



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/5650342  
Dated/दिनांक : 26-11-2024

### Bid Document/ बिड दस्तावेज़

| Bid Details/बिड विवरण  |  |
|--|--|
| Bid End Date/Time/बिड बंद होने की तारीख/समय  | 17-12-2024 14:00:00  |
| Bid Opening Date/Time/बिड खुलने की तारीख/समय   | 17-12-2024 14:30:00  |
| Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)  | 180 (Days)   |
| Ministry/State Name/मंत्रालय/राज्य का नाम  | Ministry Of Statistics And Programme Implementation  |
| Department Name/विभाग का नाम   | Department Of Statistics And Programme Implementation  |
| Organisation Name/संगठन का नाम   | Indian Statistical Institute   |
| Office Name/कार्यालय का नाम  | Indian Statistical Institute Kolkata   |
| Item Category/मद केटेगरी   | Hiring of Sanitation Service - Facility Manager; 6; All Areas; All Areas; Daily; 2 , Hiring of Sanitation Service - Labourer; 6; All Areas; All Areas; Daily; 2  |
| Contract Period/अनुबंध अवधि  | 3 Year(s)  |
| Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)    | 1350 Lakh (s)  |
| Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष | 5 Year (s)   |
| MSE Exemption for Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है  | Yes  |
| Startup Exemption for 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)<br>*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 |
| Do you want to show documents uploaded by bidders to all bidders participated in bid?/                           | No   |
| Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया   | No   |

**Bid Details/बिड विवरण**

|   |                             |
|---|-----------------------------|
| <b>Type of Bid/बिड का प्रकार</b>  | Single Packet Bid           |
| <b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b> | 2 Days                      |
| <b>Evaluation Method/मूल्यांकन पद्धति</b>   | Total value wise evaluation |
| <b>Arbitration Clause</b>   | No                          |
| <b>Mediation Clause</b>   | No                          |

**EMD Detail/ईएमडी विवरण**

|                             |                     |
|-----------------------------|---------------------|
| Advisory Bank/एडवाइजरी बैंक | State Bank of India |
| EMD Amount/ईएमडी राशि       | 2000000             |

**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). | 38                  |

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

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

**Beneficiary/लाभार्थी :**

CE (A & F)  
Indian Statistical Institute, 203 BT ROAD, Kolkata- 700 108  
(Chief Executive)

**MII Compliance/एमआईआई अनुपालन**

|                               |     |
|-------------------------------|-----|
| MII Compliance/एमआईआई अनुपालन | Yes |
|-------------------------------|-----|

**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. 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 as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to 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 the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Additional Scope of Work and Size of Areas to be Serviced:**[1732607415.pdf](#)

**Machinery,Cleaning Agent and equipment requirements to be indicated if it is to be supplied by the service provider:**[1732607428.pdf](#)

**Pre Bid Detail(s)**

| Pre-Bid Date and Time | Pre-Bid Venue               |
|-----------------------|-----------------------------|
| 04-12-2024 15:00:00   | CENTRAL STORES MEETING ROOM |

**Hiring Of Sanitation Service - Facility Manager; 6; All Areas; All Areas; Daily; 2 ( 3 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

| Specification                  | Values           |
|--------------------------------|------------------|
| <b>Core</b>                    |                  |
| Category of Resource           | Facility Manager |
| Number Of Working Days in Week | 6                |

| Specification   | Values           |
|---|------------------|
| Type of Area  | All Areas        |
| Area Inclusions   | All Areas        |
| Cleaning Cycle  | Daily            |
| Cleaning Frequency  | 2                |
| Consumables/Equipments and cleaning agents to be provided by                  | Buyer            |
| Machineries to be provider by   | Service Provider |
| <b>Addon(s)/एडऑन</b>  |                  |
| Consumables/Equipments and cleaning agents to be provided by Service Provider | NA               |
| Machineries to be provider by service provider                                | 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              | Manash Ranjan Adak                                     | 700108, Indian Statistical Institute Kolkata 203 B T Road, Kolkata - 700108 | 3                   | <ul style="list-style-type: none"> <li>• Approx Area in Sq.Ft : 830414</li> <li>• Minimum Wage Per Month Per Resource (Including ESI, PF, ELDI, PF Admin Charge, and relieving charges if applicable) in INR exclusive of GST : 24518</li> </ul> |

