

## Bid Corrigendum

GEM/2025/B/6281186-C1

Following terms and conditions supersede all existing "Buyer added Bid Specific Terms and conditions" given in the bid document or any previous corrigendum. Prospective bidders are advised to bid as per following Terms and Conditions:

### Buyer Added Bid Specific Additional Terms and Conditions

1. **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. **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. 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.
4. **WORLD BANK TERMS AND CONDITIONS:** Special Terms and Conditions as defined by world bank at [click here](#) will also be applicable. APPLICABLE ONLY IN CASE OF WORLD BANK FUNDED PROJECTS.
5. **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. Bidders can also submit the EMD with Account Payee Demand Draft in favour of  
The Registrar, IIT Bhubaneswar  
payable at  
Jatani  
. 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. Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C  
The Registrar, IIT Bhubaneswar, Jatani  
. The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee.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. Bidders can also submit the EMD with Banker's Cheque in favour of  
The Registrar, IIT Bhubaneswar  
payable at  
Jatani  
. 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. Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

Registrar, IIT Bhubaneswar  
Account No.  
006101055198  
IFSC Code  
ICIC0001985  
Bank Name  
ICICI Bank Ltd.,  
Branch address  
Jatani Branch.

. 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. 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  
The Registrar, IIT Bhubaneswar  
payable at  
Jatani  
. 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. Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of  
The Registrar, IIT Bhubaneswar, Jatani  
A/C (Name of the Seller). 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 Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.
12. 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  
Registrar, IIT Bhubaneswar  
Account No.  
006101055198  
IFSC Code  
ICIC0001985  
Bank Name  
ICICI Bank Ltd.,  
Branch address  
Jatani Branch.  
. 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.
13. 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 15% of total value.
14. 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 uploaded ATC document [Click here to view the file.](#)
16. Buyer Added text based ATC clauses  
**Pre-Bid Meeting: Pre-Bid Meeting is mandatory for all the bidders, failing which their bid will not be considered.** The Bidders or of their representatives who choose to attend at the Pre-Bid meeting, they must bring proper authorization from their firm/agency failing which they will

not be allowed to attend for Pre-Bid meeting. Maximum two representatives only allowed to attend the Pre-Bid Meeting from the each firm/agency. Further, Prospective bidders who want to participate in the Pre-Bid meeting shall send their willingness along with the questionnaire, if any, on or before **09/06/2025** through mail [ar.sp@iitbbs.ac.in](mailto:ar.sp@iitbbs.ac.in) & [office.sp@iitbbs.ac.in](mailto:office.sp@iitbbs.ac.in). Details of Pre-Bid Meeting is as follows:

<b>Date &amp; Time of Pre-Bid Meeting</b>	<b>: 10.06.2025 @ 15.00 Hrs.</b>
<b>Reporting Time</b>	<b>: 14.45 Hrs.</b>
<b>Venue</b>	<b>: Admin Building, IIT Bhubaneswar, Argul - 752050, Odisha</b>

17. 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.
18. Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.
19. Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

## 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.

\*This document shall overwrite all previous versions of Bid Specific Additional Terms and Conditions.

[This Bid is also governed by the General Terms and Conditions](#)



# भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर

## INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

F.6.3/16/2025-26 (S&P)

Date: 11.06.2025

### Corrigendum cum Addendum

The following Corrigendum cum Addendum is incorporated in the GeM Bid No: **GEM/2025/B/6281186**, dated **29.05.2025** for ***Outsourced Manpower on Fixed Remuneration basis***.

1. As per Bid Eligibility Criteria Clause No.8, the following 07 (Seven) agencies eligible for participation in this Bid :

- I. M/s. Oriental Security Service
- II. M/s. SIS Ltd.,
- III. M/s. Executive Security Services Pvt. Ltd.,
- IV. M/s. NIS Management Ltd.,
- V. M/s. Principle Security & Allied Services Pvt. Ltd.,
- VI. M/s. Pratyush
- VII. M/s. Sumeet Security Service

2. Corrigendum cum Addendum / Clarifications regarding queries raised by the Firms/Agency during Pre-Bid Meeting held on 10.06.2025

Sl. No.	Queries raised by the Firms / Agency	Answers / Clarifications made
A	As per Bid Eligibility Criteria Clause No.5, Annual Turnover may be reduced to ₹5 Crore instead of ₹25 Crore.	<b>No.</b> Annual Turnover should be at least ₹25 Crore or more from Manpower Services like Security Services, Housekeeping Services etc., during each Financial Year i.e., from 01.04.2021 to 31.03.2024 in the books of account. A Specific certificate (format at Annexure – IX) regarding the turnover from the Manpower Service only is required to be furnished from a registered Chartered Accountant (CA) / CA firm which had undertaken Audit of the account of the bidder during the said period and a copy of audited balance Sheet and Profit & Loss Account for the same period to be submitted.
B	As per Bid Eligibility Criteria Clause No.6, Work Order has been awarded before 01.04.2021 and continuing till date on extension shall be considered along with Customer Satisfactory Certificate as on this date.	<b>Yes.</b> That Work order may be considered subject to not to be discontinued before 01.04.2021 and continuing till date along with submission of Customer Satisfactory Certificate should be issued as on date.

