बिड संख्या/Bid Number: GEM/2026/B/8220250
दिनांक /Dated: 05-11-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	16-11-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	17-11-2026 17:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	60 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Assam
विभाग का नाम/Department Name	Education Department Assam
संगठन का नाम/Organisation Name	Directorate Of Non Formal And Adult Education
कार्यालय का नाम/Office Name	Kahilipara Guwahati19
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :rthapa.acs@assam.gov.in Buyer Email id: nabajy.das@gmail.com
वस्तु श्रेणी /Item Category	Hiring of Sanitation Service - Manpower Based Model - Sweeper; 5; Indoor Area; Common Area, Staircase, Pantry/ Cafeteria, Restrooms; Daily; 3
अनुबंध अवधि /Contract Period	6 Month(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
वर्षों के अनुभव के लिए एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience	Yes | Partial | Experience - 3 year (s)
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,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

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**	3
बिड से रिवर्स नीलामी सक्रिय किया/**Bid to RA enabled**	Yes
रिवर्स नीलामी योग्यता नियम/**RA Qualification Rule**	H1-Highest Priced Bid Elimination
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
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / **Estimated Bid Value in INR (Inclusive of all taxes)**	54650
Payment Timelines	Payments shall be made to the Seller within **45** days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
मूल्यांकन पद्धति/**Evaluation Method**	Total value wise evaluation
मध्यस्थता खंड/**Arbitration Clause**	No
सुलह खंड/**Mediation Clause**	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%)/ePBG Percentage(%)	5.00

ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	12

(a).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

Director
Kahilipara Guwahati19, Education Department Assam, Directorate of Non Formal and Adult Education,
(Rajib Thapa)

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. 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.
3. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs from the State of Bid Inviting Authority 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/ State of Bid Inviting Authority. 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, while evaluating the bid. 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 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 and its subsequent Orders/Notifications issued by concerned Ministry. Benefits of MSE will be allowed only if seller/service provider is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
5. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

6. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

i. If number of technically qualified bidders are only 2 or 3.
ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
12-11-2026 14:00:00	O/o the Director, Non Formal and Adult Education, Assam

Hiring Of Sanitation Service - Manpower Based Model - Sweeper; 5; Indoor Area; Common Area, Staircase, Pantry/ Cafeteria, Restrooms; Daily; 3 (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Category of Resource	Sweeper
Number Of Working Days in Week	5
Type of Area	High Intensive Area
Area Inclusions	Common Area , Staircase , Pantry/ Cafeteria , Restrooms
Cleaning Cycle	Daily
Cleaning Frequency	3
Consumables/Equipments and cleaning agents to be provided by	Buyer
Machineries to be provider by	Buyer , Service Provider

विवरण/ Specification	मूल्य/ Values
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Assam
एडऑन /Addon(s)	
Consumables/Equipments and cleaning agents to be provided by Service Provider	NA
Machineries to be provider by service provider	NA

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	अतिरिक्त आवश्यकता /Additional Requirement
1	Rajib Thapa	781019,Jatia, Kahilipara, Guwahati-19	1	• Approx Area in Sq.Ft : 2200 • Minimum Wage Per Month Per Resource (Including ESI,PF,ELDI, PF Admin Charge, and relieving charges if applicable) in INR exclusive of GST : 13660

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. **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.

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. **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.

5. **Purchase Preference (State)**

   Bid reserved for MSE from the State of Bid Inviting Authority: Procurement under this bid is reserved for purchase from Micro and Small Enterprises from the State of Bid Inviting Authority having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal. If the bidder wants to avail themselves of the reservation benefit, the bidder must be the manufacturer / OEM of the offered product on GeM. 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 to participate in this bid. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility based on documentary evidence submitted, while evaluating the bid. 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.

6. **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.

7. **Buyer Added Bid Specific ATC**

   Buyer Added text based ATC clauses

ADDITIONAL TERMS & CONDITIONS (ATC)
FOR ENGAGEMENT OF HOUSEKEEPING SERVICES

1. SCOPE OF WORK

The selected Service Provider shall provide housekeeping personnel for cleaning, sanitation, hygiene and other allied housekeeping activities at the office premises of the Directorate of Non-Formal & Adult Education, Assam, as specified in the GeM Bid/Contract.

