

अनुबंध | Contract



अनुबंध क्रमांक | Contract No: GEMC-511687725737891

अनुबंध तिथि | Contract Generated Date : 25-Aug-2026

बोली/आरए/पीबीपी संख्या | Bid/RA/PBP No.: [GEM/2026/B/7323531](#)

खरीद का माध्यम | Procurement Mode: Bid

संगठन विवरण Organisation Details	खरीदार विवरण Buyer Details
प्रारूप Type : Central Autonomous	पद Designation : Biplab Malakar
मंत्रालय Ministry : Ministry of Science and Technology	संपर्क नंबर Contact No. : 033-25693305-
विभाग Department : Department of Science and Technology (DST)	ईमेल आईडी Email ID : bmalakarbouseinst@jcbose.ac.in
संगठन का नाम Organisation Name : Bose Institute	जीएसटीआईएन GSTIN : -
कार्यालय क्षेत्र Office Zone: WEST BENGAL	पता Address : Block-EN, Plot No.-80, Sector V, Salt Lake City, North 24 parganas, WEST BENGAL-700091, India

वित्तीय स्वीकृति विवरण Financial Approval Detail	भुगतान प्राधिकरण विवरण Paying Authority Details
आईएफडी सहमति IFD Concurrence : Yes	Role: PAO
प्रशासनिक अनुमोदन का पदनाम Designation of Administrative Approval: Registrar (Officiating)	भुगतान का तरीका Payment Mode: Offline
वित्तीय अनुमोदन का पदनाम Designation of Financial Approval : Registrar (Officiating)	पद Designation : Registrar Officiating
	ईमेल आईडी Email ID : pao@jcbose.ac.in
	जीएसटीआईएन GSTIN : 19AAAB7724K1ZK
	पता Address: Block-EN, Plot No.-80, Sector V, Salt Lake City, North 24 parganas, WEST BENGAL-700091, India

परेषिती विवरण Consignee Details			
क्र.सं. S.No	परेषिती नाम & पता Consignee Name & Address	सेवा विवरण Service Description	मात्रा Quantity
1	संपर्क Contact : - ईमेल आईडी Email ID : con3.bik.wb@gembuyer.in जीएसटीआईएन GSTIN : - पता Address : Block-EN, Plot No.-80, Sector V, Salt Lake City, North 24 parganas, WEST BENGAL-700091, India	Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Not Required; Admin	39

सेवा प्रदाता विवरण Service Provider Details	
जेम विक्रेता आईडी GeM Seller ID :	9297190000743941
कंपनी का नाम Company Name :	CLEANSAFE DIVISION
संपर्क नंबर Contact No. :	09804238151
ईमेल आईडी Email ID :	cleansafe.santra7@gmail.com
पता Address :	148,Gopal Santra,S.K Deb Road,NIL, North 24 parganas, WEST BENGAL-700048, -
एमएसएमई पंजीकरण संख्या MSME Registration number :	UDYAM-WB-10-0031014
जीएसटीआईएन GSTIN:	19ALKPS7616M1Z8 (R)
खरीदार द्वारा सत्यापित एमएसएमई स्थिति MSME Status as verified by buyer :	Verified
एमएसई सामाजिक श्रेणी MSE Social Category :	General
एमएसई लिंग श्रेणी MSE Gender :	Male

*जिसके नाम के पक्ष में GST/TAX इनवॉइस पेश किया जाएगा | GST / Tax invoice to be raised in the name of - Consignee

सेवा विवरण Service Details	
सेवा प्रारंभ दिनांक (नवीनतम) Service Start Date (latest by): 01-Sep-2026	सेवा समाप्ति तिथि Service End Date : 31-Aug-2028
श्रेणी नाम Category Name : Manpower Outsourcing Services - Minimum wage	
बिलिंग चक्र Billing Cycle: monthly	

विवरण Description	Number of Resources to be hired	Percentage of Service charge inclusive of GST
Skill Category	Highly-Skilled	
Educational Qualification	Not Required	
Type of Function	Admin	
List of Profiles	Administrative Operator or Office Assistant or Executive Assistant	
Specialization	Not Required	
Post Graduation	Not Required	
Specialization for PG	Not Applicable	
Experience	3 to 7 Years	

Zipcode	NA	39	3.85
District	NA		
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes		
Name of states/ UT for geographical presence is required	West Bengal		
Minimum daily wage (INR) exclusive of GST	1065		
Bonus (INR per day)	0		
EDLI (INR per day)	0		
EPF Admin Charge (INR per day)	0		
Optional Allowances 1 (INR per day)	0		
Optional Allowances 2 (INR per day)	0		
Optional Allowances 3 (INR per day)	0		
Estimated Number of Overtime Hours per Resource per Month	0		
Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST)	0		
ESI (INR per day)	35		
Provident Fund (INR per day)	138		
Number of working days in a month	26		
Tenure/ Duration of Employment (in months)	24		
कुल राशि (सूत्र) Total Amount (Formula) : (((((Minimum daily wage (INR) exclusive of GST+ESI (INR per day)+Provident Fund (INR per day)+EDLI (INR per day)+Bonus (INR per day)+EPF Admin Charge (INR per day)+Optional Allowances 1 (INR per day)+Optional Allowances 2 (INR per day)+Optional Allowances 3 (INR per day))*(Number of working days in a month)+(Estimated Number of Overtime Hours per Resource per Month*Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST))))*(1.18 + Percentage of Service charge inclusive of GST/100))*Number of Resources to be hired*Tenure/ Duration of Employment (in months))			
ऐडऑन के बिना कुल मूल्य Total Value without Addons(INR)		36710929.01	
कुल ऐडऑन मूल्य Total Addon Value(INR)		0	
ऐडऑन सहित कुल मूल्य Total Value Including Addons(INR)		36710929.01	
अनुबंध की राशि Amount of Contract			
सभी शुल्क और करों सहित कुल अनुबंध मूल्य Total Contract Value Including All Duties and Taxes(INR)		36710929.01	
मूल्य विभाजन की पेशकश की Price Break up offered : प्राइज ब्रेक अप ऑफर किए गए दस्तावेज लिंक Price Break up offered Document link			
एसएलए विवरण SLA Details			
Service Level Agreement Manpower Outsourcing Services – Minimum Wage Based 1 Agreement Overview This is a Service Level Agreement ("SLA" or "Agreement") between the Buyer and Manpower HiringAgency/Service Provider. The purpose of this Agreement is to facilitate implementation of Manpower Hiring Service at the Buyer's premises, or any other premises approved by the Buyer. This Agreement outlines the scope of work, Buyer's obligations, special terms and conditions related to service delivery and payment of services. The Agreement remains valid till completion of scope of services or end of contractual duration (whichever is earlier) unless mutually extended by both the parties. The Services contracts placed through GeM shall be governed by following set of Terms and Conditions: I. General terms and conditions for Services;("GTC") II. Service Specific Standard Terms and Conditions ("STC") of the Services contracts shall include the service level agreement (SLA) for the service. III. BID/ Reverse Auction specific Additional Terms & Conditions (ATC) as specified by the buyer. The above terms and conditions are in reverse order of precedence i.e., ATC shall supersede Service specific STC which shall supersede GTC, whenever there are any conflicting provisions. The above set of terms and conditions along with the scope of work and SLA as enumerated in this document shall be construed to be part of the Contract/Agreement between the Buyer and Service Provider. 2 Objectives and Goals The objective of this Agreement is to ensure that all the commitments and obligations are in place to ensure consistent delivery of services to Buyer by Service Provider. The goals of this agreement are to: I. Provide clear reference to service ownership, accountability, roles and responsibilities of both parties II. Present a clear, concise, and measurable description of services offered to the Buyer III. Establish terms and conditions for all the involved stakeholders, it also includes the actions to be taken in case of failure to comply with conditions specified IV. To ensure that both the parties understand the consequences in case of termination of services due to any of the stated reasons ThisAgreement will act as a reference document that both the parties have understood the above-mentioned terms and conditions and have agreed to comply by the same. 3 Parties to the Agreement The main stakeholders associated with this agreement are below- 1. Buyer: Buyer is responsible to provide clear instructions, approvals and timely payments for the services availed 2. ServiceProvider: Service provider is responsible to provide all the required services in timely manner. Service provider may also include seller, any authorized agents, permitted assignees, successors and nominees as described in the agreement The responsibilities and obligations of the stakeholders have been outlined in this document. The document also encompasses service level/ deductions in case of non-adherence to the defined terms and conditions. 4 Terms & Conditions: 4.1 Buyer's Obligations: i. The Buyer shall provide workspace (seating area, work desk, furniture etc.) for the manpower hired through Service Provider, the Buyer shall also arrange necessary gate/ entry pass to Buyer's premise/ designated premise for the manpower. ii. Working shifts (includes day and night shift) if any, and daily working hours shall be mutually agreed upon between Buyer and Service Provider and should follow all the labor laws.			