<b>C</b>	<p>As per Bid Eligibility Criteria Clause No.10, the agency must provide a suitable group insurance policy with coverage of at least ₹2 lakhs per person per year for all deployed outsourced manpower, at the agency's own cost. In this regard, no extra payment will be made by the Institute. The agency may include this Insurance Cover amount with their Agency Commission. An Undertaking should be submitted along with bid without fail</p>	<p>The agency must provide a <b>Group Insurance Policy for death and disability with coverage of at least ₹2 lakhs</b> per person per year for all deployed outsourced manpower, at the agency's own cost. In this regard, no extra payment will be made by the Institute. The agency may include this Insurance Coverage amount with their Agency Commission. An Undertaking should be submitted along with bid without fail.</p> <p>After award of contract, agency should submit a copy of Group Insurance Policy along with first month bill failing which payment may not be processed and an incident may be raised in GeM portal.</p>
<b>D</b>	<p>Whether Earnest Money Deposit (EMD) to be submitted in the form of Bank Guarantee.</p>	<p><b>Yes.</b> Earnest Money Deposit (EMD) may be submitted in the form of <b>Bank Guarantee including e-bank guarantee from any of the commercial banks</b> for an amount of ₹25 Lakh (Rupees Twenty Five Lakh only).</p>

All other Terms & Conditions of the GeM Bid document shall remain unaltered.

Sd/-

Assistant Registrar (S&P)

## **Eligibility Criteria**

1. The bidder must be a Proprietary/Partnership firm/Limited Company/Agency/Society legally constituted or registered under the relevant Act. Must have a valid license for supplying Manpower to Organisations/Institutes under contract Labour (Regulation & Abolition) Act. 1970. The License must be valid for the F.Y. 2025-26 or later.
2. The bidder must have provided Manpower Services for last **Three years or more** as on bid submission end date, to reputed Government organisations / autonomous bodies / institutes like IITs, NITs, Central Universities/CFTIs/PSUs/Corporate Houses/Reputed Private Institutions.
3. The bidder must have the license under Contract Labour (Regulation & Abolition) Act. 1970 and should comply with all the legal requirements for obtaining license under the 'Contract labour (Regulation and Abolition Act) if any at his own part and cost.
4. The bidder must be registered with EPFO, ESIC and such other Tax Authorities as Income Tax and Goods & Service Tax (GST) for which the bidder has to submit necessary documents such as PAN, TAN, and Goods & Service Tax (GST), EPFO & ESIC Registration etc.
5. The Bidder must have an Annual Turnover of at least **₹25 Crore or more from Manpower Services like Security Services, Housekeeping Services etc., during each Financial Years i.e., from 01.04.2021 to 31.03.2024 in the books of account.** A Specific certificate (format at Annexure – IX) regarding the turnover from the Manpower Service only is required to be furnished from a registered Chartered Accountant/CA firm which had undertaken Audit of the account of the bidder during the said period and a copy of audited balance Sheet and Profit & Loss Account for the same period to be submitted.
6. During a financial year from 01.04.2021 to bid submission date, Agency must have been awarded and successfully carried out at least one Manpower Services work order involving deployment of outsourced Manpower Personnel as under as mentioned in Sl. No.2 in last three financial years (format at Annexure – VIII):
  - a) **1 No** with contract value of ₹ 650 Lakhs with 100 or more manpower (or)
  - b) **2 Nos** with contract value of ₹ 400 Lakhs each with 60 or more manpower each (or)
  - c) **3 Nos** with Contract value of ₹ 320 Lakhs each with 50 or more manpower each.
7. Bidder has to submit the documents such Work Order/Contract as per above Sl No.6. along with the Customer Satisfactory Report from the same Organisation/Institute, issued should not be prior to 2022 (format at Annexure – XIII).
8. **Pre-Bid Meeting: Pre-Bid Meeting is mandatory for all the bidders, failing which their bid will not be considered.** The Bidders or of their representatives who choose to attend at the Pre-Bid meeting, they must bring proper authorization from their firm/agency failing which they will not be allowed to attend for Pre-Bid meeting. Maximum two representatives only allowed to attend the Pre-Bid Meeting from the each firm/agency. Further, Prospective bidders who want to participate in the Pre-Bid meeting shall send their willingness along with the questionnaire, if any, on or before **09/06/2025** through mail **ar.sp@iitbbs.ac.in & office.sp@iitbbs.ac.in**. Details of Pre-Bid Meeting is as follows:

<b>Date &amp; Time of Pre-Bid Meeting</b>	<b>: 10.06.2025 @ 15.00 Hrs.</b>
<b>Reporting Time</b>	<b>: 14.45 Hrs.</b>
<b>Venue</b>	<b>: Admin Building, IIT Bhubaneswar, Argul – 752050, Odisha</b>

9. **Geographical Presence:** The Agency must submit a documentary proof like **GST certificate and/or a valid Registration Certificate (Form 3) issued by Directorate of Labour, Odisha under Section 4 of Odisha Shops & Commercial Establishments Act, 1956** for having their operational Office / Branch office in Bhubaneswar / Cuttack / Puri / Jatani / Khordha. These certificates should have been issued on or before 01.05.2025, **failing which such bid will be rejected.** No other documents like Rental Agreement shall be considered as a proof of local address.
10. **Insurance Coverage:** The agency must provide a suitable group insurance policy with coverage of at least **₹2 lakhs** per person per year for all deployed outsourced manpower, at the agency's own cost. In this regard, no extra payment will be made by the Institute. The agency may include this Insurance Cover amount with their Agency Commission. An Undertaking should be submitted along with bid without fail.
11. The bidder must submit a declaration regarding non-blacklisting/debarring for participation in tender on non-judicial stamp paper (Rs.100/-) duly notarized, as per Annexure-VI. Hard copy should be reached to S&P Section, IIT Bhubaneswar, Argul – 752050 prior to opening of Financial Bid.
12. The Bidder shall deposit Bid Security (EMD) of **₹ 25,00,000/- (Rupees Twenty Five Lakhs only)** in the form of an **Account Payee Demand Draft/FDR in Favour of Registrar IIT Bhubaneswar payable at Bhubaneswar** or **Direct Bank Transfer through NEFT/RTGS** to the Institute Account. No other form of Bid Security (EMD) Instrument is acceptable. Submission of Bid Security (EMD) is mandatory for all the bidders **failing which their bid will not be considered.** However, EMD is exempted for NSIC / SSI / SME units. Details are as follows:
- (a) NSIC/SSI/SME Units are exempted for submitting Bid Security/EMD as per Govt. Of India order, amended time to time. Such bidders must submit UAM /NSIC clearly mentioning nature of activity as per Bid requirement along with Bid Securing Declaration as per Annexure VII. Noncompliance will result in Bid rejection for non-submission of EMD.
  - (b) As per provisions of General Terms and conditions on GeM 4.0 (version 1.17), dated 09.08.2024, **“EMD is exempted subject to submission of proof of their Annual Turnover of ₹500 Crore or more, at least in one of the past three completed financial year(s)”**.
  - (c) Original Bid Security (EMD) Instrument shall be sent to Assistant Registrar, Stores & Purchase Section, 3rd Floor, Admin Building, IIT Bhubaneswar, Argul, Jatani, Dist. Khordha, Odisha – 752050, so as to reach before last date of Bid Submission and copy of the same instruments to be uploaded along with bid on CPP Portal in EMD details.
  - (d) IIT Bhubaneswar Account Details for Online payment of Bid Security (EMD) as under:  
**Name of Account Holder: Registrar, IIT Bhubaneswar**  
**Bank A/c No- 006101055198 (Saving A/c)**  
**IFSC code- ICIC0001985**  
**MICR Code- 751229009**  
**ICICI Bank Ltd., Jatani Branch.**
  - (e) Bid security of the successful bidder shall be adjusted against the Performance Security and for remaining amount of Performance Security separate BG/DD/FDR shall be collected from the successful bidder.
  - (f) Bid Security shall be forfeited if the bidder withdraws his bid during the period of Tender validity.
  - (g) Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the period specified by the Institute.
13. Technical Evaluation will be done on a **Least Cost Selection Basis**. All Technical Parameters like Annual Turnover, Similar Experience and other Eligibility Criteria details are mentioned in Annexure XIV.
14. **Non-submission of any of the documents with respect to the above and Annexure-I to XV will result in rejection of bid.**

