



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/4545311
Dated/दिनांक : 29-01-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	19-02-2024 13:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	19-02-2024 13:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Science And Technology
Department Name/विभाग का नाम	Department Of Scientific And Industrial Research (dsir)
Organisation Name/संगठन का नाम	Council Of Scientific And Industrial Research (csir)
Office Name/कार्यालय का नाम	Csir Ampri Bhopal
Item Category/मद केटेगरी	Hiring of Sanitation Service - Sweeper; 6; All Areas; All Areas; Daily; 2 , Hiring of Sanitation Service - Sanitary Attendant; 6; All Areas; All Areas; Daily; 2
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	100 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (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/बिड विवरण

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	5 Days
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	15

(a). 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 :

DIRECTOR

CSIR- ADVANCED MATERIALS AND PROCESSES RESEARCH INSTITUTE, HOSHANGABAD ROAD, BHOPAL, MADHYA PRADESH 462026 Department of Scientific and Industrial Research (DSIR), Council of Scientific and Industrial Research (CSIR), Ministry of Science and Technology
(Dr. Avanish Kumar Srivastava)

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

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. 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.
4. 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.
5. 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.
6. 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

Additional Scope of Work and Size of Areas to be Serviced:[1706511127.pdf](#)

Hiring Of Sanitation Service - Sweeper; 6; All Areas; All Areas; Daily; 2 (13)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Category of Resource	Sweeper
Number Of Working Days in Week	6

Specification	Values
Type of Area	All Areas
Area Inclusions	All Areas
Cleaning Cycle	Daily
Cleaning Frequency	2
Cost of consumables/Equipments	Consumables and equipment to be provided by the buyer
Machinery and Cleaning Agents	Customised List
Addon(s)/एडऑन	
Garbage Lifting and Disposal (Per Ton Cost)	Yes

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	Additional Requirement/अतिरिक्त आवश्यकता
1	Sanjay Kumar	462026,CSIR-Advanced Materials and Processes and Research Institute(AMPRI), Formerly Known as RRL, Hoshangabad Road, Near Habibganj Naka	13	<ul style="list-style-type: none"> Monthly Volume of Garbage (In Tons) : 2 Minimum Wage Per Month Per Resource (Including ESI,PF,ELDI, PF Admin Charge, and relieving charges if applicable) in INR exclusive of GST : 20168.78

Hiring Of Sanitation Service - Sanitary Attendant; 6; All Areas; All Areas; Daily; 2 (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Category of Resource	Sanitary Attendant
Number Of Working Days in Week	6
Type of Area	All Areas

Specification	Values
Area Inclusions	All Areas
Cleaning Cycle	Daily
Cleaning Frequency	2
Cost of consumables/Equipments	Consumables and equipment to be provided by the buyer
Machinery and Cleaning Agents	Customised List
Addon(s)/एडऑन	
Garbage Lifting and Disposal (Per Ton Cost)	Yes

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	Additional Requirement/अतिरिक्त आवश्यकता
1	Sanjay Kumar	462026, CSIR-Advanced Materials and Processes and Research Institute (AMPRI), Formerly Known as RRL, Hoshangabad Road, Near Habibganj Naka	1	<ul style="list-style-type: none"> Monthly Volume of Garbage (In Tons) : 2 Minimum Wage Per Month Per Resource (Including ESI, PF, ELDI, PF Admin Charge, and relieving charges if applicable) in INR exclusive of GST : 22518.66

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. 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. **Generic**

Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. [Click here to view the file](#)

4. **Generic**

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

5. **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.

6. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

Director, CSIR-AMPRI, Bhopal
payable at
Bhopal

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

7. **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

Director, CSIR-AMPRI, Bhopal
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.

8. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

Director, CSIR-AMPRI, Bhopal
Account No.
131610011004778
IFSC Code
UBIN0813168
Bank Name
Union Bank of India
Branch address
RR Lab Branch

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in

place of PBG within 15 days of award of contract.