**Hiring Of Sanitation Service - Labourer; 6; All Areas; All Areas; Daily; 2 ( 88 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

| Specification                  | Values    |
|--------------------------------|-----------|
| <b>Core</b>                    |           |
| Category of Resource           | Labourer  |
| Number Of Working Days in Week | 6         |
| Type of Area                   | All Areas |

| Specification   | Values           |
|---|------------------|
| Area Inclusions   | All Areas        |
| Cleaning Cycle  | Daily            |
| Cleaning Frequency  | 2                |
| Consumables/Equipments and cleaning agents to be provided by                  | Buyer            |
| Machineries to be provider by   | Service Provider |
| <b>Addon(s)/एडऑन</b>  |                  |
| Consumables/Equipments and cleaning agents to be provided by Service Provider | NA               |
| Machineries to be provider by service provider                                | 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              | Manash Ranjan Adak                                     | 700108, Indian Statistical Institute Kolkata 203 B T Road, Kolkata - 700108 | 88                  | <ul style="list-style-type: none"> <li>• Approx Area in Sq.Ft : 830414</li> <li>• Minimum Wage Per Month Per Resource (Including ESI, PF, ELDI, PF Admin Charge, and relieving charges if applicable) in INR exclusive of GST : 24665.5</li> </ul> |

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

##### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

##### 2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

## 1.1. Technical Criteria

Bidders have to comply all the following eligibility and technical requirements and they have to submit the required supporting documents along with their bids. No deviations are acceptable. The detailed format is attached at Annexure-VI. The bidder is to complete the same in all respect and submit accordingly.

- a) The bidder must have been registered on or before March 31, 2019 in the similar line of business. *A copy of incorporation/ establishment certificate is to be submitted.*
- b) The bidder must have a full-fledged service office at Kolkata or its adjacent areas (in Howrah, Hooghly and in North 24 Parganas and South 24 Parganas districts). *A copy of the address proof is to be submitted.*
- c) The Bidder should be neither blacklisted by any Government Dept., nor is any criminal case registered/ pending against the bidder or its owner/ partners anywhere in India. *A duly completed notarized certificate to this effect is to be submitted as per Annexure-II.*
- d) The average annual turnover of the previous three financial years (2021-22, 22-23 & 23-24) should **be at least ₹13.50 Crore. Duly completed Annexure-III along with copies of duly signed profit & loss accounts and audited balance sheets are to be submitted.**
- e) The bidder should have experience of successfully completed housekeeping contracts during the last five years in PSU/ Government Bodies/ Autonomous Bodies / Multi National Company/ Govt. University/Institutions as follows:-
  - three similar contracts valuing not less than ₹1.0 Crore per annum; OR
  - two similar contracts valuing not less than ₹1.5 Crore per annum; OR
  - One similar contract valuing not less than ₹3.0 Crore per annum.

*Duly completed Annexure-IV along with documentary evidence issued by the clients are to be submitted.*

- f) The bidder should have at least three numbers currently running contract of housekeeping work out of which at least one contract should be in Kolkata or its adjacent areas (in Howrah, Hooghly and in North 24 Parganas and South 24 Parganas, Nadia districts) *(Duly completed Annexure-V along with copies of work orders issued by the clients are to be attached.)*
- g) The bidder must produce atleast three (3) no of satisfactory feedback/ work completion certificates of the Contracts of Housekeeping from the Principal Employer as per Annexure- VIII.
- h) The bidder must participate as a single entity. No consortium or group of companies will be allowed. Any deviation from this will be considered as a breach of contract and ISI will have non- negotiable liberty to take necessary action against such activities.
- i) The bidder, if selected, shall be single point of contact with ISI and shall be solely responsible for the execution and delivery of the work.
- j) The bidder should have all relevant facilities and logistics available to execute the work.
- k) Any revelation at a later date regarding suppression of facts will be considered to be a breach of contract and the Institute will have full liberty to take appropriate action against the bidder concerned.

## 1.2. Technical Documents

The following documents are to be provided.

- a) Firm Incorporation/ Establishment Certificate
- b) PAN details
- c) GSTIN

- d) EPF Registration
- e) ESI Registration
- f) Address Proof of Bidder's Office in Kolkata or its adjacent areas (in Howrah, Hooghly and in North 24 Parganas and South 24 Parganas districts).

**ANNEXURE - I**  
**UNDERTAK**  
**ING**

To  
Date:  
The Chief Executive (Administration & Finance) In  
dian Statistical Institute  
  
203 B. T. Road  
  
Kolkata 700108.

