



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2023/B/3763079
Dated/दिनांक : 07-08-2023

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	28-08-2023 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	28-08-2023 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Railways
Department Name/विभाग का नाम	Railways Public Sector Undertakings
Organisation Name/संगठन का नाम	Indian Railway Finance Corporation Limited
Office Name/कार्यालय का नाम	New Delhi

Bid Details/बिड विवरण

<p>Item Category/मद केटेगरी</p>	<p>Manpower Outsourcing Services - Fixed Remuneration - Finance/Accounts; CONSULTANT FINANCE; AS PER TENDER DOCUMENT , Manpower Outsourcing Services - Fixed Remuneration - CONSULTANT COMPANY SECRETARY; CONSULTANT COMPANY SECRETARY; AS PER TENDER DOCUMENT , Manpower Outsourcing Services - Fixed Remuneration - CONSULTANT CORPORATE SOCIAL RESPONSIBILITY; CONSULTANT CORPORATE SOCIAL RESPONSIBILITY; AS PER TENDER DOCUMENT , Manpower Outsourcing Services - Fixed Remuneration - CONSULTANT RISK MANAGEMENT; CONSULTANT CORPORATE RISK MANAGEMENT; AS PER TENDER DOCUMENT , Manpower Outsourcing Services - Fixed Remuneration - CONSULTANT PUBLIC RELATION; CONSULTANT PUBLIC RELATION; AS PER TENDER DOCUMENT , Manpower Outsourcing Services - Fixed Remuneration - CONSULTANT HUMAN RESOURCE MANAGEMENT; CONSULTANT HUMAN RESOURCE MANAGEMENT; AS PER TENDER DOCUMENT , Manpower Outsourcing Services - Fixed Remuneration - CONSULTANT PROCUREMENT; CONSULTANT PROCUREMENT; AS PER TENDER DOCUMENT , Manpower Outsourcing Services - Fixed Remuneration - ENGINEER IT; CONSULTANT IT; AS PER TENDER DOCUMENT , Manpower Outsourcing Services - Fixed Remuneration - ENGINEER ERP; CONSULTANT ERP; AS PER TENDER DOCUMENT , Manpower Outsourcing Services - Fixed Remuneration - ASSOCIATE FINANCE; ASSOCIATE FINANCE; AS PER TENDER DOCUMENT , Manpower Outsourcing Services - Fixed Remuneration - Retd Govt Employees; Retd Govt Employees; AS PER TENDER DOCUMENT , Manpower Outsourcing Services - Fixed Remuneration - Sr Secretarial Assistant; Sr Secretarial Assistant; AS PER TENDER DOCUMENT , Manpower Outsourcing Services - Fixed Remuneration - Secretarial Office Asst Computer Operator; Sr Secretarial Assistant; AS PER TENDER DOCUMENT , Manpower Outsourcing Services - Fixed Remuneration - Receptionist; Receptionist; AS PER TENDER DOCUMENT</p>
<p>Contract Period/अनुबंध अवधि</p>	<p>1 Year(s)</p>
<p>Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)</p>	<p>93 Lakh (s)</p>
<p>Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष</p>	<p>3 Year (s)</p>
<p>Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है</p>	<p>Yes</p>
<p>MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट</p>	<p>No</p>
<p>Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट</p>	<p>No</p>

Bid Details/बिड विवरण

Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	23333000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज़ ब्रेकअप आवश्यक है	Yes

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	ICICI
EMD Amount/ईएमडी राशि	702000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	ICICI
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 दस्तावेज़ 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 :

Indian Railway Finance Corporation Ltd
C/o IRFC, UG Floor, East Tower, NBCC Place, Pragati Vihar, Lodi Road, New Delhi-110003

(Indian Railway Finance Corporation Ltd)

Splitting/विभाजन

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

MII Compliance/एमआईआई अनुपालन

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

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. 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.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

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.

[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.

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.

5. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

The Bidder should have executed at least X No. projects with contract value not less than (Rs) yy for each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:Please adhere IRFC Tender Document

wherever applicable.

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:Please adhere IRFC Tender Document wherever applicable.