9. **Buyer Added Bid Specific Scope Of Work(SOW)**

Text Clause(s)

Annexure-A

SCOPE OF WORK FOR HOUSEKEEPING AND SANITATION SERVICES AT CSIR-AMPRI, BHOPAL

1. The Contractor's scope of work shall consist of providing Housekeeping and Cleanliness services to the Institute buildings, corridors, open space around buildings, clean rooms, various laboratories, Guest House etc. and for maintenance of all bathrooms/toilets etc. in the institute.

2. Cleanliness services are also to be provided in the CSIR-AMPRI colony area including cleaning of all Roads, approach paths, foot-paths on both sides of the roads, cleaning and lifting of garbage from round and inside the various garbage pits located in the Inst./Colony area. Numbers of persons are to be deployed by the contractor on job contract basis, after ascertaining the work area manpower requirement and other relevant factors (At present **13 sweeper (unskilled category) and 01 Sanitation Attendant/Supervisor (semi-skilled category)** workers are deployed for the above work). Job specification is as under:-

a) It shall be the responsibility of the contractor to keep the desired location hygienic to the satisfaction of the CSIR-AMPRI, Bhopal. Required materials (Consumables) for assigned task will be supplied by the CSIR-AMPRI, Bhopal to the contractor. It shall be responsibility of the contractor to satisfy the CSIR-AMPRI, Bhopal that the use of such cleaning materials is made diligently and only for the assigned task as covered by the agreement.

b) Sweeping and mopping of all the rooms, laboratories, offices, corridor etc.

c) Dusting of the furniture, fitting and fixtures of the laboratory.

d) Removal of cobweb.

e) Sweeping of Road, foot path, pathway, pavements, terrace, stair case and open area.

f) Garbage collection and its disposal.

g) Cleaning of all the toilets and bath rooms with cleaning/washing powder and putting disinfectant, air freshener and naphthalene balls minimum twice a day to the entire satisfaction of authorized representative(s) of Director. At present total number of toilets is numbering to 20. The number may increase.

h) Cleaning /sweeping of main gate, main road, in front of main gate all the roads of the entire CSIR-AMPRI Campus.

i) Garbage collection from staff quarters situated at CSIR-AMPRI campus every day including holidays and of days and its disposal. At present total number of quarter is 101 and it may increase.

j) Sweeping and mopping of staircase of all the staff quarters and sweeping of approach roads.

- k) Removals of chokes from drainage from time to time and periodical cleaning of underground drains and open drains.
- l) Special cleaning of all the drains, outlets, terrace, etc. before monsoon to avoid any water stagnation and leakage.
- m) Sweeping, mopping and cleaning of CSIR-AMPRI Guest house comprising with 10 rooms and adjacent area to the entire satisfaction of authorized representative(s) of Director round the clock on all the days of week including holidays and off days.
- n) Any other allied work assigned from time to time.

Note: The cleaning materials/chemicals & machinery will be provided by office as per requirement.

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

File Attachment [Click here to view the file.](#)

11. 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.

12. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Annexure-B

ADDITIONALS TERMS AND CONDITIONS OF THE HOUSEKEEPING AND SANITATION/CLEANING SERVICES CONTRACT AT CSIR-AMPRI, BHOPAL

1. Bidder must be from Registered firms holding license as applicable under CL(R&A) Act and having experience and expertise in providing Manpower in CSIR/or its National Laboratories/Govt./Semi Govt. /Public Sector Undertakings who employ the persons trained for providing aforementioned services.
2. The firm must be registered with Bhopal Administration/Licensing authority or any state/Union Territory/Labour Commissioner, Bhopal/Any State /U.T. of India.
3. The bidder(s) has to submit Bid Security declaration form (as per Annexure-E) .
4. Director CSIR-AMPRI, Bhopal does not bind himself to accept the lowest tender and reserves the right to reject or partially accept any or all the tenders received without assigning any reasons whatsoever.