## **Evaluation Criteria for Selection**

1. The Tender Evaluation Committee of the Institute may visit the operational Office / Branch office of the bidders as part of assessment.
2. The Tender Evaluation Committee of the Institute may verify original documents towards the eligibility/qualifying criteria after opening of technical bid of the tender for verification. Besides the Institute reserve the right to verify the document submitted from those Institutes/ Organisations who have issued such certificates like Work Orders, CSPRs etc.
3. The bidders meeting the eligibility criteria (Qualified for Technical Evaluation) shall only be allowed to opening of the Financial Bid shall depend on the marks obtained in the Technical Evaluation marking system. A total 100 marks for Technical evaluation. **Bidder should have secure *minimum scoring of 50% marks in each criteria as mentioned in below table* will only qualify for opening of Price Bid.** Details are as follows:

**(I) Technical Evaluation (Total 100 Marks)**

Sl. No.	Criteria	Max. Mark	Distribution of marks		
1	<b>Annual Turnover in crores</b> (Average Annual Turnover from similar business in last three financial years 2021-22, 2022-23 & 2023-24) (Annual Turnover only from Manpower Services CA certified copies to be submitted with the technical bid) As per Annexure-IX	40	(i)	25 to 50 Crores	15
			(ii)	50 to 100 Crores	30
			(iii)	100 Crores and above	40
2	<b>Number of Outsourced Manpower on roll</b> (as per Certificate regarding confirmation of number of manpower on the roll of the bidder / tenderer as on bid submission end date to be submitted with the technical bid) as per Annexure-VIII	30	(i)	50 to 100	10
			(ii)	101 to 500	20
			(iii)	501 and above	30
3	<b>Similar Experience in years</b> (Certificate Regarding Oldest Work Order/Contract For Supply Of Manpower Services Executed By The Bidder as on bid submission end date, to be submitted with the technical bid) As per Annexure-XII	30	(i)	3 to 5 years	10
			(ii)	6 to 10 years	20
			(iii)	10 Years and above	30
Total Marks		100	Qualifying Marks for Financial Bid Opening : 75 marks out of 100 marks		

- (II) **Financial Evaluation:** The Bidder securing minimum of 75% marks and above in Technical Evaluation, ***Subject to minimum scoring of 50% marks in each Criteria as mentioned above table Sl. No. 1, 2 & 3 above, will only qualify for opening of Price Bid.*** However, Institute reserves the right to cancel the Bid without notice to parties involved.

**Check list to be submitted along with Technical Bid**

Sl. No.	Documents asked for	Yes/No	If Yes Page No.:
1.	DD/NEFT details for Bid Security (EMD)/Bid Security Declaration, as applicable		
2.	The bidder must be a Proprietary/Partnership firm/Limited Company/Agency/Society legally constituted or registered under the relevant Act. Proof of ownership and control: a) Authorization letter from the MD/CMD or Owner/Proprietor. b) Copy of Memorandum of Understanding (MoU) in case the Bidder comprises of Joint venture/Consortium/Partnership or relevant document about sole proprietorship) Copy of valid Registration Certificate of the firm/agency.		
3.	Must have a valid license for supplying Manpower to Organisations/Institute under contract Labour (Regulation & Abolition) Act. 1970. Copy of the License under Contract Labour (R&A) Act 1970, of the employer for whom the Manpower Outsource Agency is currently undertaking the work. The License must be valid for the F.Y. 2025-26 or later.		
4.	Proof of experiences as per the eligibility criteria. Must be in the business for providing Manpower Services for <b>at least three or more years</b> as on 31.03.2025. Date of Incorporation of firm and oldest Work order of supply of Manpower Outsource Services.		
5.	Customer satisfactory performance certificates / Work Completion Report as per eligibility criteria The Bidder must have successfully executed / completed at least i) One single order of Rs. 650 Lakhs OR ii) 2 orders each of Rs. 400 Lakhs OR iii) 3 orders each of Rs. 320/-Lakhs for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.		
6	Must have an annual turnover of <b>₹25 crores</b> or more in each Financial Year from Manpower Services during the last three financial Years [2021-22,2022-23,2023-24] in the books of account. A Specific certificate regarding the Turn Over from the Manpower Services is required to be furnished from the Chartered Accountant/CA firm which had undertaken Audit of the account of the bidder during 01.04.2021 to 31.03.2024. <b>(Annexure-IX)</b> . Copies of accounts of Annual Turnover as per the eligibility criteria & audited balance sheet, Profit & Loss accounts.		
7	During a financial year from 01.04.2021 to bid submission date, Agency must have been awarded and successfully carried out at least one supply of Outsourced Manpower work order involving deployment in Government organizations / autonomous bodies and Institute like IITs, NITs, CFTIs, Central Universities and / or PSUs as under: (i) 100 or more Outsourced Manpower in an organization OR(ii) 60 or more Outsourced Manpower each in two organizations OR(iii) 50 or more Outsourced Manpower each in three organisations <b>Annexure: VIII</b>		
8	Must be registered with Employees Provident Fund Organisation, Employees State Insurance Corporation, and such other Tax Authorities as Income Tax and Service Tax for which the agency has to submit necessary documents such as EPF registration, ESIC registration, Labour License, PAN, TAN, Goods & Service Tax (GST) Registration etc with proper validity.		
9	Proof of geographical Presence		
10.	Annexure – I to XV		
11.	A signed & stamped copy of Bid document to be submitted as token of acceptance of our terms & conditions		
12.	An Undertaking for providing a suitable Group Insurance Policy with a minimum coverage of ₹2 Lakhs per person per year for all the deployed manpower.		
13.	Any other documents (If required)		