Geographic Presence: Office registration certificate:New Delhi NCR Only

Scope of work & Job Description:[1691060261.pdf](#)

In case, the buyer wants to retain some of the existing resources then buyer is needed to upload the list of resources along with the quantity of each type or resource to be continued by the successful bidder/service provider under the new contract as per the T&C of new contract concluded on the basis of this bid along with approval of Competent Authority.:[1691405889.pdf](#)

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
24-08-2023 16:00:00	C/o IRFC, UG FLOOR EAST TOWER NBCC PLACE LODI ROAD DELHI

**Manpower Outsourcing Services - Fixed Remuneration - Finance/Accounts;
CONSULTANT FINANCE; AS PER TENDER DOCUMENT (6)**

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Function	Finance/Accounts
List of Profiles	CONSULTANT FINANCE
Educational Qualification	AS PER TENDER DOCUMENT
Specialization	AS PER TENDER DOCUMENT
Post Graduation	Optional
Specialization for PG	AS PER TENDER DOCUMENT
Experience	AS PER TENDER DOCUMENT
State	NA
District	NA
Zipcode	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowance 1	0
Designation	CONSULTANT FINANCE
Title for Optional Allowance 2	0
Title for Optional Allowance 3	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
1	Param Seniaray	110003, INDIAN RAILWAY FINANCE CORPORATION LTD UG FLOR, EAST TOWER , NBCC PLACE, BHISHAM PITAMAH MARG , PRAGATI VIHAR, LODHI ROAD, NEW DELHI	6	<ul style="list-style-type: none">• Basic monthly pay (INR) exclusive of GST : 64733• Bonus (INR Monthly) : 0• EDLI (INR Monthly) : 78• EPF Admin Charges (INR Monthly) : 78• ESI (INR Monthly) : 0• Optional Allowances 1 (INR Monthly) : 0• Optional Allowances 2 (INR Monthly) : 0• Optional Allowances 3 (INR Monthly) : 0• Provident Fund (INR Monthly) : 1794• Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - CONSULTANT COMPANY SECRETARY; CONSULTANT COMPANY SECRETARY; AS PER TENDER DOCUMENT (2)**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
Core	
Type of Function	CONSULTANT COMPANY SECRETARY
List of Profiles	CONSULTANT COMPANY SECRETARY
Educational Qualification	AS PER TENDER DOCUMENT
Specialization	AS PER TENDER DOCUMENT
Post Graduation	Optional
Specialization for PG	AS PER TENDER DOCUMENT

Specification	Values
Experience	AS PER TENDER DOCUMENT
State	NA
District	NA
Zipcode	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowance 1	0
Title for Optional Allowance 3	0
Title for Optional Allowance 2	0
Designation	CONSULTANT COMPANY SECRETARY

Additional Specification Documents/अतिरिक्त विशिष्ट 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	Param Seniaray	110003,INDIAN RAILWAY FINANCE CORPORATION LTD UG FLOR, EAST TOWER , NBCC PLACE, BHISHAM PITAMAH MARG , PRAGATI VIHAR, LODHI ROAD, NEW DELHI	2	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 57750 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 78 • EPF Admin Charges (INR Monthly) : 78 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1794 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - CONSULTANT CORPORATE SOCIAL RESPONSIBILITY; CONSULTANT CORPORATE SOCIAL RESPONSIBILITY; AS PER TENDER DOCUMENT (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Function	CONSULTANT CORPORATE SOCIAL RESPONSIBILITY
List of Profiles	CONSULTANT CORPORATE SOCIAL RESPONSIBILITY
Educational Qualification	AS PER TENDER DOCUMENT
Specialization	AS PER TENDER DOCUMENT
Post Graduation	Not Required , Required , Optional
Specialization for PG	AS PER TENDER DOCUMENT
Experience	AS PER TENDER DOCUMENT
State	NA
District	NA
Zipcode	NA

