

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	25-02-2026 12:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	25-02-2026 12:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Maharashtra
विभाग का नाम/Department Name	Higher And Technical Education Department Maharashtra
संगठन का नाम/Organisation Name	Directorate Of Technical Education
कार्यालय का नाम/Office Name	Head Office
वस्तु श्रेणी /Item Category	Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard , Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Sweeper , Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Gardner
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	40 Lakh (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
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
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) *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 दस्तावेजों 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	7
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
अनुमानित बिड मूल्य /Estimated Bid Value	9379584
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	110000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	0.01
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	12

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कटेगरी 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।/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.

(b).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 :

Principal
Puranmal Lahoti Government Institute of Engineering and Technology, Ausa Road, Latur 413512.
(Santosh Bhalchandra Kulkarni)

UIN Number NCTGC2415P

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	No
---	----

1. 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.
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. 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.
4. 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 For the Service:[1770693606.pdf](#)

Competent Authority Approval for the additional conditions:[1770693627.pdf](#)

Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard (12)**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Unarmed Security Guard
Category of Skills	Unskilled
Gender	Male
Duty Hours in a day	8
Qualification	Secondary School
Ex Servicemen	Optional
Age Limit	Up to 40 years
Years of Experience	3 - 6 years
Additional Requirements for the Security Personnel	Driver's License
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	Maharashtra
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

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**प्रेषिती/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	Kanade Sudhir Sidheshwar	413531,Puranmal Lahoti Government Polytechnic, AUSA ROAD, LATUR	12	<ul style="list-style-type: none"> • Tenure/ Duration of Employment (in months) : 12 • Basic Pay (Minimum daily wage) : 480 • Provident Fund (INR per day) : 0 • EDLI (INR per day) : 0 • ESI (INR per day) : 0 • EPF Admin charge (INR per day) : 0 • Bonus (INR per day) : 0 • Optional Allowance 1 (in Rupees) : 0 • Optional Allowance 2 (in Rupees) : 0 • Optional Allowance 3 (in Rupees) : 0 • Number of working days in a month : 30

Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard (6)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Unarmed Security Guard
Category of Skills	Unskilled
Gender	Female
Duty Hours in a day	8
Qualification	Secondary School
Ex Servicemen	Optional
Age Limit	Up to 40 years
Years of Experience	3 - 6 years
Additional Requirements for the Security Personnel	Driver's License , Office Work

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	Maharashtra
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

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.N o.	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	Kanade Sudhir Sidheshwar	413531,Puranmal Lahoti Government Polytechnic, AUSA ROAD, LATUR	6	<ul style="list-style-type: none"> • Tenure/ Duration of Employment (in months) : 12 • Basic Pay (Minimum daily wage) : 480 • Provident Fund (INR per day) : 0 • EDLI (INR per day) : 0 • ESI (INR per day) : 0 • EPF Admin charge (INR per day) : 0 • Bonus (INR per day) : 0 • Optional Allowance 1 (in Rupees) : 0 • Optional Allowance 2 (in Rupees) : 0 • Optional Allowance 3 (in Rupees) : 0 • Number of working days in a month : 30

Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Sweeper (12)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Sweeper
Category of Skills	Unskilled
Gender	Male
Duty Hours in a day	8
Qualification	Secondary School
Ex Servicemen	Optional
Age Limit	Up to 40 years
Years of Experience	3 - 6 years
Additional Requirements for the Security Personnel	Office Work

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	Maharashtra
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

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.N o.	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	Kanade Sudhir Sidheshwar	413531,Puranmal Lahoti Government Polytechnic, AUSA ROAD, LATUR	12	<ul style="list-style-type: none"> • Tenure/ Duration of Employment (in months) : 12 • Basic Pay (Minimum daily wage) : 480 • Provident Fund (INR per day) : 0 • EDLI (INR per day) : 0 • ESI (INR per day) : 0 • EPF Admin charge (INR per day) : 0 • Bonus (INR per day) : 0 • Optional Allowance 1 (in Rupees) : 0 • Optional Allowance 2 (in Rupees) : 0 • Optional Allowance 3 (in Rupees) : 0 • Number of working days in a month : 30

Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Sweeper (14)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Sweeper
Category of Skills	Unskilled
Gender	Female
Duty Hours in a day	8
Qualification	Secondary School
Ex Servicemen	Optional
Age Limit	Up to 40 years
Years of Experience	3 - 6 years
Additional Requirements for the Security Personnel	Office Work

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	Maharashtra
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

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.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Kanade Sudhir Sidheshwar	413531,Puranmal Lahoti Government Polytechnic, AUSA ROAD, LATUR	14	<ul style="list-style-type: none"> • Tenure/ Duration of Employment (in months) : 12 • Basic Pay (Minimum daily wage) : 480 • Provident Fund (INR per day) : 0 • EDLI (INR per day) : 0 • ESI (INR per day) : 0 • EPF Admin charge (INR per day) : 0 • Bonus (INR per day) : 0 • Optional Allowance 1 (in Rupees) : 0 • Optional Allowance 2 (in Rupees) : 0 • Optional Allowance 3 (in Rupees) : 0 • Number of working days in a month : 30

Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Gardner (2)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Gardner
Category of Skills	Unskilled
Gender	Male
Duty Hours in a day	8
Qualification	Secondary School
Ex Servicemen	Optional
Age Limit	Up to 40 years
Years of Experience	3 - 6 years
Additional Requirements for the Security Personnel	Garden Work Indoor / Outdoor

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	Maharashtra
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

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.N o.	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	Kanade Sudhir Sidheshwar	413531,Puranmal Lahoti Government Polytechnic, AUSA ROAD, LATUR	2	<ul style="list-style-type: none"> • Tenure/ Duration of Employment (in months) : 12 • Basic Pay (Minimum daily wage) : 480 • Provident Fund (INR per day) : 0 • EDLI (INR per day) : 0 • ESI (INR per day) : 0 • EPF Admin charge (INR per day) : 0 • Bonus (INR per day) : 0 • Optional Allowance 1 (in Rupees) : 0 • Optional Allowance 2 (in Rupees) : 0 • Optional Allowance 3 (in Rupees) : 0 • Number of working days in a month : 30

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

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. 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.

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

Text Clause(s)

Scope of Work (Security Guard)

Sr No	Type of Service	Scope of Work
-------	-----------------	---------------

01.	Security Guard	<ol style="list-style-type: none"> 01. To Control and Monitor Entry and Exit of Student, Staff, Visitors and Vehicles at the Main Gate and other designated entry points. 02. To Maintain a Visitor Register by recording details such as Name, Purpose of Visit, time of entry and Exit, and to guide Visitors to the concerned Department. 03. To Check identity cards of Students, Employee and Visitors and Prevent unauthorized person from entering the Institution premises. 04. To ensure the safety and security of buildings, classrooms, laboratories, libraries, officers, Hostels, Playgrounds, and other institutional property. 05. To carry out regular patrolling of the entire campus, especially during non-working hours, night shift, holidays and examination. 06. To maintain discipline, peace, and order within the institution premises and to prevent any untoward incidents. 07. To regulate movement of vehicles, ensure orderly parking, and prevent congestion within the campus. 08. To respond promptly to emergencies such as fire, theft, accident, medical emergencies, natural calamities, or any security threats and immediately inform concerned authorities. 09. To check fire safety equipment such as fire extinguishers and ensure emergency exits remain clear and accessible. 10. To safeguard furniture, computers, electrical equipments laboratory material and other assets from theft, damage, or misuse. 11. To monitor CCTV Cameras, alarm system, access control systems and report any suspicious activity or malfunction. 12. To open and close gates, building, or offices as per prescribed timings and instruction of the institution. 13. To follow all security-related rules, regulations and instruction issued by the institution and the State Government from time to time. 14. To maintain Daily Duty Register, Incident Register, Patrolling Register and Submit Reports to the Concerned Authority as Required. 15. To Give utmost priority to the safety and security of students and promptly report any suspicious behaviour or incident.
-----	----------------	--