- Sweeping and cleaning of office rooms, corridors, staircases and other common areas.
- Cleaning and maintenance of toilets, washrooms and sanitary facilities.
- Dusting and cleaning of furniture, doors, windows, glass panels and other office fixtures.
- Collection, segregation and disposal of office waste and garbage at designated places.
- Cleaning and upkeep of the surrounding areas of the office premises.
- Maintaining cleanliness and hygiene throughout working hours.
- Any other housekeeping-related work assigned by the authorized officer of the Directorate within the a

pproved scope of work.

2. MANPOWER

The Service Provider shall deploy the required number of housekeeping personnel as specified in th e GeM Bid/Contract. Personnel shall be physically fit, disciplined, properly trained and capable of perfor ming the assigned duties. Adequate manpower shall be maintained on every working day as per the ap proved requirement.

3. WORKING HOURS AND ATTENDANCE

Housekeeping personnel shall attend duty during the working hours prescribed by the Directorate. Attendance shall be maintained through the attendance system/register prescribed by the Directorate. The Service Provider shall ensure punctuality and regular attendance of all deployed personnel.

4. REPLACEMENT OF PERSONNEL

In case of absence of any deployed personnel, the Service Provider shall provide a suitable replace ment without delay. The Directorate may require replacement of any personnel whose conduct, perfor mance, discipline or behaviour is found unsatisfactory. Frequent withdrawal or change of personnel shal l not be made without prior intimation, except in unavoidable circumstances.

5. UNIFORM, IDENTITY CARD AND PPE

The Service Provider shall provide proper uniform, identity card, gloves, masks, footwear and other necessary safety/protective equipment to all deployed personnel at its own cost. Personnel shall wear t he prescribed uniform and display identity cards while on duty.

6. STATUTORY COMPLIANCE AND LABOUR LAWS

The Service Provider shall comply with all applicable Central and State Government laws, rules, noti fications and regulations relating to employment and deployment of manpower. The Service Provider s hall, as applicable, comply with provisions relating to minimum wages, EPF, ESI, bonus, wages, leave, p ayment of wages, occupational safety, social security and other statutory benefits/dues.

The Service Provider shall obtain and maintain all registrations, licences and permissions required u nder applicable law, including labour-related registrations/licences wherever applicable, and shall furnis h documentary proof to the Directorate whenever required.

All statutory contributions shall be deposited within the prescribed time. Any liability arising from n on-compliance with labour laws or statutory requirements shall be borne entirely by the Service Provider. No separate claim shall ordinarily be entertained from the Directorate on this account.

7. PAYMENT OF WAGES

The Service Provider shall pay wages to all deployed personnel within the prescribed period and at not less than the applicable minimum wages notified by the competent authority. Payment shall preferably be made through bank transfer and documentary proof of payment shall be furnished along with the monthly bill, wherever required.

Payment to the Service Provider shall be subject to satisfactory performance, certified attendance, submission of the required bill and statutory compliance documents, and availability of funds.

8. SUPERVISION

The Service Provider shall nominate an authorized supervisor/contact person responsible for coordi nation with the Directorate. The supervisor shall periodically inspect the work, ensure proper deployme nt and discipline, and promptly address deficiencies pointed out by the Directorate.

9. VERIFICATION OF PERSONNEL

The Service Provider shall furnish details of all personnel deployed, including name, photograph, ad dress and other identification details as required by the Directorate. Police/antecedent verification shall be ensured by the Service Provider wherever applicable. No person whose antecedents are doubtful or whose presence is considered undesirable shall be deployed.

10. SECURITY AND CONFIDENTIALITY

Deployed personnel shall maintain strict confidentiality regarding official information, documents, files, records and activities noticed during duty. They shall not access, remove, copy, photograph, repro duce or disclose any official document, file, record or information without authorization. Any breach of c onfidentiality or security shall constitute a serious contractual violation and may attract appropriate act ion.

11. CONDUCT AND DISCIPLINE

Personnel shall maintain proper discipline and decorum within the office premises. They shall not e ngage in misconduct, argument, unauthorized access, theft, damage to Government property, smoking , consumption of intoxicants during duty, or any activity prejudicial to the interest of the Directorate. Th e Service Provider shall be responsible for the conduct of its personnel.