Specification	Values
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Designation	CONSULTANT CORPORATE SOCIAL RESPONSIBILITY
Title for Optional Allowance 2	0
Title for Optional Allowance 1	0
Title for Optional Allowance 3	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
1	Param Seniaray	110003,INDIAN RAILWAY FINANCE CORPORATION LTD UG FLOR, EAST TOWER , NBCC PLACE, BHISHAM PITAMAH MARG , PRAGATI VIHAR, LODHI ROAD, NEW DELHI	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 49500 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 78 • EDLI (INR Monthly) : 78 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1794 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - CONSULTANT RISK MANAGEMENT; CONSULTANT CORPORATE RISK MANAGEMENT; AS PER TENDER DOCUMENT (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Function	CONSULTANT RISK MANAGEMENT
List of Profiles	CONSULTANT CORPORATE RISK MANAGEMENT
Educational Qualification	AS PER TENDER DOCUMENT
Specialization	AS PER TENDER DOCUMENT
Post Graduation	Optional
Specialization for PG	AS PER TENDER DOCUMENT
Experience	AS PER TENDER DOCUMENT
State	NA
District	NA
Zipcode	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowance 3	0
Designation	CONSULTANT RISK MANAGEMENT
Title for Optional Allowance 2	0
Title for Optional Allowance 1	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
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Param Seniaray	110003,INDIAN RAILWAY FINANCE CORPORATION LTD UG FLOR, EAST TOWER , NBCC PLACE, BHISHAM PITAMAH MARG , PRAGATI VIHAR, LODHI ROAD, NEW DELHI	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 40000 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 78 • EPF Admin Charges (INR Monthly) : 78 • Provident Fund (INR Monthly) : 1794 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - CONSULTANT PUBLIC RELATION; CONSULTANT PUBLIC RELATION; AS PER TENDER DOCUMENT (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Function	CONSULTANT PUBLIC RELATION
List of Profiles	CONSULTANT PUBLIC RELATION
Educational Qualification	AS PER TENDER DOCUMENT
Specialization	AS PER TENDER DOCUMENT
Post Graduation	Optional
Specialization for PG	AS PER TENDER DOCUMENT
Experience	AS PER TENDER DOCUMENT
State	NA
District	NA
Zipcode	NA

Specification	Values
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowance 1	0
Title for Optional Allowance 2	0
Designation	CONSULTANT PUBLIC RELATION
Title for Optional Allowance 3	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
1	Param Seniaray	110003,INDIAN RAILWAY FINANCE CORPORATION LTD UG FLOR, EAST TOWER , NBCC PLACE, BHISHAM PITAMAH MARG , PRAGATI VIHAR, LODHI ROAD, NEW DELHI	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 53000 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 78 • EPF Admin Charges (INR Monthly) : 78 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1794 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - CONSULTANT HUMAN RESOURCE MANAGEMENT; CONSULTANT HUMAN RESOURCE MANAGEMENT; AS PER TENDER DOCUMENT (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Function	CONSULTANT HUMAN RESOURCE MANAGEMENT
List of Profiles	CONSULTANT HUMAN RESOURCE MANAGEMENT
Educational Qualification	AS PER TENDER DOCUMENT
Specialization	AS PER TENDER DOCUMENT
Post Graduation	Optional
Specialization for PG	AS PER TENDER DOCUMENT
Experience	AS PER TENDER DOCUMENT
State	NA
District	NA
Zipcode	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowance 1	0
Title for Optional Allowance 2	0
Designation	CONSULTANT HUMAN RESOURCE MANAGEMENT
Title for Optional Allowance 3	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
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Param Seniaray	110003,INDIAN RAILWAY FINANCE CORPORATION LTD UG FLOR, EAST TOWER , NBCC PLACE, BHISHAM PITAMAH MARG , PRAGATI VIHAR, LODHI ROAD, NEW DELHI	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 40000 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 78 • EPF Admin Charges (INR Monthly) : 78 • Provident Fund (INR Monthly) : 1794 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - CONSULTANT PROCUREMENT; CONSULTANT PROCUREMENT; AS PER TENDER DOCUMENT (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Function	CONSULTANT PROCUREMENT
List of Profiles	CONSULTANT PROCUREMENT
Educational Qualification	AS PER TENDER DOCUMENT
Specialization	AS PER TENDER DOCUMENT
Post Graduation	Optional
Specialization for PG	AS PER TENDER DOCUMENT
Experience	AS PER TENDER DOCUMENT
State	NA
District	NA
Zipcode	NA