Sir,

Ref : - Tender No. ....dated .....  
(Notice Inviting Tender for Housekeeping Services in ISI Kolkata Campus)

1. I/we hereby submit our tender for Housekeeping Services in ISI Kolkata Campus along with other required documents.
2. I/we are enclosed herewith the following in favour of Indian Statistical Institute towards EMD.

| Particular | Amount        | Transaction No. & Date | Bank Name |
|------------|---------------|------------------------|-----------|
| EMD        | ₹ 20,00,000/- |                        |           |

3. This is to certify that I/we before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
4. I/we shall provide trained housekeeping workers. Full manpower will be engaged on daily basis for the Services sought under this contract as per given schedule or as per instructions issued by Indian Statistical Institute.
5. I/we have made the site visit in order to evaluate their level of services to be rendered and quoted accordingly.
6. I/we agree that the payment will not be made for the work not carried out in any of the above areas.
7. I/we agree to pay minimum wages, bonus, EPF, ESI, and other statutory payments on or before 07<sup>th</sup> day of every month.
8. Substitute housekeeping personnel will be made available as and when required. Extra manpower if any called during conference/ meetings etc. will be provided on 24 hours' notice.
9. Two sets of uniforms, identity card and one pair of shoes will be issued to all the housekeeping personnel within 15 days of award of work and it will be replaced as and when required and all the expenditure will be borne by me/us.
10. I/we abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Bonus, PF, ESI, uniform and other allowance thereof and any other charges applicable from time to time. I/we will time and shall be fully responsible for any violation.

Thanking you Yours

faithfully,

(Authorized Signatory with Seal)  
Name: Designation:  
Contact No.:

**ANNEXURE - II**

**NOTARIZED AFFIDAVIT on Judicial Stamp Paper of Rs 50/-**



Ref : - Tender No. ....dated .....  
(Notice Inviting Tender for Housekeeping Services in ISI, Kolkata Campus)

I hereby certify that the our firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm shall be blacklisted.

Apart from the amount payable to us by the Principal Employer as per the contract value, which includes the labour payments, GST, service charge and any other statutory charge which is legally admissible under the contract, I/ we shall not claim any amount either from the Principal Employer or the workers deployed under the contract. I/ we shall neither charge any registration fee or any other undue amount from the said workers nor deduct any such amount from their wages besides the statutory payments deductible under the law. I/ we hereby undertake to transfer the monthly wages to the bank accounts of the said workers directly within the 7th of every month irrespective of whether the monthly bill has been released by the Principal Employer or not. I/ we also undertake to contribute timely to the PF and ESI accounts of the deployed workers and submit the challan on monthly basis to the Principal Employer. The Principal Employer should not be held responsible and shall remain indemnified by me from all future claims which may arise in the matter of labour payments and statutory claims in respect of the subject contract.

It is understood by me that in the event of failure on my part to abide by the above during the execution of the contract, the contract agreement will be terminated forthwith with forfeiture of security deposit and the Principal Employer will recover the money from the pending bills, if any. In addition, the Principal Employer will be free to initiate legal/ penal actions against me as deemed fit and proper under the circumstance."

Date:

Authorized Signatory

Place:

Name: Designation:  
Contact  
No.: Email:

Seal

**ANNEXURE - III**  
**ANNUAL TURNOVER DETAILS**

Ref : - Tender No. ....dated .....

(Notice Inviting Tender for Housekeeping Services in ISI Kolkata Campus)

| <b>Bidder's Annual Turnover for last three Financial Years</b> |                       |                      |
|--|-----------------------|----------------------|
| <b>Sl. No.</b>   | <b>Financial Year</b> | <b>Turnover in ₹</b> |
| 1  | 2021-22               |                      |
| 2  | 2022-23               |                      |
| 3  | 2023-24               |                      |

**Note: Supporting documents (copies of duly signed profit & loss accounts and audited balance sheet)**

**are to be attached along with the Annexure-IV.**

Date:

Authorized Signatory

Name: Designation: Contact No.:

Seal

Email:

Place:

**ANNEXURE - IV**

**EXPERIENCE DETAILS**

Ref: - Tender No. .... dated .....

(Notice Inviting Tender for Housekeeping Services in ISI Kolkata, Campus)

| <b>List of Completed Housekeeping Service Contracts</b> |   |                   |          |    |                |
|---|---|-------------------|----------|----|----------------|
| Sl. No.   | Name of the Client with contact details | Order No . & Date | Duration |    | Contract Value |
|   |   |                   | From     | To |                |
| 1   |   |                   |          |    |                |
| 2   |   |                   |          |    |                |
| 3   |   |                   |          |    |                |
| 4   |   |                   |          |    |                |
| 5   |   |                   |          |    |                |
| 6   |   |                   |          |    |                |
| 7   |   |                   |          |    |                |
| 8   |   |                   |          |    |                |
| 9   |   |                   |          |    |                |
| 10  |   |                   |          |    |                |

**Note: Supporting documents (work order and work completion certificate issued by the clients) are to be attached along with the Annexure-III.**

Date:

Authorized Signatory

Seal

Name: Design  
ation: Contact  
No.:  
Email:

Place:

**ANNEXURE - V**  
**RUNNING CONTRACT D**  
**ETAILS**

Ref : - Tender No. .... dated .....