5. Canvassing in connection with the tenders is strictly prohibited and the tender of anyone resorting to canvassing will be liable for rejection on that ground alone.
6. The bidder(s) shall specifically declare that he is related or not related to any officer in CSIR-AMPRI/or in any of the Laboratories/Institutes of the CSIR. If yes, then details of such relationship have to be furnished alongwith Technical Bid of this Tender document.
7. Conditional tenders are liable to be rejected.
8. **The contractor should deploy properly trained workers for aforementioned services who are below the age of 60 years.**
9. The contractor shall maintain a register in the prescribed format for marking the attendance by his worker deployed by them, which shall be seen and verified.
10. In case of any theft, loss the matter will be reported to the office. If after a departmental enquiry, it is found that the loss has occurred due to negligence of the contractor's workers on duty, the Director, CSIR-AMPRI, Bhopal will have full powers to recover the loss in full or in part from the dues or security deposit of the contractor. The decision of the Director CSIR-AMPRI, in this regard will be final and binding on the contractor.
11. During surprise checks by any authorized officer of the Institute, if a particular worker is found negligent/sleeping/drunken on duty the contractor will have to withdraw the worker (s) from the Institute forthwith, which may even, entail cancellation/termination of contract for the rest of the period.
12. The contractor will have to carry out the instructions regarding contract workers issued by the Institute from time to time.
13. The rate agreed to by CSIR-AMPRI and the contracting agency shall be paid during the period of the contract. However additional payment on account of enhancement of statutory/legal charges such as variable DA etc. will be paid over and above the rate agreed upon from the date as applicable.
14. It is the responsibility of the Contractor to make payment to his workers latest by 7th of every month POSITIVELY and claim reimbursement thereafter. The contractor in the presence of officer(s) nominated by the Lab shall make payment to his worker through 'Bearer Cheque' at his own cost. Wages shall not be less than the minimum wages under the minimum wages Act applicable for M.P. CSIR-AMPRI reserves the right to check periodically payment of wages made by him to his worker.
15. EPF/ESIC Contribution: Contractors taking part in this tender process must be registered with the EPF & ESIC authorities. In support of this a copy of the EPF and ESIC registration Certificate must be submitted along with Technical Bid of the Tender without which the tender/offer will not be considered. Those contractors who are not registered with EPF and ESIC authorities at Bhopal will have to obtain Sub-Registration Number/ Sub Code Number from EPF and ESIC authorities at Bhopal within Ten days from award of Contract. It shall be the responsibility of the contractor to deposit EPF & ESI contribution to the concerned authorities and in the local bank authorized for the purpose, within the stipulated time as per rule. In addition to this the contractor shall produce EPF /ESIC account no. of its individual contract workers within one month from the date of payment, failing which appropriate action will be initiated by the Institute.

16. In the event of a worker (s) not reporting for duty, alternate arrangements (badli worker) will be made by the contracting agency.
17. The contractor shall ensure his presence at a short notice when required by the Management.
18. No residential accommodation will be provided to the contract workers.
19. Number of contract worker (s) and supervisors to be deployed shall be intimated to the office from time to time, depending on requirement of work.
20. Income Tax and other dues as applicable from time to time by the Govt., shall be deducted at source from the monthly bills of the contractor.
21. The contractor shall issue Photo ID cards to every worker (s) duly signed and the worker (s) would be required to display them on their person while they are on the premises of CSIR-AMPRI.
22. The Director, CSIR- AMPRI shall have the right to adopt any measures/set-up a system for ensuring proper performance of duty and punctuality of his worker deployed by the contractor. The number of manpower may be increased depending upon the exigency of work load to be assessed by CSIR-AMPRI, Bhopal and intimated to the contractor.
23. **VALIDITY OF OFFER:** The offer will be kept valid for acceptance for a period of 90 days from the date of opening of tenders.
24. **Duration of Contract:** Period for carrying out the work will be one year with trial period of six months (if required) or less than that depending upon the performance, unless terminated earlier by Director, CSIR-AMPRI and his decision in this regards will be final. The contract duration can be extended for one more year with mutual consent. The decision of Director, CSIR-AMPRI will be final in this regard.
25. Director CSIR-AMPRI, Bhopal reserves the right to award the whole contract to one contractor or award the contract in two or more parts at his discretion
26. Before tendering, for Contract the bidder(s) should inspect the site to fully acquaint himself about the condition with regard to No. of persons to be deployed, accessibility of site, nature and extent of ground, working condition at site and movement of Labour etc. required for the satisfactory execution of the work. No claim whatsoever on such account shall be entertained by the Institute in any circumstances.
27. Any compensation for disengagement on account of death, disability, injury of any labourer provided for deployment in the Institute campus, even if such disability, injury manifests after the termination of the contract shall be contractor's exclusive liability.