Specification	Values
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Designation	CONSULTANT PROCUREMENT
Title for Optional Allowance 1	0
Title for Optional Allowance 2	0
Title for Optional Allowance 3	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
1	Param Seniaray	110003,INDIAN RAILWAY FINANCE CORPORATION LTD UG FLOR, EAST TOWER , NBCC PLACE, BHISHAM PITAMAH MARG , PRAGATI VIHAR, LODHI ROAD, NEW DELHI	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 40000 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 78 • EPF Admin Charges (INR Monthly) : 78 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1794 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - ENGINEER IT; CONSULTANT IT; AS PER TENDER DOCUMENT (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Function	ENGINEER IT
List of Profiles	CONSULTANT IT
Educational Qualification	AS PER TENDER DOCUMENT
Specialization	AS PER TENDER DOCUMENT
Post Graduation	Optional
Specialization for PG	AS PER TENDER DOCUMENT
Experience	AS PER TENDER DOCUMENT
State	NA
District	NA
Zipcode	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowance 3	0
Designation	ENGINEER IT
Title for Optional Allowance 1	0
Title for Optional Allowance 2	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	Param Seniaray	110003,INDIAN RAILWAY FINANCE CORPORATION LTD UG FLOR, EAST TOWER , NBCC PLACE, BHISHAM PITAMAH MARG , PRAGATI VIHAR, LODHI ROAD, NEW DELHI	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 27500 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 78 • EDLI (INR Monthly) : 78 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1794 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - ENGINEER ERP; CONSULTANT ERP; AS PER TENDER DOCUMENT (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Function	ENGINEER ERP
List of Profiles	CONSULTANT ERP
Educational Qualification	AS PER TENDER DOCUMENT
Specialization	AS PER TENDER DOCUMENT
Post Graduation	Optional
Specialization for PG	AS PER TENDER DOCUMENT
Experience	AS PER TENDER DOCUMENT
State	NA
District	NA
Zipcode	NA

Specification	Values
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowance 3	0
Designation	ENGINEER ERP
Title for Optional Allowance 1	0
Title for Optional Allowance 2	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
1	Param Seniaray	110003,INDIAN RAILWAY FINANCE CORPORATION LTD UG FLOR, EAST TOWER , NBCC PLACE, BHISHAM PITAMAH MARG , PRAGATI VIHAR, LODHI ROAD, NEW DELHI	1	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 55000 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 78 • EPF Admin Charges (INR Monthly) : 78 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1794 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - ASSOCIATE FINANCE; ASSOCIATE FINANCE; AS PER TENDER DOCUMENT (3)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Function	ASSOCIATE FINANCE
List of Profiles	ASSOCIATE FINANCE
Educational Qualification	AS PER TENDER DOCUMENT
Specialization	AS PER TENDER DOCUMENT
Post Graduation	Not Required , Required , Optional
Specialization for PG	AS PER TENDER DOCUMENT
Experience	AS PER TENDER DOCUMENT
State	NA
District	NA
Zipcode	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Designation	ASSOCIATE FINANCE
Title for Optional Allowance 2	0
Title for Optional Allowance 1	0
Title for Optional Allowance 3	0

Additional Specification Documents/अतिरिक्त विशिष्ट 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	Param Seniaray	110003,INDIAN RAILWAY FINANCE CORPORATION LTD UG FLOR, EAST TOWER , NBCC PLACE, BHISHAM PITAMAH MARG , PRAGATI VIHAR, LODHI ROAD, NEW DELHI	3	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 30167 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 78 • EDLI (INR Monthly) : 78 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1794 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Retd Govt Employees; Retd Govt Employees; AS PER TENDER DOCUMENT (3)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Function	Retd Govt Employees
List of Profiles	Retd Govt Employees
Educational Qualification	AS PER TENDER DOCUMENT
Specialization	AS PER TENDER DOCUMENT
Post Graduation	Optional
Specialization for PG	AS PER TENDER DOCUMENT
Experience	AS PER TENDER DOCUMENT
State	NA
District	NA
Zipcode	NA

