

Bid Document

Bid Details	
Bid End Date/Time	22-12-2021 16:00:00
Bid Opening Date/Time	22-12-2021 16:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	70 (Days)
Ministry/State Name	Ministry Of Education
Department Name	Department Of Higher Education
Organisation Name	N/a
Office Name	Tata Institute Of Social Science Mumbai
Item Category	Manpower Outsourcing Services - Fixed Remuneration - Others; Cook; High School , Manpower Outsourcing Services - Fixed Remuneration - Others; Carpenter; High School , Manpower Outsourcing Services - Fixed Remuneration - Others; Driver - HMV; High School , Manpower Outsourcing Services - Fixed Remuneration - Others; Electrician; High School , Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff; High School , Manpower Outsourcing Services - Fixed Remuneration - Finance/Accounts; Accounting Operator or Accounts Assistants or Accounts Executive; Graduate , Manpower Outsourcing Services - Fixed Remuneration - Admin; Administrative Operator or Office Assistant or Executive Assistant; Graduate
Contract Period	1 Year(s)
Minimum Average Annual Turnover of the Bidder	431 Lakh (s)
Years of Past Experience required	3 Year (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),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

Bid Details	
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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ePBG 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:

Registrar TISS Mumbai
Tata Institute Of Social Sciences, Mumbai, Deonar, Mumbai - 88
(Registrar Tiss Mumbai)

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. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (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.
4. 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.

5. 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

Scope of work & Job Description: [1638873235.pdf](#)

Manpower Outsourcing Services - Fixed Remuneration - Others; Cook; High School (6)

Technical Specifications

Specification	Values
Core	
Type of Function	Others
List of Profiles	Cook
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Designation	Assistant Cook
Title for Optional Allowance 2	0
Title for Optional Allowance 3	0
Title for Optional Allowance 1	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	6	• Additional Certifications/ Trainings required for the resources being hired : 6 • Basic monthly pay (INR) exclusive of GST : 18382 • Bonus (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • ESI (INR Monthly) : 597 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1950 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Others; Carpenter; High School (2)

Technical Specifications

Specification	Values
Core	
Type of Function	Others
List of Profiles	Carpenter
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA

Specification	Values
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Title for Optional Allowance 2	0
Title for Optional Allowance 3	0
Designation	Carpenter
Title for Optional Allowance 1	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	2	• Additional Certifications/ Trainings required for the resources being hired : 2 • Basic monthly pay (INR) exclusive of GST : 18382 • Bonus (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • ESI (INR Monthly) : 597 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1950 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Others; Driver - HMV; High

School (6)**Technical Specifications**

Specification	Values
Core	
Type of Function	Others
List of Profiles	Driver - HMV
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Title for Optional Allowance 2	0
Title for Optional Allowance 3	0
Title for Optional Allowance 1	0
Designation	Driver

Additional Specification Documents**Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	6	• Additional Certifications/ Trainings required for the resources being hired : 6 • Basic monthly pay (INR) exclusive of GST : 20202 • Bonus (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • EPF Admin Charges (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) : 1950 • ESI (INR Monthly) : 657 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Others; Electrician; High School (9)

Technical Specifications

Specification	Values
Core	
Type of Function	Others
List of Profiles	Electrician
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA

Specification	Values
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Title for Optional Allowance 1	0
Designation	Assistant Electrician
Title for Optional Allowance 2	0
Title for Optional Allowance 3	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	9	• Additional Certifications/ Trainings required for the resources being hired : 9 • Basic monthly pay (INR) exclusive of GST : 20202 • Bonus (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • ESI (INR Monthly) : 657 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1950 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Admin; Multi-tasking Staff;

High School (185)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Title for Optional Allowance 2	0
Title for Optional Allowance 3	0
Designation	Multi-tasking Staff
Title for Optional Allowance 1	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	185	• Additional Certifications/ Trainings required for the resources being hired : 185 • Basic monthly pay (INR) exclusive of GST : 16614 • Bonus (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • ESI (INR Monthly) : 540 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1950 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Others; Cook; High School (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Others
List of Profiles	Cook
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA

