

अनुबंध | Contract



अनुबंध क्रमांक | Contract No: GEMC-511687701691960

अनुबंध तिथि | Contract Generated Date : 27-Feb-2024

बोली/आरए/पीबीपी संख्या | Bid/RA/PBP No.: [GEM/2023/B/4254489](#)

संगठन विवरण Organisation Details	खरीदार विवरण Buyer Details
प्रारूप Type : Central PSU	पद Designation : Assistant Manager
मंत्रालय Ministry : Ministry of Petroleum and Natural Gas	संपर्क नंबर Contact No. : 0141-2554958-
विभाग Department : NA	ईमेल आईडी Email ID : con714.hpcl.rj@gembuyer.in
संगठन का नाम Organisation Name : Hindustan Petroleum Corporation Ltd	जीएसटीआईएन GSTIN : 08AAACH1118B1ZC
कार्यालय क्षेत्र Office Zone: Petroleum House	पता Address : Mundra Delhi Pipeline Ajmer Booster Station Village-Saradhana Ajmer Beawar Highway Ajmer - 305206, AJMER, RAJASTHAN-305206, India

वित्तीय स्वीकृति विवरण Financial Approval Detail	भुगतान प्राधिकरण विवरण Paying Authority Details
आईएफडी सहमति IFD Concurrence : Yes	Role: BUYER
प्रशासनिक अनुमोदन का पदनाम Designation of Administrative Approval: DGM FINANCE	भुगतान का तरीका Payment Mode: HPCL
वित्तीय अनुमोदन का पदनाम Designation of Financial Approval: MANAGER FINANCE	पद Designation : Assistant Manager
	ईमेल आईडी Email ID : con714.hpcl.rj@gembuyer.in
	जीएसटीआईएन GSTIN : 08AAACH1118B1ZC
	पता Address: Mundra Delhi Pipeline Ajmer Booster Station Village-Saradhana Ajmer Beawar Highway Ajmer - 305206, Ajmer, RAJASTHAN-305206, India

परिषद् विवरण Consignee Details		
क्र.सं. S.No	परिषद् नाम & पता Consignee Name & Address	सेवा विवरण Service Description
1	संपर्क Contact : -9632425888- ईमेल आईडी Email ID : con96.hpcl.ka@gembuyer.in जीएसटीआईएन GSTIN : - पता Address : HINDUSTAN PETROLEUM CORP. LTD. INTERMEDIATE PUMPING STATION VILL-SADALWA, TEHSIL-PINDWARA DIST-SIROHI - 307022, RAJASTHAN, SIROHI, RAJASTHAN-307022, India	Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Others; MENTIONED IN TENDER DOCUMENTS
		Manpower Outsourcing Services - Minimum wage - Skilled; Others; MENTIONED IN TENDER DOCUMENTS

सेवा प्रदाता विवरण Service Provider Details
जेम विक्रेता आईडी GeM Seller ID : JSP7200001662043
कंपनी का नाम Company Name : VAISHNAV ELECTRICALS
संपर्क नंबर Contact No. : 08005510485
ईमेल आईडी Email ID : gem@vaishnavelectricals.in
पता Address : SARASAWATI VIHAR ,PLOT 34,VISTAR WATIKA ROAD SAGANER BADI KA BAS BAGRU,BAGRU,JAIPUR, Jaipur, RAJASTHAN-303007, -
एमएसएमई सत्यापित MSME verified : Yes
एमएसएमई पंजीकरण संख्या MSME Registration number : UDYAM-RJ-17-0070089
एमएसई सामाजिक श्रेणी MSE Social Category : OBC
एमएसई लिंग श्रेणी MSE Gender : Male
जीएसटीआईएन GSTIN: 08BETPS0350F2Z9

*जिसके नाम के पक्ष में GST/TAX इनवॉइस पेश किया जाएगा | GST / Tax invoice to be raised in the name of - Consignee

सेवा विवरण | Service Details

सेवा प्रारंभ दिनांक (नवीनतम) | Service Start Date (latest by): 01-Apr-2024 सेवा समाप्ति तिथि | Service End Date : 31-Mar-2026

श्रेणी नाम | Category Name : Manpower Outsourcing Services - Minimum wage

बिलिंग चक्र Billing Cycle: monthly			
विवरण Description		Number of Resources to be hired	Percentage of Service charge inclusive of GST
Skill Category	Highly-Skilled		
Type of Function	Others		
List of Profiles	MENTIONED IN TENDER DOCUMENTS		
Educational Qualification	MENTIONED IN TENDER DOCUMENTS		
Specialization	MENTIONED IN TENDER DOCUMENTS		
Post Graduation	Not Required		
Specialization for PG	Not Applicable		
Experience	MENTIONED IN TENDER DOCUMENTS		
Zipcode	NA		