28. The contractor shall not sublet this contract or any part thereof to any other party.
29. The contractor or labourers engaged by him will not be on the payroll of the AMPRI and will not be entitled to any benefit as applicable to the employees of CSIR/AMPRI.
30. The decision of the Director, CSIR-AMPRI, regarding any disputes whatsoever arising out of the contract will be final and binding on the Contractor.
31. The contractor must sign and submit each paper of the Tender document in Technical Bid of their offer in token of his accepting terms & conditions of Tender document.
32. Bids/Tenders which do not fulfill all or any of the conditions or are incomplete in any respect are liable to be rejected
33. In case, integrity, character and behavior of any of the contractor's labourers is found doubtful, he would be replaced by contractor on receiving instructions from the authorized officer.
34. The Contractor has to open full functioning office at Bhopal within one month in the event of the award of the contract.
35. In the event of any contradiction in the wordings/meaning/interpretation between the tender terms and the enclosed agreement format, the wordings/meaning/interpretation of enclosed agreement shall be treated final and binding for all purposes.
36. That it is expressly understood and agreed between the parties to this Agreement that the persons deployed by the Contractor for the services mentioned above shall be the employees of the Contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the Contractor and in no case, shall a relationship of employer and employee between the said persons and the CSIR-AMPRI/CSIR shall accrue/arise implicitly or explicitly.
37. Any case filed by the worker(s) is to be contested by the contractor.
38. The contractor shall provide emergency medical treatment to its Contract Worker through hospital etc, in case of need, failing which any cost incurred by the AMPRI, Bhopal towards the treatment shall be recovered/adjusted from the payment due/security deposit of the Contractor.
39. The contractor has to deploy fulltime supervisor at his own cost to supervise the contract.
40. The contractor has to ensure that all statutory requirements of Central/ M.P. Govt.

is fulfilled.

41. The contractor should adhere to the rules and guidance issued by the concerned L about Commissioner from time to time.
42. Agreement to be executed: After award of work to the successful bidder, the bidder had to execute agreement as per CSIR agreement format on a Rs. 100/- stamp paper within 15 days of award of work. The cost of stamp paper will be borne by the firm/contractor.

43. Technical Requirement of Bids:

Copies of the following documents should be submitted along with the Technical Bid in the attached proforma (Annexure-C) on the company/firms letter head accepting all the terms and conditions/Service Level Agreements and Additional terms and conditions. The non-submission of technical details in the Annexure-D, the bid is liable to be rejected and no representation will be entertained in this regards.

Qualification criteria for Technical Bid:

For Technical Bids qualification the vendors/firms must provide the following details on their letter heads along with documentary proofs. Non submission of the necessary information mentioned in below format shall be liable to be rejection of bid and no further communication will be entertained.

Bidder must submit all below given documents copies in One PDF file with Annexure-D while uploading on GeM.

