बिड संख्या/Bid Number: GEM/2026/B/8187298
दिनांक /Dated: 22-10-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	02-11-2026 14:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	03-11-2026 14:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	45 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Finance
विभाग का नाम/Department Name	Department Of Revenue
संगठन का नाम/Organisation Name	Central Board Of Direct Taxes (cbdt)
कार्यालय का नाम/Office Name	Principal Commissioner Of Incometax 2 Vadodara
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :baroda.pcit1.au.reac@incometax.gov.in Buyer Email id: amrit.k.choubey@incometax.gov.in
वस्तु श्रेणी /Item Category	Manpower Outsourcing Services - Minimum wage - Unskilled; Not Required; Others , Manpower Outsourcing Services - Minimum wage - Semi-skilled; High School; Admin
अनुबंध अवधि /Contract Period	1 Year(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes | Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes | Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,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

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% / Purchase Preference to MSE OEMs/ Service Provider available upto price within L1+X%	15
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference	100

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. 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. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
6. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal 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 themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the 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. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
7. 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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of work & Job description:1792655063.pdf

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per complied with The Code on Wages Act:1792655094.pdf

Manpower Outsourcing Services - Minimum Wage - Unskilled; Not Required; Others (12)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Unskilled
Educational Qualification	Not Required
Type of Function	Others
List of Profiles	Sweeper
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Gujarat
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Title for Optional Allowances 1	0
Title for Optional Allowances 2	0
Title for Optional Allowances 3	0
Designation	Sweeper

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Amrit Kumar Choubey	390007,AAYAKAR BHVAN, RACE COURSE CIRCLE, VADODARA	12	• Minimum daily wage (INR) exclusive of GST : 704 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 7.04 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 22.88 • Provident Fund (INR per day) : 84.48 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Unskilled; Not Required; Others (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Unskilled
Educational Qualification	Not Required
Type of Function	Others
List of Profiles	Mali/Gardner Helper
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Gujarat
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Title for Optional Allowances 1	0
Title for Optional Allowances 2	0
Title for Optional Allowances 3	0
Designation	Gardener

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Amrit Kumar Choubey	390007,AAYAKAR BHVAN, RACE COURSE CIRCLE, VADODARA	1	• Minimum daily wage (INR) exclusive of GST : 704 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 7.04 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 22.88 • Provident Fund (INR per day) : 84.48 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; High School; Admin (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Semi-skilled
Educational Qualification	High School

विवरण/ Specification	मूल्य/ Values
Type of Function	Admin
List of Profiles	Office Supervisor
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Gujarat
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Title for Optional Allowances 1	0
Title for Optional Allowances 2	0
Title for Optional Allowances 3	0
Designation	Supervisor

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Amrit Kumar Choubey	390007,AAYAKAR BHVAN, RACE COURSE CIRCLE, VADODARA	1	• Minimum daily wage (INR) exclusive of GST : 794 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 7.94 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 25.805 • Provident Fund (INR per day) : 95.28 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. **Generic**

   OPTION CLAUSE 25% : 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, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.
   For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

4.1 Terms and Conditions for Sweeper/Cleaning Services

i. *The employee's age must not exceed 60 years at any time during the contract period.*

ii. *Attendance records for the sweeper will be managed by the supervisor, recorded twice daily (morning and evening), and submitted to ITO(HQ), O/o the Pr.CIT(AU)-1, Vadodara.*

iii. *The office's regular working days are Monday to Friday. However, depending upon administrative requirements, the office may remain open and operational on Saturdays and/or Sundays as decided by the competent authority. In total, the maximum number of working days shall not exceed 26 days in a month. Bidders shall ensure that services, and support are available during such working days as intimated by this office, including weekends if operationally required. No additional payment or claim shall be entertained on account of work performed during such administratively declared working days*

iv. *The monthly salary paid to the employee must meet or exceed the minimum wage for unskilled workers (as applicable) as notified by the Government. Supporting documentation verifying salary payments must accompany the subsequent monthly bill.*

v. *Statutory deductions for Provident Fund (PF) and Employee State Insurance (ESI) are mandatory. These must be deposited into the relevant EPFO and ESIC accounts along with the employer's contribution. Proof of these deposits must be attached for bill processing.*

vi. *The service provider must furnish a current, valid certificate of establishment issued by the local authority prior to service commencement.*

vii. *Uniform or designated dress code must be adhered to by the sweeper at all times during duty hours, with uniforms supplied by the service provider.*

viii. *Core responsibilities include:*

a) *Sweeping, mopping, scrubbing, and vacuuming building floors twice a day (One before office opening time i.e. by 9:15AM and second time by 03:00PM).*

b) *Cleaning and servicing washrooms/restrooms.*

c) *Cleaning windows, glass partitions, and mirrors using appropriate cleaning agents and equipment.*

d) *Collecting and disposing of trash from premises.*

e) *Reporting any need for major repairs or upgrades in building systems to the management.*