District	NA	1	4.54
Minimum daily wage (INR) exclusive of GST	832		
Bonus (INR per day)	0		
EDLI (INR per day)	4.16		
EPF Admin Charge (INR per day)	0		
Optional Allowances 1 (INR per day)	0		
Optional Allowances 2 (INR per day)	0		
Optional Allowances 3 (INR per day)	0		
ESI (INR per day)	0		
Provident Fund (INR per day)	99.84		
Number of working days in a month	26		
Tenure/ Duration of Employment (in months)	24		
कुल राशि (सूत्र) Total Amount (Formula) : ((((Minimum daily wage (INR) exclusive of GST+ESI (INR per day)+Provident Fund (I NR per day)+EDLI (INR per day)+Bonus (INR per day)+EPF Admin Charge (INR per day)+Optional Allowances 1 (INR per day)+Optional Allowances 2 (INR per day)+Option al Allowances 3 (INR per day)) *Number of working days in a month)*1.18 + (Perce ntage of Service charge inclusive of GST*(Minimum daily wage (INR) exclusive of GST+ESI (INR per day)+Provident Fund (INR per day)+EDLI (INR per day)+Bonus (INR per day)+EPF Admin Charge (INR per day)+Optional Allowances 1 (INR per day)+Optional Allowances 2 (INR per day)+Optional Allowances 3 (INR per day))*Number of working days in a month)/100) *Number of Resources to be hired*Tenure/ Duration of Employment (in months))			
ऐडऑन के बिना कुल मूल्य Total Value without Addons(INR)		715712.03	
कुल एडऑन मूल्य Total Addon Value(INR)		0	
ऐडऑन सहित कुल मूल्य Total Value Including Addons(INR)		715712.03	
अतिरिक्त जानकारी Additional Details			
<div>• Title for Optional Allowances 1 : 0</div> <div>• Title for Optional Allowances 2 : 0</div> <div>• Title for Optional Allowances 3 : 0</div> <div>• Designation : ELECTRICAL MAINT. SER. HIGHLY SKILLED</div>			
श्रेणी नाम Category Name : Manpower Outsourcing Services - Minimum wage			
बिलिंग चक्र Billing Cycle: monthly			
विवरण Description		Number of Resources to be hired	Percentage of Service charge inclusive of GST
Skill Category	Skilled	5	4.54
Type of Function	Others		
List of Profiles	MENTIONED IN TENDER DOCUMENTS		
Educational Qualification	MENTIONED IN TENDER DOCUMENTS		
Specialization	MENTIONED IN TENDER DOCUMENTS		
Post Graduation	Not Required		
Specialization for PG	Not Applicable		
Experience	MENTIONED IN TENDER DOCUMENTS		
Zipcode	NA		
District	NA		
Minimum daily wage (INR) exclusive of GST	709		
Bonus (INR per day)	0		
EDLI (INR per day)	3.545		
EPF Admin Charge (INR per day)	0		
Optional Allowances 1 (INR per day)	0		
Optional Allowances 2 (INR per day)	0		
Optional Allowances 3 (INR per day)	0		
ESI (INR per day)	23.0425		
Provident Fund (INR per day)	85.08		
Number of working days in a month	26		
Tenure/ Duration of Employment (in months)	24		
कुल राशि (सूत्र) Total Amount (Formula) : ((((Minimum daily wage (INR) exclusive of GST+ESI (INR per day)+Provident Fund (I NR per day)+EDLI (INR per day)+Bonus (INR per day)+EPF Admin Charge (INR per day)+Optional Allowances 1 (INR per day)+Optional Allowances 2 (INR per day)+Option al Allowances 3 (INR per day)) *Number of working days in a month)*1.18 + (Perce ntage of Service charge inclusive of GST*(Minimum daily wage (INR) exclusive of GST+ESI (INR per day)+Provident Fund (INR per day)+EDLI (INR per day)+Bonus (INR per day)+EPF Admin Charge (INR per day)+Optional Allowances 1 (INR per day)+Optional Allowances 2 (INR per day)+Optional Allowances 3 (INR per day))*Number of working days in a month)/100) *Number of Resources to be hired*Tenure/ Duration of Employment (in months))			
ऐडऑन के बिना कुल मूल्य Total Value without Addons(INR)		3137615.38	
कुल एडऑन मूल्य Total Addon Value(INR)		0	
ऐडऑन सहित कुल मूल्य Total Value Including Addons(INR)		3137615.38	