12. DAMAGE/LOSS TO GOVERNMENT PROPERTY

The Service Provider shall be responsible for loss or damage to Government property caused by ne gligence, misconduct or wilful act of its personnel. The cost of such loss or damage may be recovered fr om the Service Provider after due verification.

13. PROHIBITION OF SUB-CONTRACTING

The Service Provider shall not assign, transfer or sub-contract the housekeeping services to any oth er agency without prior written approval of the competent authority. The Service Provider shall remain f ully responsible for performance of the contract.

14. INSPECTION AND MONITORING

The Directorate shall have the right to inspect and monitor the housekeeping services at any time d uring the contract period. The Service Provider shall comply with reasonable directions issued by the au thorized officer for improvement of services.

15. PERFORMANCE, PENALTIES AND DEDUCTIONS

In case of absence of deployed personnel without suitable replacement, unsatisfactory performance , negligence, failure to perform assigned duties, non-compliance with safety requirements or other brea ch of the GeM Contract/ATC, the Directorate may impose deductions/penalties as permissible under the GeM Contract and applicable Government rules.

Repeated or serious deficiencies may lead to recovery from the monthly bill, performance security or other amounts due to the Service Provider, and may also result in termination/debarment as permissi ble under applicable rules.

16. ACCIDENT, SAFETY AND INDEMNITY

The Service Provider shall be solely responsible for the safety, welfare and statutory protection of it s deployed personnel while performing duties. Adequate PPE, safety instructions and safe working pract ices shall be provided.

In the event of any accident, injury, death or other incident involving personnel of the Service Provid er arising out of or in connection with the performance of the services, the Service Provider shall bear al l liabilities, compensation, medical expenses, statutory dues and other obligations arising under applica ble law. The Directorate shall not be liable for employment-related claims of the Service Provider's pers onnel, except to the extent liability is imposed upon the Directorate by law.

The Service Provider shall indemnify and keep indemnified the Directorate against claims, losses, d amages, penalties, expenses or liabilities arising from negligence, misconduct, statutory non-complianc e or acts/omissions of its personnel to the extent permissible under law.

17. GST AND OTHER TAXES

Quoted rates shall include all applicable costs, statutory liabilities, transportation, supervision, admi nistrative expenses and incidental charges, except GST wherever separately applicable as per Governm ent rules and the GeM Contract. The Service Provider shall be responsible for timely payment of applica ble taxes and statutory dues.

18. VALIDITY OF RATES

Rates quoted shall remain firm during the contract period, subject to provisions of the GeM Contract and applicable Government rules. No additional payment shall be admissible on account of increase in administrative or operational expenses except where specifically permitted under the GeM Contract or due to statutory revision expressly admissible under applicable rules.

19. CONTRACT PERIOD AND EXTENSION

The contract shall remain valid for the period specified in the GeM Bid/Contract. Any extension shall be subject to satisfactory performance, availability of funds, continuing requirement and approval of the competent authority, in accordance with applicable GeM provisions.

20. ELIGIBILITY AND EXPERIENCE

The bidder shall fulfil the eligibility criteria prescribed in the GeM Bid and submit all documents requ ired under the bid conditions. Where experience is prescribed, documentary evidence of satisfactory co mpletion of similar housekeeping service contracts, including work orders/agreements and performance /completion certificates, shall be furnished.

The bidder shall possess valid registrations and licences required under applicable laws for providin g housekeeping/manpower services.

21. BLACKLISTING

The bidder shall submit a declaration that it has not been blacklisted, debarred or banned by any C entral Government Department, State Government Department, Government undertaking, PSU or statu tory body for fraudulent, corrupt, unethical or other serious contractual misconduct. Suppression of mat erial facts or submission of false/forged documents may result in rejection of the bid and/or termination of the contract.

22. RIGHT OF THE DIRECTORATE

The Directorate reserves the right to increase or decrease the requirement of housekeeping personnel/services during the contract period, subject to the provisions of the GeM Contract, actual requirement and availability of funds. The Directorate also reserves the right to accept or reject any bid in accordance with applicable GeM rules and Government instructions.

23. TERMINATION

- Persistent unsatisfactory performance;
- Failure to deploy the required manpower;
- Repeated absenteeism or failure to provide replacement;
- Violation of statutory requirements;
- Misconduct, fraud or malpractice;
- Breach of confidentiality or security;
- Submission of false or forged documents; or
- Any other material breach of contractual obligations.