Sr .No.	Document to be uploaded with bids documents	Details / Number of the documents uploaded (page No. of each documents must be mentioned)	Remark
1.	Registered Name of firm/Agency		
2.	Head/Branch office Addresses in Bhopal with Contact Details and E-mail		If bidder's Head/Branch office not available in Bhopal, M.P., then successful bidder has to submit self-declaration that they are bound to open branch office in Bhopal within one month from the date of Award of contract.
3.	One self-attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation, and address and office telephone numbers. If the bidder is a partnership firm, name designation, address and office telephone numbers of Directors/ Partners also.		
4.	Valid Establishment Regn./ Incorporation Certificate under Co-Operative Societies Act/Shops and Commercial Establishment Act-1961/ Indian Companies Act etc.		Self-attested copy to be submitted
5.	Bid Security declaration Certificate (Mandatory to submit with Technical Bid)		For Bid Security Declaration -See Annexure-I
6.	Valid License No. under Contract Labour (R&A) Act, 1970.		Self-attested copy to be submitted

7.	Self-attested copy of PAN Card No.		Self-attested copy to be submitted
8.	Self-attested copy of Firm GST Registration Certificate No.		Self-attested copy to be submitted
9.	Copy of previous 03 Financial Year's Income Tax Return (2022-23, 2021-22 & 2020-21) To be enclosed		Self-attested copy to be submitted
10.	Self-attested copy of valid Employee Provident Fund Registration number.		Self-attested copy to be submitted
11.	Self-attested copy of valid ESIC Registration No.		Self-attested copy to be submitted
12.	Experience-Work Completion Certificate to be enclosed issued by Govt. Departments / Govt. Organization (To be enclosed)		The bidder must have successfully executed/ completed at least one single order of 80% or two orders of 50% or three orders of 40% of the estimated bid value for similar services in the last three years.
13.	Copy of Turn over duly certified by Chartered Accountant of last 03 Financial years (2022-23, 2021-22 & 2020-21)		To be submitted. Older Turnover certificate will not be accepted.
14.	Self-Certificate for non - black listing by any Organization / Office during last 03 years		To be submitted on Company Letter Head
15.	Current Solvency Certificate issued by a Nationalized/Scheduled Bank. To be enclosed		Not to be older than 06 month from the last date of submission of bid.
16.	Code of Integrity/Conflict of Interest (To be downloaded and self-attested copy must be uploaded)		Annexure-II

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Note:

- i. Tender without these documents in the above format (Annexure-D) shall be summarily rejected and no representation will be considered.
- ii. MSME/Start-up will be given relaxation as per Govt. Norms in the Turnover subject to meeting other Technical Bid Criteria.
- iii. Annexure- D along with all relevant documents to be uploaded in **One file only**. Bidder can upload other documents in separate file.

ANNEXURE-I

Bid Security Declaration

Form

Date: _____ Tender No. _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I /We

- a. have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b. having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder

er, upon the earlier of :

- (i) the receipt of your notification of the name of the successful Bidder; or
- (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

Annexure-II

Format for declaration by the Bidder for Code of Integrity & conflict of interest

(On the Letter Head of the Bidder)

Ref. No: _____

Date _____

To,

(Name & address of the Purchaser)

Sir,

With reference to your Tender No. _____ dated _____ I/We hereby declare that we shall abide by the Code of Integrity for Public Procurement as mentioned under Para _____ of your Tender document and have no conflict of interest as mentioned under Para _____ of Tender.

The details of any previous transgressions of the code of integrity with any entity in any country during the last three years or of being debarred by any other Procuring Entity are as under:

- (a)
- (b)

(c)

We undertake that we shall be liable for any punitive action in case of transgression/ contravention of this code.