f) *Using chemical cleaners and power equipment in accordance with established safety procedures to prevent damage.*

g) *Dusting and cleaning furniture daily once.*

h) *Dusting and cleaning/removing of cobwebs etc. from of walls, machines, or equipment once in a fortnight.*

i) *Polishing furniture and fixtures as needed.*

j) *Requisitioning necessary supplies and equipment for maintenance tasks.*

k) *Preparing cleaning solutions according to specified formulations.*

l) *Moving furniture, equipment, or supplies manually or by using handling devices.*

m) *Steam-cleaning or shampooing carpets and rugs.*

n) *Stripping, sealing, finishing, and polishing building floors.*

o) *Setting up or removing decorations, furniture, and equipment for special events.*

p) *Cleaning and restoring interiors affected by fire, smoke, or water damage using appropriate commercial cleaning equipment.*

ix. *The cleaning supplies and equipment are provided by this office, the Sweeper must use all such items carefully, strictly for their intended purpose, and in accordance with safety and handling instructions. The Sweeper is prohibited from removing, misusing, or appropriating any supplies provided by the office. Any negligence, loss, or theft of these items must be promptly reported, and will result in appropriate disciplinary action.*

x. *The service provider must carry adequate liability insurance to cover any property damage or personal injury occurring during the execution of cleaning duties.*

xi. *Both parties must have the right to terminate the contract given sufficient notice at least 30 days, with reasons for termination such as breach of contract or persistent unsatisfactory service outlined in the terms.*

xii. *The service provider and its employees shall not disclose or misuse any confidential information encountered during the course of their work in the facilities.*

xiii. *Periodic performance reviews once in a quarter, to assess service quality and responsiveness to issues or complaints may be done with the vender.*

xiv. *The vendor must have an established office or operational unit located within Vadodara city limits. In case the firm's main establishment is based outside Vadodara, it shall maintain at least a functional branch office or representative contact office in Vadodara for coordination, supervision, and timely service during the contract period. Proof of such establishment (trade license/lease deed/utility bill/business registration) must be submitted along with bid documents.*

xv. *The vendor's firm or company must possess a minimum of three (3) years of experience in*

the field of housekeeping, office maintenance, and manpower supply services. Relevant work orders, completion certificates, or agreements from government departments, PSUs, or reputed private organizations should be enclosed as proof of experience. The experience criteria shall confirm the vendor's capability, reliability, and competence in executing the proposed scope of work.

4.2 Terms and Conditions for Gardener

i. *The employee's age must not exceed 60 years at any time during the contract period.*

ii. *Attendance records for the gardener will be managed by the supervisor, recorded twice daily (morning and evening), and submitted to ITO(HQ), O/o the Pr.CIT(AU)-1, Vadodara.*

iii. *The office's regular working days are Monday to Friday. However, depending upon administrative requirements, the office may remain open and operational on Saturdays and/or Sundays as decided by the competent authority. In total, the maximum number of working days shall not exceed 26 days in a month. Bidders shall ensure that gardening services and related support are available during such working days as intimated by this office, including weekends if required. No additional payment or claim shall be entertained on account of work performed during such administratively declared working days.*

iv. *The monthly salary paid to the employee must meet or exceed the minimum wage for unskilled workers (as applicable) as notified by the Government. Supporting documentation verifying salary payments must accompany the subsequent monthly bill.*

v. *Statutory deductions for Provident Fund (PF) and Employee State Insurance (ESI) are mandatory. These must be deposited into the relevant EPFO and ESIC accounts along with the employer's contribution. Proof of deposits must be provided with each bill submission.*

vi. *The service provider must furnish a current, valid certificate of establishment issued by the competent local authority before commencement of service.*

vii. *Uniform or designated dress code must be adhered to by the gardener during duty hours, and uniforms are to be provided by the service provider.*

viii. *Core duties and responsibilities include:*

a) *Watering plants, trees, and lawns regularly.*

b) *Mowing, trimming, and maintaining lawn areas.*

c) *Pruning shrubs and trees to ensure healthy growth and appearance.*

d) *Removing weeds, dry leaves, and debris from lawns, garden beds, and pathways.*

e) *Planting and maintaining seasonal flowers and decorative plants.*

f) *Applying fertilizers, manure, and pest control treatments as directed.*

g) *Maintaining garden tools, hoses, sprinklers, and equipment in good condition.*

h) *Preparing soil and flower beds for seasonal planting.*

i) *Ensuring cleanliness and aesthetic upkeep of all green areas within the premises.*

j) *Reporting any damage, malfunction of water systems, or need for major horticultural maintenance to the supervisor.*

ix. The office will provide basic gardening tools, hoses, and materials. The gardener must use all equipment and supplies carefully, strictly for official use, and follow safety procedures. Any misuse, loss, or negligence shall result in recovery or disciplinary action as deemed appropriate.