(Notice Inviting Tender for Housekeeping Services in ISI Kolkata Campus)

| <b>Sl. No.</b> | <b>Name of the Client with Contact Details</b> | <b>Order No. &amp; Date</b> | <b>Contract Value</b> |
|----------------|--|-----------------------------|-----------------------|
| 1              |  |                             |                       |
| 2              |  |                             |                       |
| 3              |  |                             |                       |
| 4              |  |                             |                       |
| 5              |  |                             |                       |
| 6              |  |                             |                       |
| 7              |  |                             |                       |
| 8              |  |                             |                       |
| 9              |  |                             |                       |
| 10             |  |                             |                       |

**Note: Supporting documents (work order issued by the clients and performance certificate from clients) are to be attached along with the Annexure-V.**

Date:

Authorized Signatory

Name: Designation: Contact No.:

Seal

Place:

Email:

**ANNEXURE - VI  
ELIGIBILITY AND TECHNICAL COMPLIANCE SHEET**

Ref : - Tender No..... dated .....  
(Notice Inviting Tender for Housekeeping Services in ISI Kolkata Campus)

| Sl. No. | Particulars   | Compliance by the Bidder (Yes / No.) |
|---------|---|--------------------------------------|
| 1       | Scope of Work as per tender clause no. 4                                  |                                      |
| 2       | EMD as per tender clause no. 5  |                                      |
| 3       | Incorporation/Establishment Certificate as per tender clause no. 6.2.1(a) |                                      |
| 4       | PAN Card as per clause no. 6.2.1(b)                                       |                                      |
| 5       | GST Registration Certificate as per clause no. 6.2.1(c)                   |                                      |
| 6       | EPF Registration as per tender clause no. 6.2.1(d)                        |                                      |
| 7       | ESI Registration as per tender clause no. 6.2.1(e)                        |                                      |
| 8       | Labour License as per tender clause no. 6.2.1(f)                          |                                      |
| 9       | Address Proof of Kolkata Office as per clause no. 6.2.1(g)                |                                      |
| 10      | Undertaking as per tender clause no. 6.2.2(a) [Annexure-I]                |                                      |
| 11      | Certificate as per tender clause no. 6.2.2(b) [Annexure-II]               |                                      |
| 12      | Annual Turnover details as per tender clause no. 6.2.2(c) [Annexure-III]  |                                      |

|    |  |  |
|----|--|--|
| 13 | Signed Profit & Loss Accounts and Audited Balance Sheets of previous three years as supporting documents of Annexure-III |  |
| 14 | Experience details as per tender clause no. 6.2.2(d) [Annexure-IV]   |  |
| 15 | Work Orders and Work Completion Certificates as supporting documents of Annexure-IV                                      |  |
| 16 | Running Contract as per clause no. 6.2.2(e) [Annexure-V]   |  |
| 17 | Work Orders and Performance Certificates as supporting documents of Annexure-V   |  |

Date:

Authorized Signatory

Name: Designation: Contact No.:

Seal

Place:

Email:

**ANNEXURE - VII**  
**COMPANY PROFILE**

Ref : - Tender No. .... dated .....  
(Notice Inviting Tender for Housekeeping Services in ISI Kolkata Campus)

|                                      |  |
|--------------------------------------|--|
| Name of the Party                    |  |
| Date of Incorporation/ Establishment |  |
| PAN Number                           |  |

|  |             |  |
|--|-------------|--|
| GST Identification Number  |             |  |
| EPF Registration   |             |  |
| ESI Registration   |             |  |
| Labour License   |             |  |
| Office Postal Address  |             |  |
| Local (Kolkata) Office Address   |             |  |
| Authorized Signatory Details (Company/Firm Authorization by the competent authority, to be attached) | Name        |  |
|  | Designation |  |
|  | Email       |  |
|  | Phone       |  |
| Details of Contact other than Authorized Signatory   | Name        |  |
|  | Designation |  |
|  | Email       |  |
|  | Phone       |  |
| Contact Details of the In-charge of Kolkata Office   | Name        |  |
|  | Designation |  |
|  | Email       |  |
|  | Phone       |  |

Date:

Authorized Signatory

Seal

Name: Design  
ation: Contact  
No.:  
Email:

Place:

-  
-  
**ANNEXURE - VIII**

**To Whom It May Concern**

Ref: ..... dated .....

This is to certify that M/s ..... (name of the vendor) have successfully completed the Contract No.....dated ..... with Contract value Rs..... for providing housekeeping service at ..... (name of the organization & location) since .....(date).

Performance of the vendor is satisfactory/ unsatisfactory to the best of my knowledge in terms of service level agreement of the contract.

(Signature with Office Seal of the Officer)

Principal Employer Operational Contracts

3. **Buyer Added Bid Specific ATC**

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



#### 4. Buyer Added Bid Specific Scope Of Work(SOW)

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. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

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. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
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.
15. 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.

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---**