Thanking you,

Yours sincerely,

Signature

(Name of the Authorized Signatory)

Company Seal

Code of Integrity

1. The bidders/suppliers should sign a declaration about abiding by the Code of Integrity for Public Procurement in bid documents. In case of any transgression of this code, the bidder is not only liable to be removed from the list of registered suppliers, but it would be liable for other punitive actions such as cancellation of contracts, banning and blacklisting or action in Competition Commission of India, and so on.
2. **Code of integrity for Public Procurement** The Purchaser as well as bidders, suppliers, contractors and consultants should observe the highest standard of ethics and should not indulge in the following prohibited practices, either directly or indirectly, at any stage during the procurement process or during execution of resultant contracts:
 - A. **“corrupt practice”**: making offers, solicitation or acceptance of bribe, rewards or gifts or any material benefit, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process or contract execution;
 - B. **“Fraudulent practice”**: any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefits may be obtained or an obligation avoided. This includes making false declaration or providing false information for participation in a tender process or to secure a contract or in execution of the contract;
 - C. **“anti-competitive practice”**: any collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of the Competition Act, 2002, between two or more bidders, with or without the knowledge of the purchaser, that may impair the transparency, fairness and the progress of the procurement process or to establish bid prices at artificial, non-competitive levels;
 - D. **“coercive practice”**: harming or threatening to harm, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
 - E. **“conflict of interest”**: participation by a bidding firm or any of its affiliates that are either involved in the consultancy contract to which this procurement is linked; or if they are part of more than one bid in the procurement; or if the bidding firm or their personnel have relationships or financial or business transactions with any official of purchaser who are directly or indirectly related to tender or execution process of contract; or improper use of information obtained by the (prospective) bidder from the purchaser with an intent to gain unfair advantage in the procurement process or for personal gain; and
 - F. **“Obstructive practice”**: materially impede the purchaser’s investigation into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation; or by making false statements to investigators and/or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing

the investigation; or by impeding the purchaser's Entity's rights of audit or access to information;

3. **Obligations for Proactive disclosures**

- A.** The Purchaser as well as bidders, suppliers, contractors and consultants, are obliged under Code of Integrity for Public Procurement to sue-moto proactively declare any conflicts of interest (coming under the definition mentioned above - pre-existing or as and as soon as these arise at any stage) in any procurement process or execution of contract. Failure to do so would amount to violation of this code of integrity; and
- B.** The bidder must declare, whether asked or not in a bid document, any previous transgressions of such a code of integrity with any entity in any country during the last three years or of being debarred by any other Procuring Entity. Failure to do so would amount to violation of this code of integrity;
- C.** To encourage voluntary disclosures, such declarations would not mean automatic disqualification for the bidder making such declarations. The declared conflict of interest would be evaluated and mitigation steps, if possible, taken by the purchaser.

4. **Punitive Provisions** Without prejudice to and in addition to the rights of the Purchaser to other penal provisions as per the bid documents or contract, if the Purchaser comes to a conclusion that a (prospective) bidder/supplier, directly or through an agent, has violated this code of integrity in competing for the contract or in executing a contract, the purchaser may take appropriate measures including one or more of the following:

A. If his bids are under consideration in any procurement

- i. Forfeiture or encashment of bid security;
- ii. Calling off of any pre-contract negotiations; and
- iii. Rejection and exclusion of the bidder from the procurement process.

B. If a contract has already been awarded

- I. Cancellation of the relevant contract and recovery of compensation for loss incurred by the purchaser;
- II. Forfeiture or encashment of any other security or bond relating to the procurement;
- III. Recovery of payments including advance payments, if any, made by the purchaser along with interest thereon at the prevailing rate.

C. Provisions in addition to above:

- i. Removal from the list of registered suppliers and banning/debarment of the bidder from participation in future procurements of the purchaser for a period not less than one year;
- ii. In case of anti-competitive practices, information for further processing may be filed under a signature of the Joint Secretary level officer, with the Competition Commission of India;
- iii. Initiation of suitable disciplinary or criminal proceedings against any individual or staff found responsible.

13. **Buyer Added Bid Specific ATC**

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

14. 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.

15. Service & Support

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

16. Service & Support

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

17. Service & Support

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

18. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

19. Buyer Added Bid Specific SLA

File Attachment [Click here to view the file.](#)

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. 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---