- iii. The Buyer shall directly or in consultation with the Service Provider provide the necessary training to the manpower for Buyer specific tools, applications, and machinery etc., if required.'
- iv. The Buyer shall provide, free of charge unimpeded access to all the infrastructure which is required to perform the Services. It may include use of stationery, printer, electricity, internet, Buyer specific servers, data drives, tools, and software etc. However, use of such infrastructure shall be limited for official purpose only.
- v. The Buyer shall make necessary arrangements for use of basic facilities like water pots/ machines, cafeteria, washrooms etc. for manpower working at Buyer's premise/ designated premise.
- vi. TA/ DA shall be payable directly by the Buyer, in case of travel included in the scope of work, on production of travel documents in original and approval of appropriate authority of the Buyer for undertaking such travel for the project/assignment.
- vii. In case of services hired on annual basis and 5 working days, the manpower will be entitled to 08 days of casual leaves per year on pro-rata basis and in case of 6 working days, the manpower will be entitled to 15 days casual leave per year on pro-rata basis. Beyond specified leaves as applicable, leave will be treated as leave without pay (LWP) for which necessary deduction will be made by the Buyer in the amount billed by the Service Provider, if no replacement of manpower is provided.
- viii. The Buyer shall have the right, within reason, to have any personnel removed who is undesirable with proper reasoning & justification.
- ix. The Buyer will have option to replace the proposed manpower in case of non-performance, non-delivery or in any other exceptional case, however replacement of the manpower will be in same category with same degree of skills, educational qualification, and number of years of experience, also prior approval for the same to be provided by the Buyer.
- x. It is possible that due to nature of work in office/production units/fields operation, etc. the Buyer may want to retain some already trained resources of existing/old contract for new contract also. To facilitate retention of existing resources against the new contract, a functionality is already available on GeM. The Buyer while creating a bid document, can use this functionality to declare upfront in the Bid document, details of all such resources who are to be retained against new contract. In such case, the new service provider must retain the specified resources as mentioned in the bid document. The Buyer is responsible for ensuring that the retained resources meet the eligibility requirements as per the contract and for providing the necessary documentation and details related to EPF, ESIC, and other onboarding formalities. The Police verification of the retained resources if required will be the responsibility of the Buyer. The new Service Provider shall not levy any charges on the retained resources for onboarding them onto their payroll.

4.2 Service Provider's Obligations:

- i. The Service Provider would be required to provide sufficient and qualified manpower, capable of supporting the functioning of the project/department in a manner desired by the Buyer. Any mismatch in demand and supply of the manpower such as number of employees, educational qualification, sectoral/ desired work experience etc. may lead to deductions and/or replacement of the resource with the matching skillset based on the approval from buyer.
- ii. The service provider/contractor shall be responsible for paying wages as per The Code on Wages, 2019.
- iii. The service provider/contractor shall be responsible for paying bonus as per The Code on Wages, 2019.
- iv. The service provider/contractor shall be responsible for paying gratuity as per The Code on Social Security, 2020.
- v. Service Provider shall adhere to the timeline given by Buyer for providing the required manpower on Buyer's premise/ designated premise.
- vi. The Service Provider shall not assign its rights or obligations under this Contract, in whole or in part, nor enter any subcontract to perform any portion of this Contract, without the written consent of the Buyer. The Service Provider shall be responsible and liable to deliver the services as per the contract.
- vii. The Service Provider shall be required to keep the Buyer updated about the change of address, change of the Management etc. from time to time.
- viii. The Service Provider shall provide the documentary proof for the qualifications and experience of the manpower deployed by them. The biodata/ resume, qualification and experience of the said manpower should be verified/certified by the Service Provider. In case any of such document is found to be false at any stage, it would be deemed to be a breach of terms of contract making the Service Provider liable for legal action.
- ix. The Service Provider shall be responsible for police verification, character, and antecedents' verification of the manpower. The same may be verified by the Buyer at the time of joining of the manpower, if he/she so desires.
- x. The manpower provided by the Service Provider shall not be deemed employees of the Buyer department hence the compliance of the applicable acts/ laws will be the sole responsibility of the Service Provider.
- xi. The Service Provider shall furnish the following documents in respect of the manpower deployed by them to Buyer's premise/ designated premise in the given time limit:
 - a. List of persons deployed (monthly)
 - b. Biodata/ resume with antecedents' details (at the time of deployment)
 - c. Copy of Aadhaar Card of the candidates (at the time of deployment)
 - d. Identity Cards issued by Service Provider bearing photograph (within 8 days of joining)
 - e. Identity proof and residential proof (at the time of deployment)
 - f. Copy of police verification certificate (at the time of deployment)
 - g. Copy of birth certificate, if required (at the time of deployment - for domicile purpose)
 - h. Details of PF Account Number of resources
- xii. The Service Provider shall nominate a coordinator/ Single Point of Contact (SPOC) who shall be responsible for regular interaction with the Buyer Department so that optimal services of the persons deployed could be availed without any disruption.
- xiii. The attendance of the manpower shall be entered in the register provided by the Service Provider and/or in the Aadhaar based Biometric attendance system at the Buyer's premises.
- xiv. All selected manpower shall wear Identity Card provided by the Service Provider every day during working hours.
- xv. The Service Provider shall issue the letter of deployment to every deployed manpower and a copy of same shall be submitted to Buyer.
- xvi. In an event of deployed manpower availing leave, and if required by Buyer, suitable substitute(s) shall be provided by Service Provider as per mutual understanding with Buyer. Service Provider shall communicate the same to buyer in advance.
- xvii. In case of any resource permanently leaving the organization or taking leave for a longer duration, service provider shall communicate the same to buyer at least 1 month prior to the last working day of a resources. Suitable substitute(s) shall be provided by Service Provider as per mutual understanding with buyer.
- xviii. The Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
- xix. The Service Provider shall ensure that all the relevant licenses/ registrations/ permissions which may be required for providing the services under this Agreement are valid during the entire period of the Agreement; failing which the Buyer can take appropriate action including imposition of deductions and termination of contract. The documents relevant in this regard shall be provided by the Service Provider to the Buyer on demand.
- xx. In case of continuous work (24 hours or more than 26 days in a month), Service Provider shall be responsible to change the shifts and manpower in compliance with the labor laws.
- xxi. The persons deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/ confirmed employees during the currency or after expiry of the Agreement.
- xxii. No medical facilities or reimbursement or any sort of medical claims thereof in respect of employees provided by the Service Provider will be entertained by the Buyer.
- xxiii. The persons deployed shall treat as confidential all data and information received from the Buyer and obtained in the execution of its responsibilities under this Contract/ Agreement, in strict confidence and will not reveal such information to any other party including the Service Provider without the prior written approval of the Buyer. In view of this, the persons deployed shall be required to sign a non-disclosure agreement and breach of the same shall make the Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract and termination of contract.
- xxiv. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against the Buyer.
- xxv. No deployed manpower shall be allowed to stay in the Buyer's premise/ designated premise unnecessarily after working hours without Buyer's permission.
- xxvi. Any damages/ losses caused by deployed manpower shall be borne by the Service Provider. The Buyer Department shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider during their performing the functions/duties, or for payment towards any compensation.
- xxvii. The Service Provider shall be solely responsible for the redressal of grievances/ resolution of disputes relating to persons deployed. The Buyer shall, in no way be responsible for settlement of such issues whatsoever.
- xxviii. The Service Provider shall be responsible for timely payment of take-home remuneration to the manpower and deposit of EPF and ESI (both employee and employer share), failing which deductions shall be made by buyer.

- xxix. The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the Buyer Department or any other authority under Law.
- xxx. The Service Provider must ensure timely payment of monthly salaries and all statutory entitlements to deployed manpower in compliance with the applicable laws and then submit the monthly bill along with documentary proofs (Invoice, Attendance Sheet, Salaries Payment Proof, etc.) for release of the payment from the Buyer.
- xxxi. The wages of every person deployed upon or in any establishment upon or in which less than one thousand persons are employed, shall be paid before expiry of the seventh day after the last day wage-period in respect of which the wages are payable. Payment of salary/ wages to the employees shall be made in their bank accounts only, no cash or kind payment shall be made.
- xxxii. The Service Provider shall furnish statement of amount paid for the month to the manpower deployed along with Transaction Details and Bank account from which the payment has been made. Service Provider shall furnish copy of bank statement in support of amount paid as and when required by Buyer.
- xxxiii. The Service Provider shall also deposit EPF and ESI of both employer and employee share within 15th day of the month of payment of wages.
- xxxiv. The Service Provider shall submit before the Buyer Department, one copy of the return within 7 days from the date of filing of monthly/ quarterly/ half yearly/ annual return if any before the EPF and ESI authorities.
- xxxv. All applicable taxes and duties other than mentioned in the contract document, shall be payable by the Service Provider and the Buyer shall not entertain any claims whatsoever with respect to the same.
- xxxvi. The Service Provider, at all times, will ensure that the services being provided under this Contract/Agreement are performed strictly in accordance with all applicable laws, order, byelaws, regulations, notifications, guidelines, rules, standards, recommended practices etc. and no liability in this regard will be attached to the Buyer.
- xxxvii. The Service Provider shall ensure timely issuance of payslips to the deployed manpower in accordance with The Code on Wages, 2019 and rules notified thereunder. The payslip shall clearly disclose the components of wages, including basic pay and dearness allowance (and retaining allowance, if any), and shall also separately indicate amounts paid or payable towards statutory social security contributions such as Employees' Provident Fund (EPF), Employees' State Insurance (ESI) and bonuses where applicable, and all other statutory or permitted deductions and employer contributions.