**Note:** 1. Photo copies of all necessary documents duly self-attested must be attached for verification of the information provided. Non submission of any of the above documents may lead to non-evaluation/ rejection of the bid.  
2. Checklist to be submitted along with Technical Bid.

**Signature of the bidder)**  
**Name and Address (with seal)**

**Bidder Information Form**

(a) *The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted. This should be done of the letter head of the firm]*

Date: **[insert date (as day, month and year) of Bid Submission]**

Bid No.: \_\_\_\_\_

01.	Bidder's Legal Name :	
02.	In case of JV, legal name of each party:	
03.	Bidder's actual or intended Country of Registration:	
04.	Bidder's Year of Registration & Registration No. of the Agency:	
05.	Bidder's Legal Address in Country of Registration	
06.	Bidder's Authorized Representative Information: Name: Designation: Address: Telephone/Fax numbers: Email Address:	
07.	Attached are copies of documents of: Articles of Incorporation or Registration of firm named in 1, above.	
08.	Licence number registered under Contract Labour (R&A) Act	
09.	Goods & Service Tax No.	
10.	Provident Fund Registration No.	
11.	ESI Registration Number	
12.	Annual Turnover (in Lakhs) (3 years)	
13.	Experience of running Manpower services (in years)	
14.	Manpower on roll of the firm as on Bid submit End Date	
15.	Details of Bid Security (EMD) deposited: Amount Draft No. & Date	

**Declaration by the bidder:**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

**Signature & Seal of Bidder:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**(To be given on Company Letter Head)**

**Date:** \_\_\_\_\_

To,  
Registrar,  
Indian Institute of Technology Bhubaneswar,  
Argul, Jatani – 752050

**Sub: Acceptance of Terms & Conditions of Bid.**

**Bid Reference No:** \_\_\_\_\_

**Name of Bid / Work:** \_\_\_\_\_

Dear Sir,

1. I/ We have downloaded / obtained the Bid document(s) for the above mentioned 'Bid/Work' from the web site(s) namely: .....  
as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the GeMBid documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the GeMBid conditions of above mentioned GeM Bid document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

**(Signature of the Bidder, with Official Seal)**

**FORMAT FOR PERFORMANCE BANK GUARANTEE**

**(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred)** (TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT BHUBANESWAR OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT BHUBANESWAR OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT BHUBANESWAR. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.)

To,  
Registrar,  
Indian Institute of Technology Bhubaneswar,  
Argul – 752050

***LETTER OF GUARANTEE***

WHEREAS Indian Institute of Technology Bhubaneswar, Bhubaneswar (Buyer) have invited Tenders vide Tender No..... Dt. ....for purchase of ..... AND WHEREAS the said tender document requires that any eligible successful tenderer (seller) wishing to supply the equipment /machinery etc. in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of “**Registrar, Indian Institute of Technology Bhubaneswar, Bhubaneswar**” in the form of Bank Guarantee for Rs ..... and valid till ..... from the date of issue of Performance Bank Guarantee may be submitted within 30 (Thirty) days from the date of acceptance as a successful bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in tender document / purchase order / performance of the equipment / machinery, etc. this bank shall pay to Indian Institute of Technology, Bhubaneswar on demand and without protest or demur Rs ..... (Rupees.....).

This bank further agrees that the decision of Indian Institute of Technology, Bhubaneswar (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We, ..... (name of the bank & branch) hereby further agree that the guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/ or Indian Institute of Technology Bhubaneswar, Bhubaneswar(Buyer).