अतिरिक्त जानकारी Additional Details	
<ul style="list-style-type: none"> Title for Optional Allowances 1 : 0 Title for Optional Allowances 2 : 0 Title for Optional Allowances 3 : 0 Designation : ELECTRICAL MAINT. SER. SKILLED 	
अनुबंध की राशि Amount of Contract	
सभी शुल्क और करों सहित कुल अनुबंध मूल्य Total Contract Value Including All Duties and Taxes(INR)	3853327.41
एसएलए विवरण SLA Details	
<p style="text-align: center;">Service Level Agreement</p> <p style="text-align: center;">Manpower Outsourcing Services – Minimum Wage Based</p> <p>1 Agreement Overview</p> <p>This is a Service Level Agreement ("SLA" or "Agreement") between the Buyer and Manpower HiringAgency/Service Provider. The purpose of this Agreement is to facilitate implementation of Manpower Hiring Service at the Buyer's premises, or any other premises approved by the Buyer. This Agreement outlines the scope of work, Buyer's obligations, special terms and conditions related to service delivery and payment of services. The Agreement remains valid till completion of scope of services or end of contractual duration (whichever is earlier) unless mutually extended by both the parties.</p> <p>The Services contracts placed through GeM shall be governed by following set of Terms and Conditions:</p> <p>I. General terms and conditions for Services;("GTC")</p> <p>II. Service Specific Standard Terms and Conditions ("STC") of the Services contracts shall include the service level agreement (SLA) for the service.</p> <p>III. BID/ Reverse Auction specific Additional Terms & Conditions (ATC) as specified by the buyer.</p> <p>The above terms and conditions are in reverse order of precedence i.e., ATC shall supersede Service specific STC which shall supersede GTC, whenever there are any conflicting provisions. The above set of terms and conditions along with the scope of work and SLA as enumerated in this document shall be construed to be part of the Contract/Agreement between the Buyer and Service Provider.</p> <p>2 Objectives and Goals</p> <p>The objective of this Agreement is to ensure that all the commitments and obligations are in place to ensure consistent delivery of services to Buyer by Service Provider. The goals of this agreement are to:</p> <p>I. Provide clear reference to service ownership, accountability, roles and responsibilities of both parties</p> <p>II. Present a clear, concise, and measurable description of services offered to the Buyer</p> <p>III. Establish terms and conditions for all the involved stakeholders, it also includes the actions to be taken in case of failure to comply with conditions specified</p> <p>IV. To ensure that both the parties understand the consequences in case of termination of services due to any of the stated reasons</p> <p>ThisAgreement will act as a reference document that both the parties have understood the above-mentioned terms and conditions and have agreed to comply by the same.</p> <p>3 Parties to the Agreement</p> <p>The main stakeholders associated with this agreement are below-</p> <p>1. Buyer: Buyer is responsible to provide clear instructions, approvals and timely payments for the services availed</p> <p>2. ServiceProvider: Service provider is responsible to provide all the required services in timely manner. Service provider may also include seller, any authorized agents, permitted assignees, successors and nominees as described in the agreement</p> <p>The responsibilities and obligations of the stakeholders have been outlined in this document. The document also encompasses service level/ deductions in case of non-adherence to the defined terms and conditions.</p> <p>4 Terms & Conditions:</p> <p>4.1 Buyer's Obligations:</p> <p>i. The Buyer shall provide workspace (seating area, work desk, furniture etc.) for the manpower hired through Service Provider, the Buyer shall also arrange necessary gate/ entry pass to Buyer's premise/ designated premise for the manpower.</p> <p>ii. Working shifts (includes day and night shift) if any, and daily working hours shall be mutually agreed upon between Buyer and Service Provider and should follow all the labor laws.</p> <p>iii. The Buyer shall directly or in consultation with the Service Provider provide the necessary training to the manpower for Buyer specific tools, applications, and machinery etc., if required.'</p> <p>iv. The Buyer shall provide, free of charge unimpeded access to all the infrastructure which is required to perform the Services. It may include use of stationery, printer, electricity, internet, Buyer specific servers, data drives, tools, and software etc. However, use of such infrastructure shall be limited for official purpose only.</p> <p>v. The Buyer shall make necessary arrangements for use of basic facilities like water pots/ machines, cafeteria, washrooms etc. for manpower working at Buyer's premise/ designated premise.</p> <p>vi. TA/ DA shall be payable directly by the Buyer, in case of travel included in the scope of work, on production of travel documents in original and approval of appropriate authority of the Buyer for undertaking such travel for the project/assignment.</p> <p>vii. In case of services hired on annual basis and 5 working days, the manpower will be entitled to 08 days of casual leaves per year on pro-rata basis and in case of 6 working days, the manpower will be entitled to 15 days casual leave per year on pro-rata basis. Beyond specified leaves as applicable, leave will be treated as leave without pay (LWP) for which necessary deduction will be made by the Buyer in the amount billed by the Service Provider, if no replacement of manpower is provided.</p> <p>viii. The Buyer shall have the right, within reason, to have any personnel removed who is undesirable with proper reasoning& justification.</p> <p>ix. The Buyer will have option to replace the proposed manpower in case of non-performance, non-delivery or in any other exceptional case, however replacement of the manpower will be in same category with same degree of skills, educational qualification, and number of years of experience, also prior approval for the same to be provided by the Buyer.</p> <p>x. In case if the Buyer has selected the option in the bid for retention of existing resource/resources of previous service provider, then service provider shall retain those resources. In such cases, the Buyer shall be responsible for ensuring the qualification eligibility of those resources as per the contract requirement. Any extra costs incurred by Service provider for onboarding those resources on their payroll shall be borne by Service Provider. Service Provider shall include any such costs in the service charges quoted by them during the bid participation.</p> <p>4.2 Service Provider's Obligations:</p> <p>i. The Service Provider would be required to provide sufficient and qualified manpower, capable of supporting the functioning of the project/department in a manner desired by the Buyer. Any mismatch in demand and supply of the manpower such as number of employees, educational qualification, sectoral/ desired work experience etc. may lead to deductions and/or replacement of the resource with the matching skillset based on the approval from buyer.</p> <p>ii. The service provider/contractor shall be responsible for paying wages to contract labour at rates not less than the minimum wages as notified by the Appropriate Government.</p> <p>iii. The service provider/contractor shall be responsible for paying bonus to contract labour in the manner prescribed by the Payment of Bonus Act, 1965 & shall get</p>	