4.3 Special Terms & Conditions:

- i. As per the Occupational Safety, Health and Working Conditions Code, 2020 and all applicable rules notified thereunder, the service provider/contractor shall be responsible for ensuring that wages are paid to the contract labour on time. The principal employer/buyer shall ensure that the wages are paid on time to the contract labour by the service provider/contractor. In case the service provider/contractor fails to pay the wages on time or makes short-payment, the principal employer/buyer shall be liable to pay the wages to the contract labour directly and recover the amount from the service provider/contractor.
- ii. The Buyer will in no way be responsible for the violation of any rules and/or infringement of any other laws from the time being in force, either by the manpower or by the Service Provider. The manpower as well as the Service Provider shall comply with the relevant rules and regulations applicable at present and as may be enforced from time to time, for which the Buyer will not be liable or responsible in any manner. The onus of compliance to all the applicable laws/acts/rules etc. shall only rest with the Service Provider. An indicative list of central labor laws is provided under Annexure 1. Please note that this list merely indicative and not exhaustive.
- iii. The cost of services quoted by the Service Provider shall cover all aspects of service delivery and include all the components of salary/ wages (minimum wage, insurance, PF, ESI etc.) and taxes, as applicable.
- iv. As per DoE OM No.F.6/1/2023-PPD dated 6th January 2023, the minimum service charges for Manpower Outsourcing Services has been fixed as 3.85%. The contracts concluded through this service shall be in compliance with the above mentioned OM.
- v. No advance payment shall be made to the Service Provider.
- vi. Payment shall be made once the services are delivered, and the Service Provider submits the invoice for the same.
- vii. The Buyer shall make the payment within prescribed timelines as per the payment process flow upon submission of invoice, logbook, and service feedback.
- viii. Payment shall be made only after submission of invoices, attendance sheet, logbook, service feedback, documentary proofs for PF/ESI/EDLI etc. payments. Non-submission of the same may lead to delay/ deduction in payment.
- ix. All the deductions (if applicable) shall be settled before making the payments. Service Provider shall not have any objection on the same.
- x. Payment to the manpower resources by the service provider shall be made through bank transfer only, in no circumstance cash payment shall be made.
- xi. In case of any changes in the minimum wages or any statutory wage component as per the Applicable Laws during the Contract period, the Buyer shall pay the Service Provider the differential amount in wage. It is clarified that such increase in the wages will not have any impact on the service charges. The total value of the service charge to be paid by the buyer to service provider shall remain same as per the original contract value.
- xii. Service provider will submit the invoice & upload the supporting documents such as attendance sheet, logbook etc. on GeM portal
- xiii. Buyer will review the documents provided by service provider & may either accept or reject based on actual performance. If required, buyer may impose any non-delivery deductions, SLA deductions, over & above the invoice submitted by service provider.

5 Deductions

Deductions can be imposed by the Buyer for the following:

S. No.	Description	Deductions		
		1st Instance	2nd Instance	3rd Instance
1	Non-deployment of total manpower mentioned in the contract as per the date of joining	Up to 15 Days, 1 day wages of the resources which are not deployed, per day. Beyond 15 days cancellation of the contract with cancellation charges @ 10% of the order value.		
2	If employee is found disclosing any confidential information/ document to the Service Provider/ any third parties	Cancellation of the contract with cancellation charges @ 10% of the order value along with recovery of losses caused (if any) and legal action against the Service Provider depending on the gravity of the act	-	-
3	If the employee is found responsible for any theft, loss of material/ articles and damages	Payment in actuals, equivalent to the value of the article theft/ lost/ damaged within the period prescribed by the Buyer. Replacement of employee within 2 days.	Payment in actuals, equivalent to the value of the article theft/ lost/ damaged within the period prescribed by the buyer. Replacement of employee within 2 days/ cancellation of contract as decided by the buyer depending on the gravity of the act.	Cancellation of the contract with cancellation charges @ 10% of the order value
4	If the employee is found responsible for disobedience/ misconduct	Warning/ counselling of employee as decided by the Buyer depending on the gravity of the act	Warning/ counselling/ Immediate replacement of employee within 2 days as decided by the Buyer and Warning to Service Provider depending on the gravity of the act	Cancellation of the contract with cancellation charges @ 10% of the order value

5.	No. Description	Deductions Substitute within 2 days of intimation from buyer failing which, up to 15 days, 1 day wages of absent resource/s per day. Beyond 15 days, cancellation of the contract with cancellation charges @ 10% of the order value	Substitute within 2 days of intimation from buyer failing which, up to 15 days, 2 day wages of absent resource/s per day. Beyond 15 days, cancellation of the contract with cancellation charges @ 10% of the order value	Cancellation of the contract with cancellation charges @ 10% of the order value
			2nd Instance	3rd Instance
6	If the employee is found responsible for adopting illegal and foul methods or exercising any corrupt practice in collusion with any third party or officials at the workplace	Immediate replacement within 2 days/ cancellation of the contract with cancellation charges @ 10%, as decided by the buyer depending on the gravity of the act.	Cancellation of the contract with cancellation charges @ 10% of the order value	-
7	Delay in payments of take-home remuneration by the Service Provider and deposit of EPF and ESI (both employee and employer share)	Rs. 100 per day per resource, warning to Service Provider to deposit the said amount within 7 working days	Rs. 200 per day per resource, hold on all type of payments to Service Provider till the said amount is deposited to respective stakeholders and proof of same is submitted to Buyer	Cancellation of the contract with cancellation charges @ 10% of the order value

6 Payment Terms

- The Payment procedure as specified in the General Terms and Conditions (GTC) of GeM will be applicable.
- Payment schedule to be as per payment terms specified in bid document/ATC by the buyer.

7 Undertaking

The service provider/contractor shall not make any unauthorized deductions from the wages of the contract labour and provide below undertaking:

"The Service Provider hereby undertakes not to charge any money/fees/ deductions in whatever manner, name or form, or take any monetary/non-monetary considerations, or make any unlawful deductions from the compensation/salary of the manpower/employees/resources engaged by it and, to be deployed at the Buyer's site. The Service Provider further agrees that it will not indulge in any unethical practices and acknowledges that any non-compliance of the aforesaid undertaking will be treated as a material breach of the Contract, in which case the Buyer and GeM shall have the right to take appropriate independent actions including termination of the Contract and actions as per GeM Incident Management Policy."

8 Formula Used

8.1 Cumulative Cost (Daily): -

"d" = "bp" + "esi" + "pf" + "edli" + "bonus" + "admin" + "nm1" + "nm2" + "nm3"

Where,

"d" = Cumulative Cost (Daily)

"bp" = Basic dailywage (INR) exclusive of GST

"pf" = Provident Fund (INR Daily)

"edli" = EDLI (INR Daily)

"esi" = ESI (INR Daily)

"bonus" = Bonus (INR Daily)

"admin" = EPF Admin Charge (INR Daily)

"nm1" = Optional Allowance 1 (INR Daily)

"nm2" = Optional Allowance 2 (INR Daily)

"nm3" = Optional Allowance 3 (INR Daily)

"m" = Cumulative Cost (INR Daily)

8.2 Total: -

"tcv" = (d * nd + "oth" * "otr") * (1.18 + sc / 100) * t * q

Where

"tcv" = Total Contract Value

"d" = Cumulative Cost (Daily) as calculated in 8.1 above

"sc" = Service Charge in %age, as quoted by service provider inclusive of GST

Factor 1.18 is to include 18% GST on the services provided by the service provider

"nd" = No. of working days in a month

"t" = Tenure for which service is required (In no. of months)

"q" = Quantity (No. of resources required by buyer)

"oth" = Estimated Number of Overtime Hours per Resource per Month

"otr" = Remuneration per resource per hour for Overtime Hours (Incl. all applicable allowance etc. & excluding GST)

Annexure - 1

- The Code on Wages, 2019
- The Industrial Relations Code, 2020
- The Code on Social Security, 2020
- The Occupational Safety, Health and Working Conditions Code, 2020