Scope of Work (Sweeper)

Sr No	Type of Service	Scope of Work
-------	-----------------	---------------

02.	Sweeper	<ol style="list-style-type: none"> 01. To Clean Classroom, Staff Rooms, Administrative Offices, Laboratories, Libraries and other Rooms on a Daily Basis. 02. To carry out regular Sweeping, Mopping, and Dusting of Floors, Corridors, Staircases, Verandas, and Common Arrears. 03. To Clean and Sanitize Toilets, Washrooms, Urinals, Hand wash areas, and ensure hygienic Conditions are maintained at all times. 04. To Collect garbage from classrooms, offices, and common areas, Segregate Waste where required and dispose of it at designated places. 05. To maintain cleanliness in the entire campus including Entrance, Pathways, Open Areas, Parking Spaces and Playground. 06. To ensure cleanliness before, during, and after examination, meetings, seminars, and other institutional functions. 07. To use and maintain cleaning Tools, equipment, and machines carefully and report any damage or requirement to the Competent Authority. 08. To follow safety Norms, use protective Gear, and comply with hygiene standards as prescribed by the institution. 09. To report any damage, leakage, blockage, or unhygienic condition observed in the premises to the concerned authority. 10. To perform duties as per instructions given by the Head of Institution or Authorized Officer from time to time. 11. To Mark Attendance regularly and Maintain duty Registers as required. 12. To Maintain discipline, Politeness, and Proper Conduct within the institution Premises.
-----	---------	---

Scope of Work (Gardner)

Sr No	Type of Service	Scope of Work
-------	-----------------	---------------

03.	Gardener	<ol style="list-style-type: none"> 01. To Maintain Gardens, Lawns, Flower Beds, Hedges, and Green Areas within the institution campus in a neat and Healthy Condition. 02. To carry out planting of Trees, Shrubs, Flowering Plants, and seasonal plants as per instruction of the Institution. 03. To Water plants, lawns, and Trees regularly and ensure proper irrigation as required. 04. To Prune, Trim, and shape plants, Hedges, Bushes and Trees to maintain aesthetic appearance and Safety. 05. To remove Weeds, Prepare Soil, Apply Manure, Fertilizers, and compost for healthy plant growth. 06. To protect plants from pests, insects, and diseases by using approved pesticides or organic methods as directed. 07. To keep garden paths, pots, planters, and surrounding areas clean and free from dry leaves and waste. 08. To ensure proper growth and survival of trees and saplings, including staking and protection where necessary. 09. To properly use and maintain gardening tools, equipment, hoses, and machines and reports any damage. 10. To carry out seasonal gardening activities such as lawn dressing, replanting, and preparation for events or functions. 11. To ensure gardens and green areas are well maintained before and after institutional functions, examinations, or visits of officials. 12. To collect and dispose of garden waste such as dry leaves, branches and grass at designated places. 13. To carry out duties as per instructions of the Head of Institution or Authorized officer from time to time. 14. To follow safety norms while handling tools, equipment, fertilizers and Chemicals. 15. To maintain Discipline, Punctuality and proper conduct within the institution Premises.
-----	----------	--

-

4. 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.

5. 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.

6. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Terms & Condition to Bidder

01. *The Bidder shall be a Registered Firm / Company / Agency legally authorised to Provide Gardener, Housekeeping (Cleaning) and / or Security Guard Services. The Bidder shall possess all valid Registration, Licenses and Permissions required under Central & State Government Laws.*
02. *The Rates mentioned in the tender are in accordance with the minimum Wages Act, bidders should note that any tender quoting rates lower than these will not be accepted.*
03. *The Bidder shall be registered with appropriate authorities such as GST Department, EPF Organization, ESI Corporation, Labour Department and shall hold a valid license under the Contract Labour (Regulation & Abolition) Act, 1970. In case of Security Services, a Valid PSARA license issued by the competent authority is Mandatory.*
04. *The Bidder must have Minimum 3-5 Years Experience in providing similar services to State / Central Government offices, Public Sector Undertakings, & Reputed Organizations. Copies of Work Orders and Completion Certificate shall be enclosed.*
05. *The Bidders shall strictly comply with all Applicable Law, Rules, Government Resolution, Notification, and Amendments issued by the State Government from time to time including labour welfare legislations.*
06. *The Bidder shall deploy adequate number of Skilled / unskilled, medically fit and disciplined personnel as per requirement of the office. All deployed personnel shall wear prescribed uniform and carry photo identity cards.*
07. *Successful bidders are required to pay regular monthly salaries to the manpower supplied through outsourcing. The Payment of wages to the bidders will be made subject to the availability of Grants / Funds.*
08. *Police Verification of all deployed Personnel, Especially Security Guards, shall be Compulsory. The Bidder shall submit Verification records to the office whenever demanded.*
09. *The Bidder shall be fully responsible for timely payment of Wages. All statutory Contributions such as EPF, ESI, Bonus, Leave, Insurance, Taxes etc. Shall be borne by the Bidder.*
10. *The Deployed Personnel shall remain employees of the bidder only. No Employer-Employee relationship shall arise between the State Government office and the Personnel engaged by the Bidder.*
11. *The Bidder shall immediately replace any personnel found Absent, Inefficient, Negligent, or Involved in Misconduct upon instruction from the authorised officer of the Organization.*
12. *The Services shall be rendered strictly as per the scope of work defined in the Tender Document and as per direction issued by the Head of Office or Authorized Officer.*
13. *The bidder shall Provide all necessary Tools, Equipment, Safety items, uniforms to the Personnel.*
14. *The Bidder shall ensure Proper Conduct, Discipline, Honesty and Integrity of Deployed Personnel within the Government Premises, any act of Indiscipline shall be viewed Seriously.*
15. *The bidders should note that since the evaluation of this tender will be carried out by the total value-wise evaluation method, arbitration and mediation will not be considered.*
16. *The services rendered by the Bidder shall be subject to Inspection and Supervision by the Authorized Officers of the Organization at Any Time.*
17. *In Case of Non-Performance, Poor Quality of Service, shortage of Manpower or Violation of Terms and Conditions, Penalties and Liquidated damages shall be imposed by the Competent Authority.*
18. *Submission of the Bid shall be treated as unconditional acceptance of all Terms, Conditions, Government Resolution and*

instruction issued by the Competent Authority or State Government.

19. Under the Micro, Small and Medium Enterprises Development Act, 2006 the Micro and small Manufacturing Industries that are registered as manufacturers are exempted from paying tender fees and earnest money Deposit (EMD).
20. The Competent Authority reserves the right to terminate the contract wholly or partly in case of breach of contract, unsatisfactory performance, or violation of statutory provision, as per rules.

Document Required from Bidder (General)

- 01. Goods & Service Tax Registration Certificate.**
- 02. Bidders Turnover.**
- 03. Employee Provident Fund Registration Certificate.**
- 04. Employee State Insurance Corporation Registration Certificate.**
- 05. Professional Tax Registration Certificate.**
- 06. Experience Certificate.**
- 07. Labour Licence.**
- 08. Income Tax Return (Previous 3 Years)**

Document Required for Security Guard

- 01. PSARA Licence.**
- 02. Police Verification Certificate.**
- 03. Medical Fitness Certificate.**
- 04. Character Certificate.**

अस्वीकरण/Disclaimer

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.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. 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 catalogs 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 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.

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 [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---