Specification	Values
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Title for Optional Allowance 2	0
Title for Optional Allowance 3	0
Designation	Cook1
Title for Optional Allowance 1	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	1	• Additional Certifications/ Trainings required for the resources being hired : 1 • Basic monthly pay (INR) exclusive of GST : 26755 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1950 • 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 - Others; Cook; High School (1

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Technical Specifications

Specification	Values
Core	
Type of Function	Others
List of Profiles	Cook
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Designation	Cook2
Title for Optional Allowance 1	0
Title for Optional Allowance 2	0
Title for Optional Allowance 3	0

Additional Specification Documents**Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	1	• Additional Certifications/ Trainings required for the resources being hired : 1 • Basic monthly pay (INR) exclusive of GST : 24462 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • ELDI (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) : 1950 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Others; Cook; High School (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Others
List of Profiles	Cook
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA

Specification	Values
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Title for Optional Allowance 1	0
Title for Optional Allowance 2	0
Title for Optional Allowance 3	0
Designation	Cook3

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	1	• Additional Certifications/ Trainings required for the resources being hired : 1 • Basic monthly pay (INR) exclusive of GST : 20202 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1950 • ESI (INR Monthly) : 657 • 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 - Others; Cook; High School (2

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Technical Specifications

Specification	Values
Core	
Type of Function	Others
List of Profiles	Cook
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Title for Optional Allowance 3	0
Designation	Cook4
Title for Optional Allowance 2	0
Title for Optional Allowance 1	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	2	• Additional Certifications/ Trainings required for the resources being hired : 2 • Basic monthly pay (INR) exclusive of GST : 18382 • Bonus (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • EPF Admin Charges (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) : 1950 • ESI (INR Monthly) : 597 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Finance/Accounts; Accounting Operator Or Accounts Assistants Or Accounts Executive; Graduate (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Finance/Accounts
List of Profiles	Accounting Operator or Accounts Assistants or Accounts Executive
Educational Qualification	Graduate
Specialization	Commerce
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA

Specification	Values
District	NA
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Title for Optional Allowance 1	0
Title for Optional Allowance 2	0
Title for Optional Allowance 3	0
Designation	Account Assistant1

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	1	• Additional Certifications/ Trainings required for the resources being hired : 1 • Basic monthly pay (INR) exclusive of GST : 35750 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1950 • 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 - Finance/Accounts; Accounting Operator Or Accounts Assistants Or Accounts Executive; Graduate (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Finance/Accounts
List of Profiles	Accounting Operator or Accounts Assistants or Accounts Executive
Educational Qualification	Graduate
Specialization	Commerce
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA

Specification	Values
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Designation	Account Assistant2
Title for Optional Allowance 1	0
Title for Optional Allowance 2	0
Title for Optional Allowance 3	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	1	• Additional Certifications/ Trainings required for the resources being hired : 1 • Basic monthly pay (INR) exclusive of GST : 30250 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1950 • 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 - Finance/Accounts; Accounting Operator Or Accounts Assistants Or Accounts Executive; Graduate (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Finance/Accounts
List of Profiles	Accounting Operator or Accounts Assistants or Accounts Executive
Educational Qualification	Graduate
Specialization	Commerce
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Designation	Account Assistant3
Title for Optional Allowance 2	0
Title for Optional Allowance 3	0
Title for Optional Allowance 1	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	1	• Additional Certifications/ Trainings required for the resources being hired : 1 • Basic monthly pay (INR) exclusive of GST : 30000 • Bonus (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • 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) : 1950 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Finance/Accounts; Accounting Operator Or Accounts Assistants Or Accounts Executive; Graduate (2)