x. The service provider must maintain adequate liability insurance coverage for any property damage or personal injury occurring during service execution.

xi. Both parties reserve the right to terminate the contract with a minimum prior notice of 30 days. Reasons for termination may include breach of terms, unsatisfactory service, or administrative exigencies.

xii. The service provider and deployed staff must maintain confidentiality regarding any information seen or heard during duty at office premises.

xiii. Performance reviews will be conducted quarterly to assess service quality, professionalism, and adherence to contractual responsibilities.

xiv. The vendor must have an established office or operational unit located within Vadodara city limits. In case the firm's main establishment is based outside Vadodara, it shall maintain at least a functional branch office or representative contact office in Vadodara for coordination, supervision, and timely service during the contract period. Proof of such establishment (trade license/lease deed/utility bill/business registration) must be submitted along with bid documents.

xv. The vendor's firm or company must possess a minimum of three (3) years of experience in

the field of housekeeping, office maintenance, and manpower supply services. Relevant work orders, completion certificates, or agreements from government departments, PSUs, or reputed private organizations should be enclosed as proof of experience. The experience criteria shall confirm the vendor's capability, reliability, and competence in executing the proposed scope of work.

4.3 Terms and Conditions for Supervisor

i. The supervisor shall be considered a semi-skilled worker and must have at least one year of experience in managing housekeeping or gardening operations or similar facility maintenance services.

ii. The employee's age must not exceed 60 years during the contract period.

iii. The supervisor will oversee and monitor the daily work of sweepers and the gardener, maintaining attendance and duty records twice daily (morning and evening), and submitting them to ITO(HQ), O/o the Pr.CIT(AU)-1, Vadodara.

iv. The office's regular working days are Monday to Friday. However, depending upon administrative requirements, the office may remain open and operational on Saturdays and/or Sundays as decided by the competent authority. The total number of working days shall not exceed 26 days in a month. Bidders shall ensure supervisor availability during such working days, including weekends if required. No additional payment or claim shall be entertained for work done on such days.

v. The monthly salary paid shall comply with or exceed the government-notified minimum wage for semi-skilled personnel. Supporting documents (wage sheet and bank transfer proofs) must be attached with the subsequent monthly bill.

vi. Mandatory statutory deductions, such as Provident Fund (PF) and Employee State Insurance (ESI), must be made and deposited with the employer's contribution into respective accounts. Proof of remittance must accompany monthly invoices.

vii. The service provider must supply a valid labor establishment certificate issued by the appropriate local authority before commencement of the contract.

viii. The supervisor must wear a prescribed uniform or identification badge during duty hours to maintain decorum and accountability within office premises.

ix. Core responsibilities of the supervisor include:

- *a) Monitoring and ensuring punctuality and effective performance of sweepers and gardener.*
- *b) Maintaining daily and monthly work reports and submitting them to the office-in-charge.*
- *c) Ensuring cleaning and gardening materials are properly used and not wasted.*
- *d) Coordinating with office officials for any material requirement, repair, or replacement need.*
- *e) Instructing staff on safe handling of cleaning agents, tools, hoses, and power equipment.*
- *f) Ensuring all tasks are completed as per assigned schedules and in compliance with safety norms.*
- *g) Reporting absenteeism, negligence, or damage incidents immediately to the ITO(HQ).*
- *h) Assisting in preparation of periodic performance evaluation reports of deployed manpower.*

x. The service provider must carry adequate liability and accident insurance for all deployed manpower, including the supervisor, covering property damage and personal injury risks during duty.

xi Either party may terminate the contract with 30 days prior written notice. Termination clauses will apply in cases of breach of contract, misconduct, or unsatisfactory performance.

xii. The service provider and its employees shall not disclose or misuse any confidential or sensitive information encountered during duty in office premises.

xiii. Quarterly performance reviews will be carried out by ITO(HQ) or designated officers to evaluate supervision quality, staff discipline, and adherence to office standards.

xiv. The vendor must have an established office or operational unit located within Vadodara city limits. In case the firm's main establishment is based outside Vadodara, it shall maintain at least a functional branch office or representative contact office in Vadodara for coordination, supervision, and timely service during the contract period. Proof of such establishment (trade license/lease deed/utility bill/business registration) must be submitted along with bid documents.

xv. The vendor's firm or company must possess a minimum of three (3) years of experience in the field of housekeeping, office maintenance, and manpower supply services. Relevant w

ork orders, completion certificates, or agreements from government departments, PSUs, or reputed private organizations should be enclosed as proof of experience. The experience cr iteria shall confirm the vendor's capability, reliability, and competence in executing the pro posed scope of work.

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3. **Buyer Added Bid Specific ATC**

   Buyer uploaded ATC document Click here to view the file.

4. **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.

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues

or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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. 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.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the सामान्य नियम और शर्तें/General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/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.

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।/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.

---धन्यवाद/Thank You---