अतिरिक्त डेटा/दस्तावेज़ : खरीदार Additional Required Data/Document(s) : Buyer	State Bank of India
ईपीबीजी विवरण (Work ePBG Description) Click here	5.00
2. Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per complied with The Code on Wages Act : click here बोली लगाने वाले को बोली के नियमों और शर्तों के अनुसार लागू ईपीबीजी प्रस्तुत करना होगा The bidder shall furnish ePBG as applicable as per bid's terms and conditions	
अतिरिक्त डेटा/दस्तावेज़ : विक्रेता Additional Data/Document(s) : Seller	
1. Certificate (Requested in ATC) : click here 2. Additional Doc 1 (Requested in ATC) : click here 3. Statutory Auditor Certificate : click here 4. Copy Of Labour Licence/pf/epf/esi Registration Letter/certificate : click here 5. Project Experience And Certificates With Respect To Eligibility Criteria : click here 6. Copy Of Certificate For Incorporation/registration Of Bidding Entity Under Appropriate Act/authority In India : click here 7. Auditor Certificate For Profit Making Entity In Last 3 Yrs : click here 8. Registration Certificate For Geographical Presence As Required By Buyer : click here	
ईपीबीजी विवरण ePBG Detail	
नियम और शर्तें Terms and Conditions 1. General Terms and Conditions- 1.1 This contract is governed by the General Terms and Conditions, conditions stipulated to this Product/Service as provided in the Marketplace. 1.2 This Contract between the Seller and the Buyer, is for the supply of the Goods and/ or Services, detailed in the schedule above, in accordance with the General Terms and Conditions (GTC) unless otherwise superseded by Goods / Services specific Special Terms and Conditions (STC) and/ or BID/Reverse Auction Additional Terms and Conditions (ATC), as applicable 1.3 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. 2. Buyer Added Bid Specific Terms and Conditions- 2.1 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 2.2 Generic Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid. 2.3 Generic Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. Click here to view the file 2.4 Generic 1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer. 2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer. 3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under. 2.5 Payment PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff. 2.6 Forms of EMD and PBG: Bidders can also submit the EMD with Account Payee Demand Draft in favour of Bose Institute payable at Kolkata . Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date. 2.7 Forms of EMD and PBG: Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C Bose Institute . The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date 2.8 Forms of EMD and PBG:	

Bidders can also submit the EMD with Banker's Cheque in favour of

Bose Institute
payable at
Kolkata

Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

2.9 Forms of EMD and PBG:

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

Bose Institute
Account No.
416602010008377
IFSC Code
UBIN0541664
Bank Name
Union Bank of India
Branch address
77C, Raja Ram Mohan Ray Sarani, Kolkata-700009

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

2.10 Forms of EMD and PBG:

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

Bose Institute
payable at
Kolkata

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

2.11 Forms of EMD and PBG:

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

Bose Institute
Account No.
416602010008377
IFSC Code
UBIN0541664
Bank Name
Union Bank of India
Branch address
77C, Raja Ram Mohan Ray Sarani, Kolkata-700009

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

2.12 Buyer Added Bid Specific Scope Of Work(SOW):

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

2.13 Purchase Preference (Centre):

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, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. 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. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for percentage of 100% of total value.

2.14 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.

2.15 Buyer Added Bid Specific ATC:

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

2.16 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.

2.17 Service & Support:

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

2.18 Past Project Experience:

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

Note:

1. Service Providers are required to raise invoices online as per the contract terms on GeM portal. Timely invoice submission is mandatory for compliances, smooth payment

processing, and will also contribute to improving their ratings.

2. The Excess settlement has been enabled for this contract. The service provider can claim additional charges, if applicable, in the invoice. Any additional charges must be supported with documentary evidence.

नोट: यह सिस्टम जनरेटेड फाइल है। कोई हस्ताक्षर की आवश्यकता नहीं है।

Note: This is system generated file. No signature is required.

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	31-03-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	31-03-2026 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Science And Technology
विभाग का नाम/Department Name	Department Of Science And Technology (dst)
संगठन का नाम/Organisation Name	Bose Institute
कार्यालय का नाम/Office Name	West Bengal
वस्तु श्रेणी /Item Category	Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Not Required; Admin
अनुबंध अवधि /Contract Period	2 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	170 Lakh (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 एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes Partial Experience - 3 year (s) Turn over value - 85 (in lakhs)
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes Partial Experience - 3 year (s) Turn over value - 85 (in lakhs)
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

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	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	2
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	3 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	Yes (Arbitration clause document) as per DoE OM No.F.1/2/2024-PPD dated 03.06.2024 Arbitration should not be routinely included in contracts
सुलह खंड/Mediation Clause	Yes (Mediation clause document) as per DoE OM No.F.1/2/2024-PPD dated 03.06.2024 mediation clause should not be routinely included in contracts and pre-litigation mediation can be taken up without any such clause also

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	340000

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).

26

(a). 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।/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 :

Bose Institute

WEST BENGAL, Department of Science and Technology (DST), Bose Institute, Ministry of Science and Technology (Bose Institute)

UIN Number NCTGC2415P

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	100

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder

Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.

5. 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.

6. 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.

7. 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.

8. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of work & Job description:[1772773964.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per complied with The Code on Wages Act:[1772774002.pdf](#)

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
18-03-2026 13:00:00	Committee Room of Purchase Section, Bose Institute, Unified Academic Campus, Block-EN, Sector-V, Salt lake City, Kolkata-700091.

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Not Required; Admin (39)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Highly-Skilled

विवरण/ Specification	मूल्य/ Values
Educational Qualification	Not Required
Type of Function	Admin
List of Profiles	Administrative Operator or Office Assistant or Executive Assistant
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	West Bengal
एडऑन /Addon(s)	

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
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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	SUMANTA GHOSH	700091,Block-EN, Plot No.-80, Sector V, Salt Lake City	39	• Minimum daily wage (INR) exclusive of GST : 1065 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 35 • Provident Fund (INR per day) : 138 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 24

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. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

3. **Generic**

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

4. **Generic**

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

5. **Payment**

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

6. **Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

Bose Institute
payable at
Kolkata

.
Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

7. **Forms of EMD and PBG**

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C

Bose Institute

. The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

8. **Forms of EMD and PBG**

Bidders can also submit the EMD with Banker's Cheque in favour of

Bose Institute
payable at
Kolkata

.
Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

9. **Forms of EMD and PBG**

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

Bose Institute
Account No.
416602010008377

IFSC Code
UBIN0541664
Bank Name
Union Bank of India
Branch address
77C, Raja Ram Mohan Ray Sarani, Kolkata-700009

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

10. **Forms of EMD and PBG**

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

Bose Institute
payable at
Kolkata

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

11. **Forms of EMD and PBG**

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

Bose Institute
Account No.
416602010008377
IFSC Code
UBIN0541664
Bank Name
Union Bank of India
Branch address
77C, Raja Ram Mohan Ray Sarani, Kolkata-700009

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

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

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

13. **Purchase Preference (Centre)**

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, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. 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. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for percentage of 100% of total value.

14. **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.

15. **Buyer Added Bid Specific ATC**

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

16. **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.

17. **Service & Support**

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

18. **Past Project Experience**

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

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---



बसु बिज्ञान मन्दिर

BOSE INSTITUTE

Unified Academic Campus, Block EN, Sector V Kolkata-700091
West Bengal, India

(An autonomous Institute under Department of Science and Technology,
Ministry of Science & Technology, Govt. of India)

**BIDDING DOCUMENTS for Hiring of manpower for official work on
outsourcing basis over different campuses of Bose Institute.**

To be addressed to:

**The Registrar
Bose Institute, Unified Academic Campus Block-EN,
Sector-V,Kolkata–700091**

E-mail: bipurchase@jcbose.ac.in registrar_office@jcbose.ac.in
Website: www.jcbose.ac.in

Special Note for Bidders

The bidders must note the following:

The terms and conditions mentioned in the bidding document (buyer added ATC documents) should be considered as final, due to limitations in the GeM specified terms and conditions. In case of any conflict between the parameters mentioned in GeM portal for this bid, and that in the buyer added ATC documents, the later will prevail and has to be considered as full and final.

TENDER JOB SCHEDULE

Hiring of manpower for official work on outsourcing basis over different campuses of Bose Institute, in Kolkata, North 24 – pgs, South 24 – Pgs & Darjeeling with Manpower.

1. BRIEF DESCRIPTION OF WORK:

Bose Institute's Campuses Location & approx. Area:

SL. No.	Name of Campuses with address
1.	Main Campus: - 93/1, Acharya Prafulla Chandra Road, Kolkata – 700009.
2.	Centenary Building: - P-1/12, C.I.T. Scheme VII M, Kolkata – 700054.
3.	Unified Academic Campus: - EN 80, Sector – V, Salt Lake, Kolkata – 700091.
4.	Darjeeling Campus: - 16, Acharya Jagadish Chandra Bose Road, Mayapuri, Darjeeling – 734101.
5.	Shyamnagar Experimental Farm:- Shaheb Bagan, Shyamnagar 24 Parganas (North), Pin – 743127.
6.	Madhyamgram Experimental Farm:- Jessore Road, Kolkata – 700130.
7.	Falta Experimental Farm:- P.O. & P.S. Falta, Dist: 24 Parganas (South).

The bidders are required to visit Bose Institute on the date fixed and see the complete and actual scope of work for themselves, assess the quantum of work involved before submitting the tender. Once the tender is submitted, it will be presumed that the bidder has seen and understood the complete work involved for this bidding document.