reimbursed from the buyer.

- iv. The service provider/contractor shall be responsible for paying proportionate gratuity to contract labour who have rendered continuous service as per the provisions of the Payment of Gratuity Act, 1972
- v. Service Provider shall adhere to the timeline given by Buyer for providing the required manpower on Buyer's premise/ designated premise.
- vi. The Service Provider shall not assign its rights or obligations under this Contract, in whole or in part, nor enter any subcontract to perform any portion of this Contract, without the written consent of the Buyer. The Service Provider shall be responsible and liable to deliver the services as per the contract.
- vii. The Service Provider shall be required to keep the Buyer updated about the change of address, change of the Management etc. from time to time.
- viii. The Service Provider shall provide the documentary proof for the qualifications and experience of the manpower deployed by them. The biodata/ resume, qualification and experience of the said manpower should be verified/certified by the Service Provider. In case any of such document is found to be false at any stage, it would be deemed to be a breach of terms of contract making the Service Provider liable for legal action.
- ix. The Service Provider shall be responsible for police verification, character, and antecedents' verification of the manpower. The same may be verified by the Buyer at the time of joining of the manpower, if he/she so desires.
- x. The manpower provided by the Service Provider shall not be deemed employees of the Buyer department hence the compliance of the applicable acts/ laws will be the sole responsibility of the Service Provider.
- xi. The Service Provider shall furnish the following documents in respect of the manpower deployed by them to Buyer's premise/ designated premise in the given time limit:
 - a. List of persons deployed (monthly)
 - b. Biodata/ resume with antecedents' details (at the time of deployment)
 - c. Copy of Aadhaar Card of the candidates (at the time of deployment)
 - d. Identity Cards issued by Service Provider bearing photograph (within 8 days of joining)
 - e. Identity proof and residential proof (at the time of deployment)
 - f. Copy of police verification certificate (at the time of deployment)
 - g. Copy of birth certificate, if required (at the time of deployment - for domicile purpose)
 - h. Details of PF Account Number of resources
- xii. The Service Provider shall nominate a coordinator/ Single Point of Contact (SPOC) who shall be responsible for regular interaction with the Buyer Department so that optimal services of the persons deployed could be availed without any disruption.
- xiii. The attendance of the manpower shall be entered in the register provided by the Service Provider and/or in the Aadhaar based Biometric attendance system at the Buyer's premises.
- xiv. All selected manpower shall wear Identity Card provided by the Service Provider every day during working hours.
- xv. The Service Provider shall issue the letter of deployment to every deployed manpower and a copy of same shall be submitted to Buyer.
- xvi. In an event of deployed manpower availing leave, and if required by Buyer, suitable substitute(s) shall be provided by Service Provider as per mutual understanding with Buyer. Service Provider shall communicate the same to buyer in advance.
- xvii. In case of any resource permanently leaving the organization or taking leave for a longer duration, service provider shall communicate the same to buyer at least 1 month prior to the last working day of a resources. Suitable substitute(s) shall be provided by Service Provider as per mutual understanding with buyer.
- xviii. The Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
- xix. The Service Provider shall ensure that all the relevant licenses/ registrations/ permissions which may be required for providing the services under this Agreement are valid during the entire period of the Agreement; failing which the Buyer can take appropriate action including imposition of deductions and termination of contract. The documents relevant in this regard shall be provided by the Service Provider to the Buyer on demand.
- xx. In case of continuous work (24 hours or more than 26 days in a month), Service Provider shall be responsible to change the shifts and manpower in compliance with the labor laws.
- xxi. The persons deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/ confirmed employees during the currency or after expiry of the Agreement.
- xxii. No medical facilities or reimbursement or any sort of medical claims thereof in respect of employees provided by the Service Provider will be entertained by the Buyer.
- xxiii. The persons deployed shall treat as confidential all data and information received from the Buyer and obtained in the execution of its responsibilities under this Contract/ Agreement, in strict confidence and will not reveal such information to any other party including the Service Provider without the prior written approval of the Buyer. In view of this, the persons deployed shall be required to sign a non-disclosure agreement and breach of the same shall make the Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract and termination of contract.
- xxiv. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against the Buyer.
- xxv. No deployed manpower shall be allowed to stay in the Buyer's premise/ designated premise unnecessarily after working hours without Buyer's permission.
- xxvi. Any damages/ losses caused by deployed manpower shall be borne by the Service Provider. The Buyer Department shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider during their performing the functions/duties, or for payment towards any compensation.
- xxvii. The Service Provider shall be solely responsible for the redressal of grievances/ resolution of disputes relating to persons deployed. The Buyer shall, in no way be responsible for settlement of such issues whatsoever.
- xxviii. The Service Provider shall be responsible for timely payment of take-home remuneration to the manpower and deposit of EPF and ESI (both employee and employer share), failing which deductions shall be made by buyer.
- xxix. The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the Buyer Department or any other authority under Law.
- xxx. The Service Provider shall ensure regular payment to the deployed manpower to their entitlements like monthly salaries/ wages etc. and submit the documentary proof of the salary paid as per the terms and conditions of the contract. Bill for the subsequent month will be paid only after submission of certificate of disbursement of wages of previous month.
- xxxi. The wages of every person deployed upon or in any establishment upon or in which less than one thousand persons are employed, shall be paid before expiry of the seventh day after the last day wage-period in respect of which the wages are payable. In any other establishment, wages of every person employed shall be paid before expiry of tenth day after last day wage-period. Payment of salary/ wages to the employees shall be made in their bank accounts only, no cash or kind payment shall be made.
- xxxii. The Service Provider shall furnish statement of amount paid for the month to the manpower deployed along with Transaction Details and Bank account from which the payment has been made. Service Provider shall furnish copy of bank statement in support of amount paid as and when required by Buyer.
- xxxiii. The Service Provider shall also deposit EPF and ESI of both employer and employee share within 15th day of the month of payment of wages.
- xxxiv. The Service Provider shall submit before the Buyer Department, one copy of the return within 7 days from the date of filing of monthly/ quarterly/ half yearly/ annual return if any before the EPF and ESI authorities.
- xxxv. All applicable taxes and duties other than mentioned in the contract document, shall be payable by the Service Provider and the Buyer shall not entertain any claims whatsoever with respect to the same.
- xxxvi. The Service Provider, at all times, will ensure that the services being provided under this Contract/Agreement are performed strictly in accordance with all applicable laws, order, byelaws, regulations, notifications, guidelines, rules, standards, recommended practices etc. and no liability in this regard will be attached to the Buyer.