Technical Specifications

Specification	Values
Core	
Type of Function	Finance/Accounts
List of Profiles	Accounting Operator or Accounts Assistants or Accounts Executive
Educational Qualification	Graduate
Specialization	Commerce
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA

Specification	Values
District	NA
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Title for Optional Allowance 1	0
Designation	Account Assistant4
Title for Optional Allowance 2	0
Title for Optional Allowance 3	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	2	• Additional Certifications/ Trainings required for the resources being hired : 2 • Basic monthly pay (INR) exclusive of GST : 27000 • Bonus (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • 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) : 1950 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Finance/Accounts; Accounting Operator Or Accounts Assistants Or Accounts Executive; Graduate (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Finance/Accounts
List of Profiles	Accounting Operator or Accounts Assistants or Accounts Executive
Educational Qualification	Graduate
Specialization	Commerce
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA

Specification	Values
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Title for Optional Allowance 3	0
Designation	Account Assistant5
Title for Optional Allowance 2	0
Title for Optional Allowance 1	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	1	• Additional Certifications/ Trainings required for the resources being hired : 1 • Basic monthly pay (INR) exclusive of GST : 26795 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • ELDI (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) : 1950 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Finance/Accounts; Accounting Operator Or Accounts Assistants Or Accounts Executive; Graduate (3)

Technical Specifications

Specification	Values
Core	
Type of Function	Finance/Accounts
List of Profiles	Accounting Operator or Accounts Assistants or Accounts Executive
Educational Qualification	Graduate
Specialization	Commerce
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Title for Optional Allowance 2	0
Designation	Account Assistant6
Title for Optional Allowance 3	0
Title for Optional Allowance 1	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	3	• Additional Certifications/ Trainings required for the resources being hired : 3 • Basic monthly pay (INR) exclusive of GST : 25971 • Bonus (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • 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) : 1950 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Finance/Accounts; Accounting Operator Or Accounts Assistants Or Accounts Executive; Graduate (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Finance/Accounts
List of Profiles	Accounting Operator or Accounts Assistants or Accounts Executive
Educational Qualification	Graduate
Specialization	Commerce
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA

Specification	Values
District	NA
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Title for Optional Allowance 2	0
Designation	Account Assistant7
Title for Optional Allowance 3	0
Title for Optional Allowance 1	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	1	• Additional Certifications/ Trainings required for the resources being hired : 1 • Basic monthly pay (INR) exclusive of GST : 25207 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1950 • 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 - Finance/Accounts; Accounting Operator Or Accounts Assistants Or Accounts Executive; Graduate (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Finance/Accounts
List of Profiles	Accounting Operator or Accounts Assistants or Accounts Executive
Educational Qualification	Graduate
Specialization	Commerce
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA

Specification	Values
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Title for Optional Allowance 2	0
Designation	Account Assistant8
Title for Optional Allowance 3	0
Title for Optional Allowance 1	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	1	• Additional Certifications/ Trainings required for the resources being hired : 1 • Basic monthly pay (INR) exclusive of GST : 24309 • Bonus (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • EPF Admin Charges (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) : 1950 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Finance/Accounts; Accounting Operator Or Accounts Assistants Or Accounts Executive; Graduate (3)

Technical Specifications

Specification	Values
Core	
Type of Function	Finance/Accounts
List of Profiles	Accounting Operator or Accounts Assistants or Accounts Executive
Educational Qualification	Graduate
Specialization	Commerce
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Title for Optional Allowance 1	0
Title for Optional Allowance 2	0
Title for Optional Allowance 3	0
Designation	Account Assistant9

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	3	• Additional Certifications/ Trainings required for the resources being hired : 3 • Basic monthly pay (INR) exclusive of GST : 21703 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • ELDI (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) : 1950 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Finance/Accounts; Accounting Operator Or Accounts Assistants Or Accounts Executive; Graduate (2)