Scope of Work:

1. To perform clerical and accounts related work at office.
2. Assist the store In Charge in maintaining the inventory of store, including receiving, storing and distribution of goods.
3. Any administrative work assigned by the Chairman, Department / Section In Charge and the competent authority of Bose Institute to support the day to day task and report to the competent authority / Chairman/ Department In Charge etc.
4. To carry out computer data entry, preparation of spread sheet, word file, excel file and to maintain all record given by the concerned department of Bose Institute.
5. To handle files, records and office tasks assigned by the Institute.
6. Use computers accurately to prepare note, order or any document and as assigned by the Institute.
7. Additional tasks: Perform any other appropriate duties as per the instruction of the competent authority of Bose Institute.
8. Autoclave laboratory use material such as plastic ware, glassware, buffer, culture media etc. on regular basis.
9. To carry out general washing of glassware, plastic ware etc. and clean laboratory work bench on regular basis.
10. Operate photocopy machines and file documents correctly following instructions of competent authority.
11. Submit invoices/bills, letters and purchase related documents of the departments to Establishment, Accounts Section or Purchase Section.
12. Receive and distribute official orders, circulars, notices and other official papers and any other work as instructed and maintain records of the same.
13. Extend necessary support for arranging departmental meetings/ seminars.
14. Call plumber, electrician or carpenter to resolve maintenance related issues.
15. Receive and carry the material supplied by vendor from Institute gate and store them in appropriate location.
16. Have basic knowledge of the day to day activities of research laboratory and chemicals used in laboratory.
17. Clean of work spaces, computers, printer etc.
18. Assist research scholars in research-related activities such as autoclaving, acid washes and cleaning glassware , storing those in assigned places, arranging chemicals on the racks, etc
19. Basic knowledge to carry out maintenance of greenhouse, animal house and experimental farms and any other work as and when required.

The work shall be executed as per terms and conditions of the tender document. Before quoting the bid the bidder should carefully read complete tender documents for the duties, responsibilities, accountability, contractual obligations, payments, recoveries and penalties involved in execution of the work.

2. PRE-QUALIFICATIONS CRITERIA:-

a. Pre-qualification will be based on meeting the following minimum criteria regarding the Applicant's experience, personnel and financial position, as demonstrated by the Applicant's responses in the forms attached to the Letter of Application.

b. The Applicant to meet the following minimum criteria for pre-qualification:

i. Average annual financial turnover for related works during the last three consecutive years, ending March-31, 2025 should be above Rs. 1.70 crore. (Fill enclosed **APPENDIX-A**). Copy of Annual Accounts for last three years duly certified by Chartered Accountant to be enclosed with the bid or certified copy of turnover by Chartered Accountant.

ii. The bidder must have the experience of having successfully completed similar works in Govt. organizations/ PSUs/ Autonomous Institutes/ Public Sector Banks/ Local Bodies/ Reputed Private organisations during last 05 (five) years i.e. March, 2025, in terms of annual contract value as detailed below:

(i) One similar completed works value not less than Rs. 1.36 cr. each.

Or

(ii) Two similar completed works value not less than Rs. 0.85 cr. each.

Or

(iii) Three similar completed works value not less than Rs. 0.68 cr. each.

Necessary relevant document to this effect to be enclosed (Fill enclosed **APPENDIX-B**).

iii. Registered Office/ Principal Place of Business / Head Office of the bidder should be in the state of West Bengal.

iv. Bidders should attach license from competent authority for carrying out such type of works.

v. The Bidder should have financial solvency of Rs. 45 lakh only and a solvency certificate from the schedule bank is required to be provided. Solvency certificate should be latest and should not be issued before 03 (three) months from the date of submission of tender.

c. The bidder shall be a duly registered Proprietor/ Partnership/Private Limited Company/Public Limited Company. Partnership Deed(s), Memorandum of Association and By Laws & Certificate of Incorporation of the company, as applicable, to be submitted.

- d. The bidder has to furnish/ upload copy of PAN, GST, Trade license, ESI, Income Tax Return for last three years (AY2022-23, 2023 -24, 2024 -25).
- e. At the time of bidding, the bidder should have running contract with at least three (03) Govt. organizations/ PSUs/ Autonomous Institutes/ Public Sector Banks/ Local Bodies/ Reputed Private Organisations.

3. EARNEST MONEY DEPOSIT (EMD):-

The Bidders are required to deposit Earnest Money deposit of Rs. 3.40 lakh (Rupees Three lakh forty thousand) only in the form of Demand Drafts (DD) issued by nationalized / Scheduled Commercial Bank in favour of Bose Institute and payable at Kolkata. EMD will be returned to the unsuccessful Bidders after award of the contract. No interest shall be payable by Institute on EMD. For the successful Bidders, EMD will be returned on acceptance of work order and deposit of performance security. In case the party refuses to accept the work order during validity of their offer, EMD will be forfeited by the Institute. The EMD of unsuccessful bidder will be returned without interest after finalization of the contract.

BID submitted without EMD (If otherwise exempted from submission of EMD as per Government of India Rule), as mentioned above will not be considered for evaluation and shall be rejected summarily.

4. TENDER FEE:-

The tender document can be downloaded from GeM free of cost

5. The tender is to be submitted in two parts asunder:

5.1. TECHNICAL- BID

a) The tender document in original including the unfilled PRICE-BID Proforma (**ANNEXURE-I**) duly signed and stamped as a token of acceptance of particular tender conditions in a separates sheet to be submitted. The following additional documents shall also be submitted i.e.

- i. The attested copy of Company's Registration Certificate along with attested copies of experience certificates of carrying out similar nature of work as per pre- qualification criteria.
- ii. Company Profile
- iii. The attested copies of the balance sheet/ audited statement of accounts or any other relevant document to prove the minimum average annual turnover required as per pre-qualification criteria in preceding last three financial years.
- iv. The Bidder should submit all the tax clearing certificate viz. Income Tax Return for last three financial years filed with the Income Tax authorities (2022-23, 2023-24 and 2024-25), Professional Tax Registration, ESI registration, Trade license, along with quotation. All documents and certificates must be valid on the date of submission of the bid.
- v. Audited financial statement or certified copy for last 3 years (2022-23, 2023-24 and 2024-25)
- vi. Additional documents, if any.
- vii. The Bidders are required to deposit Earnest Money deposit of Rs. 3.40 lakh (Rupees Three lakh forty thousand) only in the form of Demand Drafts (DD) issued by nationalized / Schedule bank in favour of Bose Institute and payable at Kolkata EMD will be returned to the unsuccessful Bidder after award of the contract.
- viii. The bidder must have the experience of having successfully completed similar works in Govt. organizations/ PSUs/ Autonomous Institutes/ Public Sector Banks/ Local Bodies/ Reputed Private organisations during last 05 (five) years i.e. March, 2025, in terms of annual contract value as detailed below:
 - (i) One similar completed works value not less than Rs. 1.36 cr. each.
Or
 - (ii) Two similar completed works value not less than Rs.0.85 cr. each.
Or
 - (iii) Three similar completed works value not less than Rs. 0.68 cr. each
- ix. The Bidder should have financial solvency of Rs. Rs. 45 lakh (Forty five lakh) only and a solvency certificate from the schedule bank is required to be provided. Solvency certificate should be latest and should not be issued before 3 (three) month from the date of submission of tender.
- x. An Affidavit stating that the Bidder is not/has not been black listed ever by Central/any State Government/PSU/ any other organisation.

- xi.** Registered Office/ Principal Place of Business / Head Office of the bidder should be in the state of West Bengal.
- xii.** Any document not submitted as mentioned may debar the bidder from such tender process.
- xiii.** Signed Integrity Pact as per format enclosed with the Tender Documents.
- xiv.** Company ISO certified for service.
- xv.** MSME clause applicable as per GeM GTCs.
- xvi.** Please quote service charge in line with GeM Guidelines.

•*All supporting documents with clear Index page nos. and serial wise arranged should be submitted along with Technical Bid.*

Signature of the Bidder with date and seal
(Name and Designation of the Signatory in Capital Letters)

5.2 PRICE-BID

The Price-Bid as per Performa given in the tender documents as **ANNEXURE-I** shall be photo copied and then price filled up and submitted in GeM. Any conditions given in the Price-Bid may cause rejection of Bid.

6 PRE-BID MEETING AND CLARIFICATION OF BIDS:

6.1 A Pre-Bid meeting will be organized by Bose Institute before the last date for submission of bid sat Bose Institute. **Bidders may seek any clarifications from Bose Institute on their written request regarding the tender document.**

6.2.1 During evaluation of bids Bose Institute may, at its discretion ask the bidder(s) for clarification of their bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.

7. SUBMISSION OF BIDS:

The technical & price bids shall be submitted in GeM portal as per GeM guidelines. It is the sole responsibility of the bidder to ensure that its bids are submitted at the GeM portal before due date. **Late bids will not be entertained. Bose Institute will not to be responsible for any kind of technical and other problems in GeM Portal.**

8. OPENING OF BIDS:

(i) Bid shall be opened in the GeM portal at Unified Academic Campus Block-EN, Sector- V, Kolkata–700091, at the prescribed time in the presence of Bidder who may wish to be present on due date and time as mentioned in the tender document.