4.3 Special Terms & Conditions:

- i. As per the Contract Labour Regulation and Abolition Act, 1970, the service provider/contractor shall be responsible for ensuring that wages are paid to the contract labour on time. The principal employer/buyer shall ensure that the wages are paid on time to the contract labour by the service provider/contractor. In case the service provider/contractor fails to pay the wages on time or makes short-payment, the principal employer/buyer shall be liable to pay the wages to the contract labour directly and recover the amount from the service provider/contractor.
- ii. The Buyer will in no way be responsible for the violation of any rules and/or infringement of any other laws from the time being in force, either by the manpower or by the Service Provider. The manpower as well as the Service Provider shall comply with the relevant rules and regulations applicable at present and as may be enforced from

time to time, for which the Buyer will not be liable or responsible in any manner. The onus of compliance to all the applicable laws/acts/rules etc. shall only rest with the Service Provider. An indicative list of central labor laws is provided under Annexure 1.

- iii. The cost of services quoted by the Service Provider shall cover all aspects of service delivery and include all the components of salary/ wages (minimum wage, insurance, PF, ESI etc.) and taxes, as applicable.
- iv. As per DoE OM No.F.6/1/2023-PPD dated 6th January 2023, the minimum service charges for Manpower Outsourcing Services has been fixed as 3.85%. The contracts concluded through this service shall be in compliance with the above mentioned OM.
- v. No advance payment shall be made to the Service Provider.
- vi. Payment shall be made once the services are delivered, and the Service Provider submits the invoice for the same.
- vii. The Buyer shall make the payment within prescribed timelines as per the payment process flow upon submission of invoice, logbook, and service feedback.
- viii. Payment shall be made only after submission of invoices, attendance sheet, logbook, service feedback, documentary proofs for PF/ESI/EDLI etc. payments. Non-submission of the same may lead to delay/ deduction in payment.
- ix. All the deductions (if applicable) shall be settled before making the payments. Service Provider shall not have any objection on the same.
- x. Payment to the manpower resources by the service provider shall be made through bank transfer only, in no circumstance cash payment shall be made.
- xi. In case of any changes in the minimum wages or any statutory wage component as per the Applicable Laws during the Contract period, the Buyer shall pay the Service Provider the differential amount in wage. It is clarified that such increase in the wages will not have any impact on the service charges. The total value of the service charge to be paid by the buyer to service provider shall remain same as per the original contract value.
- xii. Service provider will submit the invoice & upload the supporting documents such as attendance sheet, logbook etc. on GeM portal
- xiii. Buyer will review the documents provided by service provider & may either accept or reject based on actual performance. If required, buyer may impose any non-delivery deductions, SLA deductions, over & above the invoice submitted by service provider.