**Notwithstanding anything contained herein:**

1. Our liability under this Bank Guarantee shall not exceed ₹ ..... (Indian Rupees ..... only).
2. This Bank Guarantee shall be valid up to .....(date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if Institute serve upon us a written claim or demand on or before .....(date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at ..... situated at ..... (Address of local branch).

Yours truly,  
Signature and seal of the guarantor:  
Name of Bank:  
Address:  
Date:

**Instruction to Bank:** Bank should note that on expiry of Guarantee Period, the Original Guarantee will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.

**MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER**

BID NO: \_\_\_\_\_ Dated : \_\_\_\_\_

To  
The Registrar,  
Indian Institute of Technology Bhubaneswar,  
Argul, Khurda -752050.

Sub: Authorization for release of payment / dues from Indian Institute of Technology, Bhubaneswar through Electronic Fund Transfer/RTGS Transfer.

1. Name of the Party/Firm/Company/Institute:

2. Address of the Party:

City \_\_\_\_\_ Pin Code \_\_\_\_\_

E-Mail ID \_\_\_\_\_ Mob No: \_\_\_\_\_

Permanent Account Number \_\_\_\_\_

3. Particulars of Bank:

Bank Name:		Branch Name:	
Branch Place:		Branch City:	
PIN Code:		Branch Code:	
MICR No.:			
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number)			
IFS Code®11 digit alpha numeric code)		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Account Type	Savings	Current	Cash Credit
Account Number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**DECLARATION**

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Registrar, Indian Institute of Technology Bhubaneswar responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature & Seal of the Authorized Signatory of the Party**

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: \_\_\_\_\_

**Signature of the Authorized Official from the Bank**

*N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.*

Date: \_\_\_\_\_

## **ANNEXURE VI**

### **DECLARATION REGARDING NONBLACKLISTING/DEBARRING FOR PARTICIPATION IN BID**

(To be executed & attested by Executive Magistrate on Rs.100/- non-judicial Stamp paper by the bidder)

**Bidder has to upload scanned copy along with bid and has to ensure delivery of hardcopy to the buyer within 5 days of Bid End Date/Bid opening date.**

**GeM Bid No. \_\_\_\_\_ ; Dated: \_\_\_\_\_**

I / We \_\_\_\_\_ (Name Of Authorized Signatory) of M/S. \_\_\_\_\_ (Firm/Agency Name) \_\_\_\_\_ hereby declare that the firm/agency namely M/s. \_\_\_\_\_ has not been blacklisted or debarred in the past by Union / State Government, PSU/Autonomous organization from taking part in Government tenders in India. And no case is pending with the police or in court of law against their name or firm/agency.

**Or**

I / We \_\_\_\_\_ (Name Of Authorized Signatory) of (Firm/Agency Name) M/s. \_\_\_\_\_  
Hereby declare that the Firm/company namely M/s. \_\_\_\_ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of \_\_\_\_ Years w.e.f. \_\_\_\_\_ to \_\_\_\_\_. The period is on \_\_\_\_\_ and over now now the firm/company is entitled to take part in Government tenders. And no case is pending with the police or in court of law against their name or firm/agency.

In case the above information found false I/we are fully aware that the tender/ contract will be rejected/cancelled by Registrar, IIT Bhubaneswar and EMD/Performance Security and Security deposit shall be forfeited.

In addition to the above Director, IIT Bhubaneswar will not be responsible to pay the bills for any completed / Partially completed work.

DEPONENT  
(Bidder) Name

Address

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**Bid-Securing Declaration Form**

**(to be submitted by MSE Bidder only along with UAM for claiming EMD exemption)**

Date: *[insert date (as day, month and year) of Bid Submission]*

**BID No. :**

To: *[insert complete name and address of Purchaser]*

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of two year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- (a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- (b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of : (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_(insert date of signing)

**Corporate Seal (where appropriate)**

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

**CERTIFICATE REGARDING CONFIRMATION OF NUMBER OF OUTSOURCE MANPOWER ON THE ROLL OF  
THE BIDDER / TENDERER AS ON 31.03.2025**

I / We, M/s \_\_\_\_\_, the Bidder hereby confirm that the total number of Outsource Manpower on my / our roll as on \_\_\_\_\_ is \_\_\_\_\_ (No. in figures: \_\_\_\_\_).