(ii) The technical bid shall be opened first. The Price Bid will be opened only of those Bidders whose technical bid is found to be in order and compliant with the tender terms and conditions &for which they shall be intimated separately about date & time through GeM portal.

(iii) The bidder who has not submitted the documents as per tender conditions, proper EMD, and experience certificates etc. their tender may be treated as non responsive and their Price-Bid shall not be opened.

(iv) The successful Bidder will be intimated and contract agreement for a period of two years subject to satisfactory performance. The preparation of the contract agreement on proper stamp paper of Rs 100 etc. would be done by the bidder in consultation with Registrar of the Institute. Stamp paper to be arranged by the selected agency at their own cost and his / her own name.

(v) The Bidders are required to submit their most competitive price offer in the format (**ANNEXURE-I**).

9. AWARD OF CONTRACT:

- i) Bose Institute will award the contract to the successful bidder whose quotation has been determined to be substantially responsive and determined as the lowest evaluated tender/quotation, provided further that the bidder is determined to be qualified to perform the contract satisfactorily **and fulfilling all terms and conditions as mentioned in the tender.**
- ii) **Period of Contract** –Two years, subject to satisfactory performance without any cost escalation on Service Charges.
- iii) **Foreclosure of contract due to abandonment or reduction in scope of work**
If at any time after acceptance of the tender, Bose Institute shall decide to abandon or reduce the scope of the works of any reason whatsoever and hence not require the whole or any part of the works to be carried out, Bose Institute shall give notice in writing to that effect to the Bidder and the Bidder shall act accordingly in the matter. The Bidder shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the works in full but which he did not derive in consequence of the foreclosure of the whole or part of the works.
- iv) **Sub-Contracts- The Bidder shall not assign or sub-contract out any work under any cost to any other Bidder.**

10 Right to accept any tender and to reject any or all tenders:-

Bose Institute reserves the right to accept or reject any quotation, and or to annul the bidding process and or reject all quotations at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for Bose Institute.

11 NOTIFICATION OF AWARD:

- 11.1 Prior to through GeM the expiration of the validity, Bose Institute will notify the successful firm in writing by speed post/ registered letter, mail or by fax, that his quotation has been accepted.
- 11.2 The notification of award will constitute the formation of the contract.
- 11.3 Upon furnishing of Performance Security by the successful bidder's, Bose Institute may

promptly notify each unsuccessful bidder/s and will release their EMD.

12 SIGNING OF CONTRACT:

Bose Institute will notify the successful bidder that his quotation has been accepted and Bose Institute will issue a work order to the bidder describing the works to be carried out and the same shall be returned duly acknowledged affirmatively by the bidder, as a token of acceptance and **an agreement will be signed between both the parties.**

13 PERFORMANCE SECURITY:

- 13.1 Performance Security: The successful bidder with whom the Institute will enter into agreement shall submit performance Security deposit equivalent to **5 %** of the total annual contract value , in the form of Bank Guarantee in the format as per **APPENDIX- C** or in the form of Demand Draft issued by any Public Sector Banks in favour of “**Bose Institute** ” payable at “**Kolkata**”, which shall be valid upto 60 days beyond the expiry date of the contract including extended period and the Bidder is required to get the same renewed for the extended period of contract from time to time. Performance security will be refunded only after successful completion of the contract in all respect.
- 13.2 Failure of the Bidder to comply with the requirement of contract shall constitute sufficient grounds for the annulment of the awards and forfeiture of the performance security, in which event Bose Institute may get done the work at the risk cost of the Bidder, and cost thereof will be recovered from the dues payable to the Bidder.

14 PAYMENT:

- 14.1 Bidder will submit monthly Pre Receipt (affixing appropriate Revenue Stamp), ESI receipt, bills/invoice duly supported with necessary check list, log sheets etc. along with the proof of deposit of all statutory payments (if applicable). Bose Institute will make payment to the Bidder within 45 days after receipt of the bills after deduction of applicable taxes/TDS etc.
- 14.2. If the checklist, log sheets, service reports and instructions of the Institute do not show proper compliance of works to be done by the Bidder as per schedule; Bose Institute will make suitable deduction from the Bidder's bills. If the Bidder fails to maintain the operation and maintenance of services as per contract, in such event Bose Institute will deduct actual cost incurred on this work plus 10% extra for departmental service charges.
- 14.3 The Bidder shall be responsible for proper maintenance of decorum, punctuality, work output and discipline.

- 14.4 GST payable by Bidder– GST on materials in respect of this contract shall be payable by the Bidder and BOSE INSTITUTE, KOLKATA shall not entertain any claim whatsoever in this respect.

All tendered rates shall be inclusive of all taxes, levies payable, GST & Service Charges etc.

15 APPLICABLE LAW:

- 15.1 The contract shall be interpreted in accordance with the Laws of the Union of India. Bidder shall be solely responsible for compliance of all relevant laws, that might become applicable under any act, law or order of Government of State & Central. Bose Institute shall have no liability whatsoever in any manner.
- 15.2 **Payment of Gratuity will be the responsibility of the contractor. In case, the contractor fails to fulfil the obligation of payment of Gratuity to its staff engaged with Bose Institute , the Institute will not be held responsible for payment of any Gratuity whatsoever to the personnel deployed by the contractor.**

16 RESOLUTION OF DISPUTE:

- 16.1 All disputes arising out of this contract shall be referred to the sole arbitration of a person selected by the Bidder out of the panel of three persons nominated by the Director, Bose Institute, and his decision /award shall be final and binding on both parties. The Arbitration shall be governed under the Arbitration and Conciliation Act 1996 or any statutory modifications or re-enactment thereof and rules made there under and for the time being in force shall apply to the arbitration proceeding under this contract.
- 16.2 The jurisdiction/seat of the arbitration shall be at Kolkata.
- 16.3 For any legal dispute the subject matter is to be settled under Jurisdiction of Kolkata.
- 16.4 Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement or matter whatsoever, shall, before and after completion or abandonment of work or during extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out or relating to the contract or breach thereof, shall be referred to Sole Arbitrator to be appointed jointly by the Director of the Institute and the Bidder.(Covered under point no. 16.1)
- 16.5 It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to arbitration at the time of invocation or arbitration under the clause.
- 16.6 It is a term of the contract that the cost of arbitration will be borne equally by the parties themselves.

16.7 Bose Institute reserves the right to reject any or all bids without assigning any reasons whatsoever.

FORCE MAJEURE:

- 17.1 Notwithstanding the provisions stated above, the service provider shall be liable for forfeiture of its performance security, penalty or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of force majeure.
- 17.2 For purposes of this clause, “Force Majeure” means an event beyond the control of the service provider and not involving the Bidder/service provider’s fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the service provider either in its sovereign or contractual capacity, wars or revolutions fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 17.3 If a Force Majeure situation arises, the Bidder/ service provider shall promptly notify Bose Institute in writing of such conditions and the cause thereof. Unless otherwise directed by Bose Institute in writing, the service provider shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

GENERAL TERMS & CONDITIONS OF THE CONTRACT

1. Conditional/ Incomplete tender will not be accepted.
2. During Scrutiny, if it is found to the notice of the tender inviting authority that the credential or any other paper is incorrect /manufactured/fabricated, then the Bidder would not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
3. **The Bidders have to maintain attendance register and register with wages to ensure timely and accurate payment to the workers that may be engaged for this work. However, any increase in VDA declared by the Govt. will be considered on written request of the Contractor. No service Charge on increased amount of VDA will be considered for making payment by the Institute. Accordingly, the Service charge as quoted by the contractor shall remain fixed throughout the contract period.**
4. Any incomplete bid document submitted will be liable to be rejected. However Institute Authority reserves the right to seek clarification/ shortfall of the documents from the bidders if required.

5. **Rejection of Bid:** Director, Bose Institute reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time without assigning any reason whatsoever, prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Institute's action.
6. **Award of Contract:** The Bidder whose Bid has been accepted finally (both technical and financial), will be informed by the Institute authority for award of contract.
7. The Contractor shall be solely responsible for uninterrupted house-keeping services in all the seven campus premises during and beyond the office hours as & when required and on holidays /weekdays also to the satisfaction of the Institute.
8. The Contractor shall also submit photocopy of the posting/appointment letter of each of its men deployed at the Institute and if the Contractor withdraws and/or deploys any person in the premises of the Institute according to its own exigency of work or on advice of the Institute, photocopy of the appointment letter of such newly deployed Personnel of the Contractor should also be immediately furnished to the Institute personnel.
9. **The Contractor shall take overall responsibility pertaining to personnel of the entire premises beyond the office hours also and will ensure such maintenance to the satisfaction of the Institute Authority.**
10. The Contractor should be solely responsible for the contract and on behalf of his deployed Personnel, issue necessary identity card bearing the signature of the Contractor and deployed Personnel at his own cost.
11. The Contractor will ensure proper maintenance of personnel of the seven campus premises and if any defect or loss is detected by the Institute which is ascertained due to the negligence of the Contractor and/or personnel engaged by the Contractor, the said Contractor should make good the same at its own cost to the Institute. The decision of the Institute will be final and binding upon the Contractor in this respect. Any loss incurred by the Institute will be charged from the Bills of the Contractor.
12. The Contractor shall be liable for any loss, theft etc. occurred due to negligence of their personnel and shall take lawful action in this regard in the event either or any of their personnel is found guilty. Any wilful damages of Institute's property etc. by the personnel will be compensated by the Contractor from the Bills of the Contractor. The decision of the Institute will be final and binding on the Contractor.
13. **If any of the Personnel engaged is found not suitable for the purpose, the Contractor immediately, i.e., within 24 hours should arrange for the replacement of the said personnel and inform the Institute accordingly.**
14. The Contractor should submit manpower details like name, father's name, residential address and contact numbers of the personnel deployed by him in the Institute to the concerned authority.