5 Deductions

Deductions can be imposed by the Buyer for the following:

S. No.	Description	Deductions		
		1st Instance	2nd Instance	3rd Instance
1	Non-deployment of total manpower mentioned in the contract as per the date of joining	Up to 15 Days, 1 day wages of the resources which are not deployed, per day. Beyond 15 days cancellation of the contract with cancellation charges @ 10% of the order value.		
2	If employee is found disclosing any confidential information/ document to the Service Provider/ any third parties	Cancellation of the contract with cancellation charges @ 10% of the order value along with recovery of losses caused (if any) and legal action against the Service Provider depending on the gravity of the act	-	-
3	If the employee is found responsible for any theft, loss of material/ articles and damages	Payment in actuals, equivalent to the value of the article theft/ lost/ damaged within the period prescribed by the Buyer. Replacement of employee within 2 days.	Payment in actuals, equivalent to the value of the article theft/ lost/ damaged within the period prescribed by the buyer. Replacement of employee within 2 days/ cancellation of contract as decided by the buyer depending on the gravity of the act.	Cancellation of the contract with cancellation charges @ 10% of the order value
4	If the employee is found responsible for disobedience/ misconduct	Warning/ counselling of employee as decided by the Buyer depending on the gravity of the act	Warning/ counselling/ Immediate replacement of employee within 2 days as decided by the Buyer and Warning to Service Provider depending on the gravity of the act	Cancellation of the contract with cancellation charges @ 10% of the order value
5	If the employee is absent or takes leave for more than 2 days without informing buyer or taking prior approval without substitute being provided by the service provider.	Substitute within 2 days of intimation from buyer failing which, up to 15 days, 1 day wages of absent resource/s per day. Beyond 15 days, cancellation of the contract with cancellation charges @ 10% of the order value	Substitute within 2 days of intimation from buyer failing which, up to 15 days, 2 day wages of absent resource/s per day. Beyond 15 days, cancellation of the contract with cancellation charges @ 10% of the order value	Cancellation of the contract with cancellation charges @ 10% of the order value
6	If the employee is found responsible for adopting illegal and foul methods or exercising any corrupt practice in collusion with any third party or officials at the workplace	Immediate replacement within 2 days/ cancellation of the contract with cancellation charges @ 10%, as decided by the buyer depending on the gravity of the act.	Cancellation of the contract with cancellation charges @ 10% of the order value	-
7	Delay in payments of take-home remuneration by the Service Provider and deposit of EPF and ESI (both employee and employer share)	Rs. 100 per day per resource, warning to Service Provider to deposit the said amount within 7 working days	Rs. 200 per day per resource, hold on all type of payments to Service Provider till the said amount is deposited to respective stakeholders and proof of same is submitted to Buyer	Cancellation of the contract with cancellation charges @ 10% of the order value

6 Payment Terms

- i. The Payment procedure as specified in the General Terms and Conditions (GTC) of GeM will be applicable.
- ii. Payment schedule to be as per payment terms specified in bid document/ATC by the buyer.

7 Undertaking

The service provider/contractor shall not make any unauthorized deductions from the wages of the contract labour and provide below undertaking:

"The Service Provider hereby undertakes not to charge any money/fees/ deductions in whatever manner, name or form, or take any monetary/non-monetary considerations, or make any unlawful deductions from the compensation/salary of the manpower/employees/resources engaged by it and, to be deployed at the Buyer's site. The Service Provider further agrees that it will not indulge in any unethical practices and acknowledges that any non-compliance of the aforesaid undertaking will be treated as a material breach of the Contract, in which case the Buyer and GeM shall have the right to take appropriate independent actions including termination of the Contract and actions as per GeM Incident Management Policy."