Technical Specifications

Specification	Values
Core	
Type of Function	Finance/Accounts
List of Profiles	Accounting Operator or Accounts Assistants or Accounts Executive
Educational Qualification	Graduate
Specialization	Commerce
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA

Specification	Values
District	NA
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Title for Optional Allowance 1	0
Designation	Account Assistant10
Title for Optional Allowance 2	0
Title for Optional Allowance 3	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	2	• Additional Certifications/ Trainings required for the resources being hired : 2 • Basic monthly pay (INR) exclusive of GST : 20202 • Bonus (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • ESI (INR Monthly) : 657 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1950 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Admin; Administrative Operator Or Office Assistant Or Executive Assistant; Graduate (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Administrative Operator or Office Assistant or Executive Assistant
Educational Qualification	Graduate
Specialization	Commerce , Economics , Arts , Science , Social , Law , Development sector , Management(Marketing/Operations/Finance/ General
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA

Specification	Values
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Designation	Admin Assistant1
Title for Optional Allowance 1	0
Title for Optional Allowance 3	0
Title for Optional Allowance 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	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	1	• Additional Certifications/ Trainings required for the resources being hired : 1 • Basic monthly pay (INR) exclusive of GST : 44912.7 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1950 • 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 - Admin; Administrative Operator Or Office Assistant Or Executive Assistant; Graduate (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Administrative Operator or Office Assistant or Executive Assistant
Educational Qualification	Graduate
Specialization	Commerce , Economics , Arts , Science , Social , Law , Development sector , Management(Marketing/Ope rtions/Finance/ General
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Designation	Admin Assistant2
Title for Optional Allowance 1	0
Title for Optional Allowance 3	0
Title for Optional Allowance 2	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	1	• Additional Certifications/ Trainings required for the resources being hired : 1 • Basic monthly pay (INR) exclusive of GST : 29972 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1950 • 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 - Admin; Administrative Operator Or Office Assistant Or Executive Assistant; Graduate (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Administrative Operator or Office Assistant or Executive Assistant
Educational Qualification	Graduate
Specialization	Commerce , Economics , Arts , Science , Social , Law , Development sector , Management(Marketing/Ope rtions/Finance/ General
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA

Specification	Values
District	NA
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Title for Optional Allowance 3	0
Title for Optional Allowance 2	0
Title for Optional Allowance 1	0
Designation	Admin Assistant3

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	1	• Additional Certifications/ Trainings required for the resources being hired : 1 • Basic monthly pay (INR) exclusive of GST : 28930 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • ELDI (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) : 1950 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Admin; Administrative Operator Or Office Assistant Or Executive Assistant; Graduate (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Administrative Operator or Office Assistant or Executive Assistant
Educational Qualification	Graduate
Specialization	Commerce , Economics , Arts , Science , Social , Law , Development sector , Management(Marketing/Ope rtions/Finance/ General
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA

Specification	Values
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Designation	Admin Assistant4
Title for Optional Allowance 1	0
Title for Optional Allowance 3	0
Title for Optional Allowance 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	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	1	• Additional Certifications/ Trainings required for the resources being hired : 1 • Basic monthly pay (INR) exclusive of GST : 28319 • Bonus (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • 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) : 1950 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Admin; Administrative Operator Or Office Assistant Or Executive Assistant; Graduate (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Administrative Operator or Office Assistant or Executive Assistant
Educational Qualification	Graduate
Specialization	Commerce , Economics , Arts , Science , Social , Law , Development sector , Management(Marketing/Ope rtions/Finance/ General
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Designation	Admin Assistant5
Title for Optional Allowance 1	0
Title for Optional Allowance 3	0
Title for Optional Allowance 2	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporti ng Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	1	• Additional Certifications/ Trainings required for the resources being hired : 1 • Basic monthly pay (INR) exclusive of GST : 26326 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • ELDI (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) : 1950 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Admin; Administrative Operator Or Office Assistant Or Executive Assistant; Graduate (3)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Administrative Operator or Office Assistant or Executive Assistant
Educational Qualification	Graduate
Specialization	Commerce , Economics , Arts , Science , Social , Law , Development sector , Management(Marketing/Operations/Finance/ General
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA

Specification	Values
District	NA
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Designation	Admin Assistant6
Title for Optional Allowance 2	0
Title for Optional Allowance 3	0
Title for Optional Allowance 1	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	3	• Additional Certifications/ Trainings required for the resources being hired : 3 • Basic monthly pay (INR) exclusive of GST : 25973 • Bonus (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • 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) : 1950 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Admin; Administrative Operator Or Office Assistant Or Executive Assistant; Graduate (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Administrative Operator or Office Assistant or Executive Assistant
Educational Qualification	Graduate
Specialization	Commerce , Economics , Arts , Science , Social , Law , Development sector , Management(Marketing/Ope rtions/Finance/ General
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA

Specification	Values
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Designation	Admin Assistant7
Title for Optional Allowance 2	0
Title for Optional Allowance 3	0
Title for Optional Allowance 1	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	1	• Additional Certifications/ Trainings required for the resources being hired : 1 • Basic monthly pay (INR) exclusive of GST : 25207 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1950 • 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 - Admin; Administrative Operator Or Office Assistant Or Executive Assistant; Graduate (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Administrative Operator or Office Assistant or Executive Assistant
Educational Qualification	Graduate
Specialization	Commerce , Economics , Arts , Science , Social , Law , Development sector , Management(Marketing/Ope rtions/Finance/ General
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Title for Optional Allowance 2	0
Title for Optional Allowance 3	0
Title for Optional Allowance 1	0
Designation	Admin Assistant8

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	1	• Additional Certifications/ Trainings required for the resources being hired : 1 • Basic monthly pay (INR) exclusive of GST : 24834 • Bonus (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • 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) : 1950 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Admin; Administrative Operator Or Office Assistant Or Executive Assistant; Graduate (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Administrative Operator or Office Assistant or Executive Assistant
Educational Qualification	Graduate
Specialization	Commerce , Economics , Arts , Science , Social , Law , Development sector , Management(Marketing/Operations/Finance/ General
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA

Specification	Values
District	NA
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Designation	Admin Assistant9
Title for Optional Allowance 1	0
Title for Optional Allowance 3	0
Title for Optional Allowance 2	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	1	• Additional Certifications/ Trainings required for the resources being hired : 1 • Basic monthly pay (INR) exclusive of GST : 24550 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1950 • 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 - Admin; Administrative Operator Or Office Assistant Or Executive Assistant; Graduate (2)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Administrative Operator or Office Assistant or Executive Assistant
Educational Qualification	Graduate
Specialization	Commerce , Economics , Arts , Science , Social , Law , Development sector , Management(Marketing/Ope rtions/Finance/ General
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA

Specification	Values
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Title for Optional Allowance 2	0
Designation	Admin Assistant10
Title for Optional Allowance 1	0
Title for Optional Allowance 3	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	2	• Additional Certifications/ Trainings required for the resources being hired : 2 • Basic monthly pay (INR) exclusive of GST : 24462 • Bonus (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • 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) : 1950 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Admin; Administrative Operator Or Office Assistant Or Executive Assistant; Graduate (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Administrative Operator or Office Assistant or Executive Assistant
Educational Qualification	Graduate
Specialization	Commerce , Economics , Arts , Science , Social , Law , Development sector , Management(Marketing/Ope rtions/Finance/ General
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Title for Optional Allowance 2	0
Title for Optional Allowance 3	0
Title for Optional Allowance 1	0
Designation	Admin Assistant11