15. P.F., E.S.I and GST, service tax as admissible and applicable, would be allowed by the Institute and the Contractor shall deposit the same with the appropriate authority and shall submit copies of challans to the Institute for every month.
16. **The liability of compensation for injury/death/accident to personnel or others arising during the period of duty by staff shall be on the part of Contractor**
17. The service provider's persons shall not claim any benefit / compensation / absorption / regularization of service from / in this Department under the provision of Industrial Disputes act 1947 or Contract Labour (Regulation & Abolition) Act 1970, undertaking from the persons to this effect shall be required to be submitted by the service provider to this Department.
18. The agency shall ensure that the person deployed are disciplined and shall enforce in prohibition of consumption of alcoholic drinks, paan, gutkha, smoking, loitering and shall not engage in gambling, satta or any other immoral act.
19. Damages of the property, if any occur due to the negligence/ inferior materials/bad workmanship of the Bidders are to be rectified free of cost by them. The Bidder should allow Institute authority to deduct the rectification cost from their bill in case they fail to mend good the damages in time. Working areas are to be kept clean and no inconvenience/nuisance in the workplace is desired.
20. Proper identity card duly stamped and signed by the Bidder has to be provided by the Bidder to all his deputed personnel at site which will be displayed by them as and when asked for.
21. The Institute will not be responsible for any accidental hazards of the personnel deployed by the Bidder and necessary safety measures.
22. Institute security norms to be strictly followed. Documents of the materials to be taken in/out are to be endorsed by the security check post.
23. The quotations which are not complete in all respects/having cuttings/erasing/over writing/not accompanied with EMD and Cost of the Bid Document are liable to be rejected.
24. The quotations received after the dead line for submission of bids/receipt by Telex, Fax or E-mail will not be entertained.
25. Bose Institute reserves the right to terminate the contract with one month notice to the successful bidder if found unsuitable to perform as per the requirement of the Institute.
26. No advance payment will be made under any circumstances. However on successful completion of work for each month, payment will be released for that period within a period of 45 days.

27. Rates should be quoted in figure as well as in words in the Performa enclosed herewith (**ANNEXURE-I**).
28. No addition /alteration / deletion in the tender is allowed.
29. The Rates quoted shall be valid for a period of 180 days from the date of opening of the Price-bid.
30. The authorized signatory of the Bidder should sign all pages of the tender document and schedules as a token of their acceptance. Any deviation or departure, if desired by the bidder, is to be clearly mentioned giving item No and page No and reason for deviation/departure/confirmation in deviation sheet attached for this purpose.
31. **Late tenders/unsigned quotations may be rejected.**
32. The Bidder will be responsible for the safety of his staff during the performance of their duty at Bose Institute site and Bose Institute will remain indemnified for any claims.
33. Income tax, professional and works contract tax etc at source as per the tax rules shall be deducted from the running bill.
34. **The Bidder shall not sublet the contract to any other party/ Bidder.**
35. Bidder shall be fully responsible for theft, burglary, fire or any mischievous deeds by his workers/staff and shall replace the items under such category. Any loss occurred due to negligence will be recovered from the Bidder.
36. The Bidder shall be responsible for proper maintenance of decorum, punctuality, discipline.
37. It must be ensured by the Bidder that no damage/loss shall be caused to the properties of Institute by the Bidder.
38. A Pre-Bid Meeting will be organised by Bose Institute before last date for submission of bids. Bidders may seek any clarification from Bose Institute regarding the tender document during this meeting.
39. The tender/offer should be clear and precise quoting the net price(s) per unit in numerals with break-up of different elements, if asked for. The total amount should be mentioned in numeral as well as in words. Price(s) quoted should be inclusive of all charges and taxes.
40. For any legal dispute the subject matter is to be settled under Jurisdiction of Calcutta.

Registrar (Officiating)
Bose Institute

LETTER OF APPLICATION

[NOTE: On the letter head paper of the Applicant including full postal address, telephone no., fax no., and E-mail address:]

To
The Registrar
Bose Institute

Sir,

1. Being duly authorized to represent and act on behalf of (hereinafter referred to as "the Applicant").and having reviewed and fully understood all the Pre-qualification information provided, the undersigned hereby apply for the following scope of work:

“BIDDING DOCUMENTS for Hiring of manpower for official work on outsourcing basis over different campuses of Bose Institute.

2. Attached to this letter are copies or original documents defining:
 - (a) the Applicant's legal status:
 - (b) the principle place of business; and
 - (c) The place of incorporation or the place of registration and the nationality of the owners (for applicants who are under Proprietorship/Partnership/ Private Limited Company/ Public Limited Company/ PSU).
 - (d) Authorisation of the signatory to sign on behalf of the Applicant.
 - (e) Memorandum of Association &By Laws of the company or Partnership Deed of Partnership Firm.
 - (f) Certificate of Incorporation of the company, if applicable.
Any document not submitted as mentioned will debar the bidder from such tender process.
3. Your office and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements, and information provided in this application, or

with regard to the resources, experience, and competence of the Applicant.

4. Your office and its authorized representatives may contact the following persons for further information.

Contact No.	033-2569-3208
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5. This application is made in the full understanding that:

- (a) Bids by pre-qualified applicants will be subject to verification of all information submitted for Pre-qualification at the time of bidding:
- (b) Bose Institute reserves the right to:
 - Amend the scope and value of the contract/bid. In such event, bids will only be called from pre-qualified bidders who meet the revised requirements and reject or accept any application, cancel the Pre-qualification process, and reject all application without assigning any reason thereof; and
- (c) Bose Institute shall not be liable for any such action and shall be under no obligation to inform the Applicant.

6. Appended to this application, we give details of the participation of each party including capital contribution and profit/loss agreements, to the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the contract, and the responsibilities for execution of the contract.

7. The undersigned declare that statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed
Name
For and on behalf of

Signature of the Bidder with date and seal
 (Name and Designation of the Signatory in Capital Letters)

Application Form No. 1

GENERAL INFORMATION:

All Proprietor/ Partnership/ Private Limited Company/ Public Limited Company/ PSU applying for tender are requested to complete the information in this form. Information to be provided for all owners or applicants who are partnerships or individually-owned firms.

1.	Name of firm:
2.	Head office address:
3.	Registered office address:
4.	Telephone: Contact:
5.	Fax: E-mail:
6.	Place of incorporation/ Year of incorporation/registration Registration No.(Certificate to be attached)
7	Memorandum of Association & By Laws of the Company OR Partnership Deed of Partnership Firm

**Signature of the Bidder and seal
(Name & Designation of the authorized signatory)**

Application Form No.2

STRUCTURE AND ORGANIZATION

1. The applicant is
 - (a) A proprietary firm _____
 - (b) A firm in partnership _____
 - (c) A Private Limited Company _____
 - (d) A Public Limited Company _____
 - (e) PSU _____

2. Attach the Organization Chart showing the structure of the organization, including the names of the Directors and position of officers staff strength and authorized signatory _____

3. Have you ever left the work awarded to you incomplete: (If so, give name of project and reasons for not completing the work.) _____

Signature of the Bidder and seal
(Name & Designation of the authorized signatory)

APPENDIX-A

ANNUAL TURN OVER

YEAR	ANNUAL TURNOVER AS PER AUDITED BALANCE SHEET(in Rs.)
2022-23	
2023-24	
2024-25	
Average Annual Turnover	

NOTE: The above data is to be supported by Audited Balance Sheets or certified turnover copy by Chartered Accountant

**Signature of the Bidder and seal
(Name & Designation of the authorized signatory)**

APPENDIX-B

DETAILS OF COMPLETED WORKS OF SIMILAR NATURE AND COMPLEXITY(During last five years ending March, 2025);

Sl.No.	Name of the contract	Name of the client	Brief Description of the contract	Date of Start	Date of completion as per contract	Date of actual completion	Value (Rs.)
1.							
2.							
3.							
4.							

NOTE: Must attach/enclosed supporting documents in support of the above information.