8 Formula Used

8.1 Cumulative Cost (Daily): -

"d" = "bp" + "esi" + "pf" + "edli" + "bonus" + "admin" + "nm1" + "nm2" + "nm3"

Where,

"bp" = Basic dailywage (INR) exclusive of GST

"pf" = Provident Fund (INR Daily)

"edli" = EDLI (INR Daily)

"esi" = ESI (INR Daily)

"bonus" = Bonus (INR Daily)

"admin" = EPF Admin Charge (INR Daily)

"nm1" = Optional Allowance 1 (INR Daily)

"nm2" = Optional Allowance 2 (INR Daily)

"nm3" = Optional Allowance 3 (INR Daily)

"m" = Cumulative Cost (INR Daily)

8.2 Total: -

"tcv" = $(d * 1.18 + d * sc / 100) * nd * t * q$

Where

"tcv" = Total Contract Value

"d" = Cumulative Cost (Daily) as calculated in 10.1 above

"sc" = Service Charge in %age, as quoted by service provider

"nd" = No. of working days in a month

"t" = Tenure for which service is required (In no. of months)

"q" = Quantity (No. of resources required by buyer)

Annexure - 1

1. The Minimum Wages Act, 1948
2. The Payment of Wages Act, 1936
3. The Payment of Bonus Act, 1965
4. The Equal Remuneration Act, 1976
5. The Trade Unions Act, 1926
6. The Industrial Employment (Standing Orders) Act, 1946.
7. The Industrial Disputes Act, 1947
8. The Weekly Holidays Act, 1942
9. The Factories Act, 1948
10. The Plantation Labour Act, 1951
11. The Mines Act, 1952
12. The Building and Other Constructions Workers' (Regulation of Employment and Conditions of Service) Act, 1996
13. The Motor Transport Workers Act, 1961
14. The Beedi and Cigar Workers (Conditions of Employment) Act, 1966
15. The Contract Labour (Regulation and Abolition) Act, 1970.
16. The Bonded Labour System (Abolition) Act, 1976
17. The Sales Promotion Employees (Conditions of Service) Act, 1976
18. The Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979
19. The Cine Workers and Cinema Theatre Workers (Regulation of Employment) Act, 1981
20. The Dock Workers (Safety, Health and Welfare) Act, 1986
21. The Child Labour (Prohibition and Regulation) Act, 1986
22. The Working Journalists and Other Newspapers Employees (Conditions of Service) and Miscellaneous Provisions Act, 1955
23. The Working Journalists (Fixation of rates of Wages) Act, 1958
24. The Employees' Compensation Act, 1923
25. The Employees' Provident Funds and Miscellaneous Provisions Act, 1952
26. The Employees' State Insurance Act, 1948
27. The Maternity Benefit Act, 1961
28. The Payment of Gratuity Act, 1972
29. The Unorganized Workers' Social Security Act, 2008
30. The Building and Other Construction Workers Cess Act, 1996
31. The Mica Mines Labour Welfare Fund Act, 1946
32. The Cine Workers Welfare (Cess) Act, 1981
33. The Cine Workers Welfare Fund Act, 1981
34. The Limestone and Dolomite Mines Labour Welfare Fund Act, 1972
35. The Iron Ore Mines, Manganese Ore Mines and Chrome Ore Mines Labour Welfare (Cess) Act, 1976
36. The Iron Ore Mines, Manganese Ore Mines and Chrome Ore Mines Labour Welfare Fund Act, 1976
37. The Beedi Workers Welfare Cess Act, 1976
38. The Beedi Workers Welfare Fund Act, 1976
39. The Labour Laws (Exemption from Furnishing Returns and Maintaining Registers by Certain Establishments) Act, 1988
40. The Employment Exchange (Compulsory Notification of Vacancies) Act, 1959

शुद्धिपत्र | Corrigendum

1. GeM-Bidding-Corr-5646396-1.pdf : [यहाँ क्लिक करें | click here](#)

अतिरिक्त आवश्यक डेटा/दस्तावेज़: खरीदार | Additional Required Data/Document(s) : Buyer

1. Scope of work & Job description : [click here](#)
2. Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act : [click here](#)
3. Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required : [click here](#)

अतिरिक्त डेटा/दस्तावेज़ : विक्रेता | Additional Data/Document(s) : Seller

1. Certificate (Requested in ATC) : [click here](#)
2. Copy Of Labour Licence/pf/epf/esi Registration Letter/certificate : [click here](#)
3. Copy Of Certificate For Incorporation/registration Of Bidding Entity Under Appropriate Act/authority In India : [click here](#)
4. Statutory Auditor Certificate : [click here](#)

ईपीबीजी विवरण | ePBG Detail

सलाहकार बैंक Advisory Bank :	ICICI
ईपीबीजी प्रतिशत (%) ePBG Percentage(%) :	1.00
बोली लगाने वाले को बोली के नियमों और शर्तों के अनुसार लागू ईपीबीजी प्रस्तुत करना होगा The bidder shall furnish ePBG as applicable as per bid's terms and conditions	

नियम और शर्तें | Terms and Conditions

1. General Terms and Conditions-

- 1.1 This contract is governed by the [General Terms and Conditions](#), conditions stipulated to this Product/Service as provided in the Marketplace.
- 1.2 This Contract between the Seller and the Buyer, is for the supply of the Goods and/ or Services, detailed in the schedule above, in accordance with the General Terms and Conditions (GTC) unless otherwise superseded by Goods / Services specific Special Terms and Conditions (STC) and/ or BID/Reverse Auction Additional Terms and Conditions (ATC), as applicable

2. Buyer Added Bid Specific Terms and Conditions-

2.1 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

2.2 Purchase Preference (Centre):

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, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid 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 product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for percentage of 100% of total value.

