ii) Maintenance of file movement registers, etc. physically or through e-Office Management System.
- (iii) Indexing and recording of files, maintenance of Guard files physically or electronically.
- (iv) Typing, emailing, photocopying, sending fax, etc.
- (v) Assisting seniors/ Section Officer or the officer concerned wherever posted, in typing, data entry, preparation of charts, presentations, PPT, etc..
- (vi) Preparation of arrears, other statements, including other residuary functions of the Section as assigned by the officer.
- (vii) Assisting officers/ senior on computer in routine office work / other clerical work in the Section.
- (viii) Assisting officers / seniors on PFMS System/ GeM System.
- (ix) Assisting officers / seniors on preparation of noting, drafting, etc. work.
- (x) Any other work assigned by the superior authority/ officer with whom posted.

**Undertaking by the Ministry on Minimum Wages**

Ministry undertakes that Minimum Wages indicated during Bid Creation in respect of contractual staff – Data Entry Operators (DEOs) are as per applicable Minimum Wages structure of Government of NCT of Delhi Wage Order issued dated 11.11.2021 or the revised wage structure that may be effective at a later date.

  
(ओमकार / OMKAR)  
अनुभाग अधिकारी / Section Officer  
सूचना एवं प्रसारण मन्त्रालय  
Min. of Information & Broadcasting  
भारत सरकार, नई दिल्ली  
Govt. of India, New Delhi





## Criterion / points / preference based weightage system

If there are more L-1 bidders i.e. many firms are ready to provide services on same price then following criterion / points/ preference based weightage system shall be used:-

Sl. No.	Details	Marking Category	Marks
1.	Number of years in operation of the firm. (Registration certificate of the firm or work order from any Government Ministry/Department) is to be provided.	Up to 5 years More than 5 years to 10 years More than 10 years	10 15 20
2.	Number of similar nature of work (providing DEOs / MTS/HKS etc.) in Central Government Ministries / Departments undertaken in the past. (Certificates of satisfactory completion of work of Ministries/ Departments are to be provided.)	Up to 10 works (work orders of 10 Ministries/ Deptt.) 11 to 20 works (work orders of 11- 20 Ministries/ Deptt.) More than 20 works (work orders of more than 20 Ministries/ Deptt.)	10 15 20
3.	Turnover (Average of last three financial years) (Balance sheets of last three years to be provided)	Up to 5 Crores More than 5 crores to 10 Crores More than 10 Crores	10 15 20
4.	Number of manpower on rolls during the last three years. (EPF/ESI documents are to be provided)	Up to 250 nos. 251- 500 nos. More than 500 nos	10 15 20
5.	GeM rating of the firm on the date of opening of the bids	1- below 3 2- below 5 5-	10 15 20

Further in case of same marks even after applying of above criterion (Tie case) then following criteria points shall be adopted:-

- Preference may be given to that single firm which provides all the manpower i.e. DEOs, MTS and HKSs required by the Ministry.
- Ministry would give preference to firm(s) which have been working in maximum number of GoI Ministries/ Departments in the last three years.

(FORMAT OF BID SECURITY DECLARATION TO BE SUBMITTED ON  
LETTER HEAD OF THE FIRM / AGENCY DULY STAMPED & SIGNED)

To

The Under Secretary (Administration)  
Ministry of Information & Broadcasting  
Shastri Bhawan, New Delhi.

**BID SECURITY DECLARATION**

Bid / Tender reference No \_\_\_\_\_ of Ministry of  
Information & Broadcasting.

I/We, the undersigned, declare that:

1. I/We understand that, according to existing rules/regulations, bids must be supported by a Bid Security, which is being submitted in the form of this Bid Security Declaration.

2. I/We accept that:

I/we may be blacklisted / disqualified / debarred from bidding for any contract in any Central Government Ministry / Department for a period of two (2) years,

If I/we have committed any of the following actions:

(i) Withdrawn my/our Bid during the period of bid validity required in the Bidding Documents;

or

(ii) Fail or refuse to accept the award or enter into contract in accordance with the Bidding Documents after having been notified as successful bidder.

3. I/We understand that this Bid Security Declaration shall cease to be valid on the following circumstances:

(a) Upon expiration of the bid validity period;

(b) I am/we are declared ineligible or disqualified upon receipt of your notice to such effect, and

(i) I/we have furnished the performance security after declaration as successful bidder.

**AUTHORIZED REPRESENTATIVE OF THE FIRM**  
**(Signature / Stamp)**