**Signature of the Bidder and seal
(Name & Designation of the authorized signatory)**

PROFORMA FOR PERFORMANCE BANK GUARANTEE
(On stamp paper of appropriate value from any Nationalized Bank)

To,
BOSE Institute
Kolkata

Dear Sir,

In consideration of Bose Institute (hereinafter called as BI) which expressions shall include its successor and assigns having awarded to (here in after referred to as the said Bidder) a contract No. In terms inter alias, of BI's Letter No. dated and the General Conditions of Contract and upon the condition of the Bidder's furnishing security for the performance of the Bidder's obligations and discharge of the Bidder's liability under in connection with the said contract up to a sum of Rs. (Rupees..... Only) amounting to 5 % (Five) percent of the total contract value.

1. We. (here in after called "The Bank" which expression shall include its successors and assigns) hereby jointly and severally undertake to guarantee the payment to BI in rupees forthwith on demand in writing and without protest of demur or any and all money any wise payable by the Bidder to BI under in respect of or in connection with the side contract inclusive of all BI's losses and damages and costs, (inclusive between attorney and client) charges and expenses and other money anywise payable in respect of the above to this guarantee up to an aggregate limit of Rs. (Rupees.....only).
2. We Bank further agree that BI shall be sole judge of and as to whether the said Bidder has committed any breach or breaches of any of the terms and conditions of the said contract and the extent of loss, damage, cost, charges and expenses caused to or suffered by or that may be caused to or suffered by BI on account thereof and the decisions of BI that the said Bidder has committed such breach or breach and as to the amount or amounts of loss

damage, costs, charges and expenses caused to or suffered by BI from time to time shall be final and binding on us.

3. Bose Institute shall be at liberty without reference to the bank and without affecting the full liability of the bank hereunder to take any other security in respect of the Bidder's obligations and liabilities hereunder or to vary the contract or the work to be done there under vis-à-vis the Bidder or to grant time or indulgence to the Bidder or to reduce or to increase or otherwise vary the prices of the total contract value or to release or to forbear from enforcement of all or any of the security and/ or any other security(ies) now or hereafter held by BI and no such dealing(s) reduction(s) increase(s) or other indulgence(s) or arrangements with the Bidder or release or forbearance whatsoever shall absolve the Bank of the full liability to BI hereunder or prejudice the rights of BI against the bank.
4. This guarantee shall not be determined or affected by the liquidation or winding up, dissolution, or change of constitution or insolvency of the Bidder but shall in all respect and for all purposes be binding and operative until payment of all money payable to BI in terms thereof.
5. The bank hereby waives all rights at any time inconsistent with the terms of this guarantee and the obligations of the bank in terms hereof shall not be anyway affected or suspended by reason of any dispute or dispute having been raised by the Bidder stopping or preventing or purporting to stop or prevent any payment by the bank to BI in terms hereof.
6. The amount stated in any notice of demand addressed by BI to the bank as liable to be paid to BI by the Bidder or as suffered or incurred by BI on account of any losses or damages of cost, costs, charges and / or expenses shall be conclusive evidence of the amount so liable to be paid to BI as suffered or incurred by BI as the case may be and shall be payable by the bank to BI in terms here of.
7. This guarantee shall be a continuing guarantee and shall remain valid and irrevocable for all claims of BI and liabilities of the Bidder arising up to and until midnight of.....
8. This guarantee shall be addition to any other guarantee or security whatsoever that BI may now or at any time anyway may have in relation to the Bidder's obligations/ or liabilities under and/ or in connection with the said contract, and BI shall have full authority to have recourse to or enforce this security in preference to any other guarantee or security which BI may have or obtain and no forbearance on the part of BI in enforcing or requiring enforcement of any other security shall have the effect of releasing the Bank from its full liability hereunder.
9. It shall not be necessary for BI to proceed against the said Bidder before proceeding against the Bank and the Guarantee herein contained shall be

enforceable against the bank notwithstanding that any security which BI may have obtained or obtain from the Bidder shall at the time when proceedings are taken against the said bank hereunder be outstanding or unrealized.

10. We the said Bank undertake not to revoke this guarantee during its currency except with the consent of BI in writing and agree that any change in the constitution of the said Bidder or the said Bank shall not discharge our liability hereunder.
11. We.the said Bank further that we shall pay forthwith the amount stated in the notice of demand notwithstanding any dispute/ difference pending between the parties before the arbitrator and/ or that any dispute is being referred to arbitration.
12. Notwithstanding anything contained herein above, our liability under this guarantee shall be restricted to Rs.(Rupees.....) and this guarantee shall remain in force tilland unless a claim is made on us within 3 months from that date, that is before all the claims under this guarantee shall be forfeited and we shall be relived of and discharged from our liabilities there under.

Datedday of202.....

For and on behalf of Bank.

Signature of the Bidder with date and seal
(Name and Designation of the Signatory in Capital Letters)

ANNEXURE-I

PRICE BID

FORMAT TO FILLIED BY THE BIDDER IN THE BID FOR HIRING OF MANPOWER FOR OFFICIAL WORK ON OUTSOURCING BASIS.

Area	Highly skilled	Skilled	Semi Skilled	Un Skilled
A	37	01	-	-
C	01	-	-	-

Rate of Min. Wages (Basic + VDA) per head per day of 08 hours will be as per the Government of India guidelines considering maximum 26 numbers of working days. EPF, ESI and all other statutory deductions will be as per Government of India guidelines. GST considered @18%.

Sl. No.	Description of Work	Percentage (%) on the total disbursed wages
1.	PART: SERVICE CHARGES FOR HIRING OF HIRING OF MANPOWER FOR OFFICIAL WORK ON OUTSOURCING BASIS OVER DIFFERENT CAMPUSES OF BOSE INSTITUTE	

1. Please quote service charge in line with GEM guide lines
2. The Contractor shall provide trained personnel and use its best endeavour to provide **Manpower for official work on outsourcing basis** , to the Institute. The Institute will only reimburse minimum wages and all other statutory obligations shall be the sole responsibility of the contractor and Institute will not be held liable for the same in any circumstances. Any revision in minimum wages as notified by the Ministry of Labour & Employment, Government of India, the incremental wages, if applicable, will be considered by the Institute upon written request received from the agency.
3. Breakup of the rates quoted from respective categories of **Manpower for official work on outsourcing basis** is to be uploaded along with the price bid as an additional folder in the financial cover.
4. The offers/bids which are not in compliance with the contract Central Government Minimum Wages Act will be treated as invalid.
5. **The contract will be awarded for a period of 24 months** and on the same terms and conditions, without consideration of increase in service charges.
6. The bidders have to quote the rates in Indian Rupees only.
7. All the columns should be clearly filled in as per desired format
8. The rate and amount of GST applicable should be clearly mentioned in the bid. Any vague term such as GST as applicable / or as per Rules will not be entertained. Bid will be treated invalid
9. The bid shall remain valid for 90 days from the date of opening of Technical Bid.
10. **The Bidders have to maintain attendance register and register with wages to ensure timely and accurate payment to the workers that may be engaged for this work. However, any increase in VDA declared by the Govt. will be considered on written request of the Contractor. No service Charge on increased amount of VDA will be considered for making payment by the Institute. Accordingly, the Service charge as quoted by the contractor shall remain fixed throughout the contract period.**

(Signature of the Bidder with official seal)

Name of the Bidder:

PQC Compliance Sheet

Sl. No.	PQ Criteria	Bidder's Response (Folder Name with Page No. to be mentioned)	Complied (Yes / No)
1	APPLICATION FORM NO.-1		
2	APPLICATION FORM NO.-2		
3	Earnest Money deposit of Rs. 3.40 lakh (Rupees Three lakh forty thousand only)		
4	PAN		
5	Professional Tax Registration Certificate		
6	GST		
7	Trade License		
8	ITR for last three years (AY 2022-23, 2023-24, 2024-25)		
9	ESI Registration		
10	Valid License for the manpower service		
11	Address proof of registered office		
12	Solvency certificate of Rs. 45 lakh.		
13	Average Annual Turnover during the last three consecutive years ending March'31, 2025 should be above 1.70cr as per Appendix-A.		
14	Balance Sheet of last three years ending March'2025 or Turnover certified by Chartered Accountant		
15	Certificate of Incorporation		
16	Partnership/Proprietorship/ Private Limited Company/ Public Limited Company/PSU Memorandum of Association and By Laws.		
17	Experience in extending similar works in Govt. organizations/ PSUs/ Autonomous Institutes/ Public Sector Banks/ Local Bodies/ Reputed Private organisations, in terms of annual		

	contract value as detailed below		
17.i	Three similar completed works value not less than Rs.0.68cr. each or		
17.ii	Two similar completed works value not less than Rs.0.85 cr..each or		
17.iii	One similar completed works value not less than Rs. 1.36 cr. each		
18	An Affidavit stating that the Company/Firm/ Bidder is not/has not been black listed ever by Central/any State Government/PSU.		
19	Declaration in company letter head stating the acceptance of all terms & conditions.		
20	At the time of bidding, the bidder should have running contract with at least three (03) Govt. organizations/ PSUs/ Autonomous Institutes/ Public Sector Banks/ Local Bodies/ Reputed Private Organisations.		
21	Integrity Pact		

** Pl put tick (✓) mark whichever is applicable*

Date : _____ Signature of the bidder with seal
 (Name and Designation of the Signatory in Capital Letters)