2.3 Service & Support:

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

2.4 Service & Support:

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

2.5 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.

2.6 Buyer Added Bid Specific ATC:

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

2.7 Buyer Added Bid Specific ATC:

Buyer Added text based ATC clauses

A. Pre-Qualification criteria(PQC):

1. Turnover Criteria: Bidders are required to submit audited annual financial results of last three years' ending on 31st March, 2023 in support of Average annual turnover as indicated below.

****For Micro and Small Enterprises (MSEs), the financial criteria is relaxed by 15% in line with Govt. of India Guidelines.**

Status of Bidders (MSE/Non-MSE)	Average Annual financial turnover during the last 3 years, ending 31st March 2023, should be at least Rs. (in Lakh)
For Non MSE Bidders	17.00
For MSE Bidders**	14.45

Technical Criteria:

1. Documents of Completed Similar Work: Bidder shall have successfully carried out and completed Similar Work

k (*) of value not less than as indicated below during the last Seven (7) years ending 31/03/2023.

Type of Bidder	I. Three (3) similar (*) completed works each costing not less than the following amount (In Rs. Lakhs)	OR	II. Two (2) similar (*) completed works each costing not less than the following amount (In Rs. Lakhs)	OR	III. One (1) similar (*) completed works each costing not less than the following amount (In Rs. Lakhs)
For Non MSE bidders	23		28		45
For MSE bidders**	19.55		23.80		38.25

****For Micro and Small Enterprises (MSEs), the technical criteria is relaxed by 15% in line with Govt. of India Guidelines.**

Similar Work means:

Bidder shall have the experience of Providing Man power services with updated License for Electrical Contractors as prescribed in rule-45 of the IER-1956 and issued by the Government of Rajasthan in Petroleum Industry (Refinery/Terminal/Pipeline Stations) during the last 7 years ending on 31-October-23. Bidder shall upload the license copy along with the un-priced bid.

Ø Separate work orders against a single tender meeting the criteria will also be considered as single work for bid evaluation.

Ø Relaxation of PQC for Startups is not applicable for this tender

IMPORTANT POINTS:

Bidders are required to submit the relevant supporting documents for the cited previous experience(s) to substantiate their meeting the BQC in the first instance itself with the following documents:

- Copy of Purchase/ Work Order/ LOI/FOA/LOA;
- Completion Certificate(s);
- Audited Financial Statement(s)*;
- Working Capital Certificate

The previous experience(s) cited by the bidder which are not supported by copy of Purchase/ Work Order/ LOI/FOA/LOA and Completion Certificate# will not be considered for evaluation. However, HPCL/PMC may seek clarifications/ documents for the previous experience(s) cited by the bidder and which are supported by copy of Purchase/ Work Order/LOI/FOA/LOA and Completion Certificate# submitted along with the bid.

Notes:

- Bidders will not be permitted to cite any additional previous experience(s) subsequent to opening of the bids.
- Audited Financial Statements* without UDIN no. shall be summarily rejected. Bidders are requested to ensure that these documents are submitted along with the unpriced bid in the first instance itself.
- Bidders to ensure that any Attestation/Certification/Audited Financial Statement by Chartered Accountant submitted in the bid document should bear the UDIN (Unique Document Identification Number).
- Only completed Work/Purchase orders will be considered.

In case bidders are submitting only final certified bill/ certified payments in support of the cited previous experience(s) with their unpriced bids, then it is mandatory for the bidder to submit proof of completion of the "similar works" defined in the bidder pre- qualification criteria (PQC) upon query from HPCL/ PMC.

*In case the bidder is not required to get their financial statements audited, bidder is required to submit certificate from CA under Section 44AB of The Income Tax Act, 1961 towards turnover/ net worth, along with IT Returns.

- Bidder shall furnish necessary documentary evidence by uploading the documents along with un-priced bid on the e-portal of HPCL, such as notarized copies of audited Annual Report/Balance Sheet for last three years as mentioned above, Certificate from Chartered Accountant indicating Turnover.

6.

Bidder shall submit the following additional documents along with their un priced bid.

- a. **Fully filled and duly signed, stamped copies of all applicable annexures attached with the tender**
- b. **Copy of Vendor GST Registration certificate**
- c. **Copy of Vendor PAN card**
- d. **Copy of EPF and ESIC registration certificate**
- e. **Copy of UDYAM Certificate**

नोट: यह सिस्टम जनरेटेड फाइल है। कोई हस्ताक्षर की आवश्यकता नहीं है।

Note: This is system generated file. No signature is required.