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	1	• Additional Certifications/ Trainings required for the resources being hired : 1 • Basic monthly pay (INR) exclusive of GST : 24309 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • ELDI (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) : 1950 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Admin; Administrative Operator Or Office Assistant Or Executive Assistant; Graduate (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Administrative Operator or Office Assistant or Executive Assistant
Educational Qualification	Graduate
Specialization	Commerce , Economics , Arts , Science , Social , Law , Development sector , Management(Marketing/Operations/Finance/ General
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA

Specification	Values
District	NA
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Designation	Admin Assistant12
Title for Optional Allowance 1	0
Title for Optional Allowance 3	0
Title for Optional Allowance 2	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	1	• Additional Certifications/ Trainings required for the resources being hired : 1 • Basic monthly pay (INR) exclusive of GST : 23740 • Bonus (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • 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) : 1950 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Admin; Administrative Operator Or Office Assistant Or Executive Assistant; Graduate (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Administrative Operator or Office Assistant or Executive Assistant
Educational Qualification	Graduate
Specialization	Commerce , Economics , Arts , Science , Social , Law , Development sector , Management(Marketing/Ope rtions/Finance/ General
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA

Specification	Values
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Title for Optional Allowance 2	0
Title for Optional Allowance 3	0
Title for Optional Allowance 1	0
Designation	Admin Assistant13

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	1	• Additional Certifications/ Trainings required for the resources being hired : 1 • Basic monthly pay (INR) exclusive of GST : 23039 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1950 • 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 - Admin; Administrative Operator Or Office Assistant Or Executive Assistant; Graduate (1)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Administrative Operator or Office Assistant or Executive Assistant
Educational Qualification	Graduate
Specialization	Commerce , Economics , Arts , Science , Social , Law , Development sector , Management(Marketing/Ope rtions/Finance/ General
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Title for Optional Allowance 2	0
Title for Optional Allowance 3	0
Title for Optional Allowance 1	0
Designation	Admin Assistant14

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	1	• Additional Certifications/ Trainings required for the resources being hired : 1 • Basic monthly pay (INR) exclusive of GST : 22143 • Bonus (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • 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) : 1950 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Admin; Administrative Operator Or Office Assistant Or Executive Assistant; Graduate (4)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Administrative Operator or Office Assistant or Executive Assistant
Educational Qualification	Graduate
Specialization	Commerce , Economics , Arts , Science , Social , Law , Development sector , Management(Marketing/Ope rtions/Finance/ General
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA

Specification	Values
District	NA
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Title for Optional Allowance 2	0
Designation	Admin Assistant15
Title for Optional Allowance 1	0
Title for Optional Allowance 3	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	4	• Additional Certifications/ Trainings required for the resources being hired : 4 • Basic monthly pay (INR) exclusive of GST : 22088 • Bonus (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • 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) : 1950 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Admin; Administrative Operator Or Office Assistant Or Executive Assistant; Graduate (3)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Administrative Operator or Office Assistant or Executive Assistant
Educational Qualification	Graduate
Specialization	Commerce , Economics , Arts , Science , Social , Law , Development sector , Management(Marketing/Ope rtions/Finance/ General
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA

Specification	Values
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Title for Optional Allowance 2	0
Title for Optional Allowance 3	0
Title for Optional Allowance 1	0
Designation	Admin Assistant16

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	3	• Additional Certifications/ Trainings required for the resources being hired : 3 • Basic monthly pay (INR) exclusive of GST : 21703 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1950 • 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 - Admin; Administrative Operator Or Office Assistant Or Executive Assistant; Graduate (3)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Administrative Operator or Office Assistant or Executive Assistant
Educational Qualification	Graduate
Specialization	Commerce , Economics , Arts , Science , Social , Law , Development sector , Management(Marketing/Ope rtions/Finance/ General
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Title for Optional Allowance 2	0
Title for Optional Allowance 3	0
Title for Optional Allowance 1	0
Designation	Admin Assistant17