Specification	Values
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowance 3	0
Designation	Consultants Retd Govt Employees
Title for Optional Allowance 1	0
Title for Optional Allowance 2	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
1	Param Seniaray	110003,INDIAN RAILWAY FINANCE CORPORATION LTD UG FLOR, EAST TOWER , NBCC PLACE, BHISHAM PITAMAH MARG , PRAGATI VIHAR, LODHI ROAD, NEW DELHI	3	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 65000 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 78 • EPF Admin Charges (INR Monthly) : 78 • Provident Fund (INR Monthly) : 1794 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Sr Secretarial Assistant; Sr Secretarial Assistant; AS PER TENDER DOCUMENT (2)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Function	Sr Secretarial Assistant
List of Profiles	Sr Secretarial Assistant
Educational Qualification	AS PER TENDER DOCUMENT
Specialization	AS PER TENDER DOCUMENT
Post Graduation	Optional
Specialization for PG	AS PER TENDER DOCUMENT
Experience	AS PER TENDER DOCUMENT
State	NA
District	NA
Zipcode	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Designation	Sr Secretarial Assistant
Title for Optional Allowance 2	0
Title for Optional Allowance 1	0
Title for Optional Allowance 3	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	Param Seniaray	110003,INDIAN RAILWAY FINANCE CORPORATION LTD UG FLOR, EAST TOWER , NBCC PLACE, BHISHAM PITAMAH MARG , PRAGATI VIHAR, LODHI ROAD, NEW DELHI	2	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 35250 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 78 • EPF Admin Charges (INR Monthly) : 78 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1794 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Secretarial Office Asst Computer Operator; Sr Secretarial Assistant; AS PER TENDER DOCUMENT (24)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Function	Secretarial Office Asst Computer Operator
List of Profiles	Sr Secretarial Assistant
Educational Qualification	AS PER TENDER DOCUMENT
Specialization	AS PER TENDER DOCUMENT
Post Graduation	Optional
Specialization for PG	AS PER TENDER DOCUMENT
Experience	AS PER TENDER DOCUMENT
State	NA
District	NA
Zipcode	NA

Specification	Values
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowance 1	0
Title for Optional Allowance 2	0
Designation	Secretarial Office Asst Computer Operator
Title for Optional Allowance 3	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
1	Param Seniaray	110003,INDIAN RAILWAY FINANCE CORPORATION LTD UG FLOR, EAST TOWER , NBCC PLACE, BHISHAM PITAMAH MARG , PRAGATI VIHAR, LODHI ROAD, NEW DELHI	24	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 26000 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 78 • EPF Admin Charges (INR Monthly) : 78 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1794 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Receptionist; Receptionist; AS PER TENDER DOCUMENT (2)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Function	Receptionist
List of Profiles	Receptionist
Educational Qualification	AS PER TENDER DOCUMENT
Specialization	AS PER TENDER DOCUMENT
Post Graduation	Optional
Specialization for PG	AS PER TENDER DOCUMENT
Experience	AS PER TENDER DOCUMENT
State	NA
District	NA
Zipcode	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowance 1	0
Designation	Receptionist
Title for Optional Allowance 2	0
Title for Optional Allowance 3	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	Param Seniaray	110003,INDIAN RAILWAY FINANCE CORPORATION LTD UG FLOR, EAST TOWER , NBCC PLACE, BHISHAM PITAMAH MARG , PRAGATI VIHAR, LODHI ROAD, NEW DELHI	2	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 30000 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 78 • EPF Admin Charges (INR Monthly) : 78 • ESI (INR Monthly) : 0 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1794 • 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 ATC

Buyer Added text based ATC clauses

Please refer to attached Tender Document and adhere Tender clauses wherever applicable. IRFC instructions shall be adhered wherever necessary in case of any ambiguity or clarification

3. Buyer Added Bid Specific ATC

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

4. Buyer Added Bid Specific SLA

Text Clause(s)

Please refer to attached Tender Document and adhere Tender clauses wherever applicable. IRFC instructions shall be adhered wherever necessary in case of ambiguity or clarification.

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

Text Clause(s)

Please refer to Tender Document.

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी

गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---