Termination shall be carried out in accordance with the applicable GeM terms and conditions and Government rules.

24. DISPUTE RESOLUTION

Any dispute arising out of or in connection with the contract shall be dealt with in accordance with the dispute resolution mechanism prescribed under the GeM General Terms and Conditions and applicable Government rules.

25. JURISDICTION

Subject to the provisions of the GeM Contract and applicable law, the courts having jurisdiction at Guwahati, Assam shall have jurisdiction over matters arising from the contract.

26. GENERAL CONDITIONS

- The Service Provider shall comply with all instructions issued by the Directorate from time to time in connection with the housekeeping services.
- The Service Provider shall not claim any additional amount for duties falling within the approved scope of work.
- The Directorate shall not provide accommodation to deployed personnel, and no cooking/lodging shall be permitted in the office premises.
- All terms and conditions of the GeM General Terms and Conditions, Bid/Contract and applicable Government rules shall form part of the contract.
- In case of conflict between these ATC and the GeM General Terms and Conditions, the applicable provisions of the GeM terms shall prevail.
- The Service Provider shall ensure uninterrupted and satisfactory housekeeping services throughout the contract period.

ANNEXURE – I: BIDDER'S INFORMATION FORM

Sl. No.	Particulars	To be filled in by the Bidder
1	Name of the Agency/Firm/Company	
2	Details of EMD, if applicable	
3	Date of establishment	
4	Registration details of the agency/firm/company	
5	Complete office address, telephone/mobile and contact person	
6	Labour-related registrations/licences, EPF, ESI and other applicable registrations	
7	PAN and GSTIN	
8	Whether blacklisted/debarred or any criminal case pending	

ANNEXURE – II: DETAILS OF EXPERIENCE / WORK DONE IN HOUSEKEEPING OR SIMILAR FIELD

Sl. No.	Name of Organization with Address	Nature of Work	Contract Period (From–To)	Contract Value	Proof/Page No.

The bidder may attach additional sheets, duly signed and stamped by the authorized signatory, if the space provided is insufficient.

ANNEXURE – III: NON-BLACKLISTING CERTIFICATE / UNDERTAKING

I/We, M/s _____, having its office at _____, hereby declare that the firm/agency has not been blacklisted, debarred or banned by any Central Government Department, State Government Department, Government undertaking, PSU or statutory body for fraudulent, corrupt, unethical or serious contractual misconduct.

I/We further undertake that the information and documents submitted with the bid are true and correct. In case any declaration or document is found false, forged or materially suppressed, the Procuring Entity shall be entitled to take action in accordance with the GeM Contract and applicable law.

Place:
Date:
Authorized Signatory:
Name/Designation:
Seal:

ANNEXURE – IV: STATUTORY COMPLIANCE UNDERTAKING

I/We undertake to comply with all applicable labour laws, minimum wages, EPF, ESI, bonus, payment of wages, occupational safety requirements, and other statutory obligations applicable to the personnel deployed under the contract. I/We shall deposit all statutory contributions within the prescribed time and furnish documentary proof to the Directorate whenever required.

I/We shall be solely responsible for all statutory liabilities relating to the deployed personnel and shall indemnify the Directorate against liabilities arising from our non-compliance, to the extent permissible under law.

Place:
Date:
Authorized Signatory:
Name/Designation:
Seal:

ANNEXURE – V: CHECKLIST FOR TECHNICAL BID

Sl. No.	Document / Requirement	Submitted (Yes/ No)	Page No./Remarks
1	EMD, if prescribed in the GeM Bid		
2	Proof of office/establishment and address in Assam, if prescribed		
3	Registration certificate of firm/company		
4	Partnership Deed/MOA, if applicable		
5	Valid labour-related licence/registration, wherever applicable		
6	GST Registration Certificate		
7	PAN		
8	GST returns / tax compliance documents as prescribed in the bid		
9	EPF Registration Certificate, if applicable		
10	ESI Registration Certificate, if applicable		
11	Proof of statutory contribution compliance, as prescribed		
12	Bidder's Organization Information – Annexure I		
13	Experience documents / work orders / completion or performance certificates – Annexure II		
14	Non-blacklisting certificate – Annexure III		
15	Statutory Compliance Undertaking – Annexure IV		
16	Any other document specifically prescribed in the GeM Bid/ATC		

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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---