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	3	• Additional Certifications/ Trainings required for the resources being hired : 3 • Basic monthly pay (INR) exclusive of GST : 21000 • Bonus (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • ESI (INR Monthly) : 682 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1950 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Admin; Administrative Operator Or Office Assistant Or Executive Assistant; Graduate (5)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Administrative Operator or Office Assistant or Executive Assistant
Educational Qualification	Graduate
Specialization	Commerce , Economics , Arts , Science , Social , Law , Development sector , Management(Marketing/Ope rtions/Finance/ General
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA

Specification	Values
District	NA
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Title for Optional Allowance 1	0
Title for Optional Allowance 2	0
Title for Optional Allowance 3	0
Designation	Admin Assistant18

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	5	• Additional Certifications/ Trainings required for the resources being hired : 5 • Basic monthly pay (INR) exclusive of GST : 20875 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1950 • ESI (INR Monthly) : 678 • 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 - Admin; Administrative Operator Or Office Assistant Or Executive Assistant; Graduate (8)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Administrative Operator or Office Assistant or Executive Assistant
Educational Qualification	Graduate
Specialization	Commerce , Economics , Arts , Science , Social , Law , Development sector , Management(Marketing/Ope rtions/Finance/ General
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA

Specification	Values
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Designation	Admin Assistant19
Title for Optional Allowance 1	0
Title for Optional Allowance 3	0
Title for Optional Allowance 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	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	8	• Additional Certifications/ Trainings required for the resources being hired : 8 • Basic monthly pay (INR) exclusive of GST : 20279 • Bonus (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • EPF Admin Charges (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) : 1950 • ESI (INR Monthly) : 659 • Tenure/ Duration of Employment (In Months) : 12

Manpower Outsourcing Services - Fixed Remuneration - Admin; Administrative Operator Or Office Assistant Or Executive Assistant; Graduate (19)

Technical Specifications

Specification	Values
Core	
Type of Function	Admin
List of Profiles	Administrative Operator or Office Assistant or Executive Assistant
Educational Qualification	Graduate
Specialization	Commerce , Economics , Arts , Science , Social , Law , Development sector , Management(Marketing/Ope rtions/Finance/ General
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Addon(s)	
Additional Certifications/ Trainings required for the resources being hired	Yes
Additional Details	
Title for Optional Allowance 2	0
Designation	Admin Assistant20
Title for Optional Allowance 1	0
Title for Optional Allowance 3	0

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Dilip Vasu Poyyara	400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR	19	• Additional Certifications/ Trainings required for the resources being hired : 19 • Basic monthly pay (INR) exclusive of GST : 20202 • Bonus (INR Monthly) : 0 • EPF Admin Charges (INR Monthly) : 0 • ELDI (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1950 • ESI (INR Monthly) : 657 • 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

Buyer Added Bid Specific Terms and Conditions

1. 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.

2. 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.

3. 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.

4. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1. The bidder must be from the state of Maharashtra and should have a registered office in Mumbai with

full functional autonomy. Documentary evidence to be furnished.

2. The bidder should not be declared as ineligible/blacklisted by the Government of India or any other Government body on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure /lapses of serious nature. An undertaking to this effect needs to be furnished.

3. The agency/firm/company should have at least minimum three years of experience in providing similar services in higher educational Institutions / Central Govt. Offices located in Maharashtra. The satisfactory user certificates need to be furnished.

4. The bidder should have a valid license to operate in Maharashtra under the Contract Labour (Regulation and Abolition) Act,1970.

5. The firm should have registration with EPFO, ESIC, GST and all other relevant Departments.

6. The Bidder should have its own bank account and provide the bank account details.

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5. **Buyer Added Bid Specific ATC**

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

6. **Service & Support**

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

7. **Service & Support**

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

8. **Certificates**

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

9. **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.

10. **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).

11. **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.

12. **Forms of EMD and PBG**

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 Registrar TISS Mumbai A/C (Name of the Seller). 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 in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

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](#), conditons 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.

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.

---Thank You---