The site / firm / contract wise break up of Outsource Manpower provided to Firms/Clients are as under:

SL. NO.	NAME OF FIRM / COMPANY TO WHOM OUTSOURCE MANPOWER ARE PROVIDED	ADDRESS OF FIRM / COMPANY	NUMBER OF OUTSOURCE MANPOWER SERVICES PROVIDED AS ON 31/03/2025
<b><u>Grand Total</u></b>			

**Note:** Proof of copies should be enclosed along with this certificate.

**SIGNATURE & SEAL OF THE BIDDER**

**CERTIFICATE BY CHARTERED ACCOUNTANT**

I / We, \_\_\_\_\_, Chartered Accountants, certify that the figure regarding number of Outsource Manpower on roll of Mr. / M/s. \_\_\_\_\_, the Bidder/Tenderer for providing Outsource Manpower on Monthly Contract Basis as mentioned above is true and found correct as per their Books of Accounts as on 30.06.2024.

**SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT**  
**NAME, ADDRESS AND CONTACT DETAILS:**  
**FRN:**  
**UDIN:**

**CERTIFICATE REGARDING TURN-OVER FROM THE OUTSOURCE MANPOWER SERVICE ONLY**  
**OF THE TENDERER DURING THE LAST THREE FINANCIAL YEARS**  
**i.e. [2021-2022, 2022-2023, 2023-24]**

I / We, M/s \_\_\_\_\_, the Bidder/  
Tenderer/Manpower Agency for providing Manpower on Monthly Contract Basis, hereby confirm that the average  
total turn-over of the firm/company and profit from Manpower services only during the last three financial years i.e.  
[2018-2019, 2019-2020 & 2020-2021]

Sl. No.	FINANCIAL YEAR	ANNUAL TURN-OVER FROM OUTSOURCE MANPOWER SERVICE ONLY	PROFIT EARNED FOR THE YEAR
1	2021-2022		
2	2022-2023		
3	2023-2024		

**Note:** P&L Account and Balance Sheet copies should be enclosed along with this certificate.

**SIGNATURE & SEAL OF THE BIDDER**

**CERTIFICATE BY CHARTERED ACCOUNTANT**

I / We, \_\_\_\_\_, Chartered Accountants, certify that  
the figures regarding Annual Turnover and profit earned from Outsource Manpower services only for the  
financial years mentioned above in respect of M/s. \_\_\_\_\_ are  
checked and found correct and true as per their Books of Accounts and other related records.

**SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT**

**NAME, ADDRESS AND CONTACT DETAILS:**

**FRN:**

**UDIN:**

**CERTIFICATE REGARDING WORK ORDER/CONTRACT FOR SUPPLY OF OUTSOURCE MANPOWER SERVICES EXECUTED BY THE BIDDER IN THE LAST 3(THREE) YEARS**

**Similar Experience in years** (Total Number of different Govt/IITs, NITs, CFTIs, Central Universities /PSU clients served in the last 7 financial years).

I / We, M/s \_\_\_\_\_, the Bidder/Tenderer/ Agency for providing Outsource manpower services on Monthly Contract Basis, hereby confirm that the work order/contract for supply of Outsource Manpower Services is executed by us as follows and CA certified copy of the same is enclosed herewith:

Name of the Organisation with complete postal address	Name and Designation of the Contract Person with Telephone No. / Mobile No. / E-mail ID.	Period for which Outsource manpower_ Services Contract was Awarded.	Number of Outsource manpower_ Provided to them.

**Note:** Work Order/contracts should be enclosed along with this certificate.

**SIGNATURE WITH SEAL OF THE BIDDER  
DATE:**

**CERTIFICATE BY CHARTERED ACCOUNTANT**

I / We, \_\_\_\_\_, Chartered Accountants, certify that the oldest work order/contract for supply of Outsource Manpower Services is executed by M/s. \_\_\_\_\_ mentioned above is checked and found correct and true as per their related records.

**SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT  
NAME, ADDRESS AND CONTACT DETAILS:  
FRN:  
UDIN:**

**CERTIFICATE REGARDING MONETRAY VALUE OF CONTRACT FROM THE OUTSOURCE  
MANPOWER SERVICE ONLY**

**(Maximum contract value of a Single contract executed in last 3 financial years)**

I / We, M/s \_\_\_\_\_, the Bidder/Tenderer/ Agency for providing Outsource manpower on Monthly Contract Basis, hereby confirm that the Maximum contract value of a Single Contract executed in the last Three financial years are as follows and CA certified copy of the same is enclosed herewith:

**MONETRAY VALUE OF CONTRACT** (Maximum contract value of a Single contract executed in last 3 financial years)

SI No	Financial Year	MONETRAY VALUE OF CONTRACT	Maximum Contract Value of a Single Contract from OUTSOURCE MANPOWER SERVICE ONLY	Work order Copy
1	2023-2024	5 to 8 Crores		
		More than 8 to 10 Crores		
		More than 10 Crores		
2	2022-2023	5 to 8 Crores		
		More than 8 to 10 Crores		
		More than 10 Crores		
3	2021-2022	5 to 8 Crores		
		More than 8 to 10 Crores		
		More than 10 Crores		

**SIGNATURE WITH SEAL OF THE BIDDER  
DATE:**

**CERTIFICATE BY CHARTERED ACCOUNTANT**

I / We, \_\_\_\_\_, Chartered Accountants, certify that the work order/contract for supply of Outsource Manpower Services is executed by M/s. \_\_\_\_\_ mentioned above is checked and found correct and true as per their related records.

**SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT  
NAME, ADDRESS AND CONTACT DETAILS:  
FRN:  
UDIN:**

**CERTIFICATE REGARDING OLDEST WORK ORDER/CONTRACT FOR SUPPLY OF OUTSOURCED  
MANPOWR SERVICES EXECUTED BY THE BIDDER**

I / We, M/s \_\_\_\_\_, the Bidder/Tenderer/  
Security Agency for providing outsourced manpower services on Monthly Contract Basis, hereby confirm that  
the oldest work order/contract for supply of outsourced manpower Services is executed by us as follows and CA  
certified copy of the same is enclosed herewith:

<b>Name of the Organisation with complete postal address</b>	<b>Name and Designation of the Contract Person with Telephone No. / Mobile No. / E-mail ID.</b>	<b>Period for which Manpower services Contract was Awarded.</b>	<b>Number of Manpower Provided to them.</b>

**Note:** WO/Contract should be enclosed along with this certificate.

**SIGNATURE WITH SEAL OF THE BIDDER:  
DATE:**

**CERTIFICATE BY CHARTERED ACCOUNTANT**

I / We, \_\_\_\_\_, Chartered Accountants, certify that  
the oldest work order/contract for supply of outsourced manpower Services is executed by  
M/s. \_\_\_\_\_ mentioned above is checked and  
found correct and true as per their related records.

**SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT**

**NAME ,ADDRESS AND CONTACT DETAILS:**

**FRN:**

**UDIN:**

**LIST OF PRESENT AND PAST CLIENTS DURING LAST THREE FINANCIAL YEARS.**

(Please give complete details as per the following format along with the Customer Satisfactory performance report (CSPR) issued by clients/organisations to whom outsourced manpower services were provided during a financial year from 01.04.2021 to bid submission end date. This information provided will facilitate evaluation of Technical Bid).

Sl. No.	Name of the Organisation with complete postal address	Name and Designation of the Contract Person with Telephone No. / Mobile No. / E-mail ID.	Period for which Manpower Services Contract was Awarded.	Number of outsourced manpower Provided to them.

**Note:** CSPR copies should be enclosed along with this certificate.

**SIGNATURE WITH SEAL OF THE BIDDER:**

**DATE:**

**CERTIFICATE BY CHARTERED ACCOUNTANT**

I / We, \_\_\_\_\_, Chartered Accountants, certify that the list of present and past clients CSPR during last three financial years for supply of outsourced manpower Services is executed by M/s. \_\_\_\_\_ mentioned above is checked and found correct and true as per their related records.

**SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT**

**NAME ,ADDRESS AND CONTACT DETAILS:**

**FRN:**

**UDIN:**

**Technical Evaluation (TS) (Total 100 Marks): Technical Parameters on Fixed Remuneration**

Sl. No.	Criteria	Max. Mark	Distribution of marks		
1	<b>Annual Turnover in crores</b> (Average Annual Turnover from similar business in last three financial years 2021-22, 2022-23 & 2023-24) (Annual Turnover only from Manpower Services CA certified copies to be submitted with the technical bid) As per Annexure-IX	40	(i)	25 to 50 Crores	15
			(ii)	50 to 100 Crores	30
			(iii)	100 Crores and above	40
2	<b>Number of Outsourced Manpower on roll</b> (as per Certificate regarding confirmation of number of manpower on the roll of the bidder / tenderer as on bid submission end date to be submitted with the technical bid) as per Annexure-X	30	(i)	50 to 100	10
			(ii)	101 to 500	20
			(iii)	501 and above	30
3	<b>Similar Experience in years</b> (Certificate Regarding Oldest Work Order/Contract For Supply Of Manpower Services Executed By The Bidder as on bid submission end date, to be submitted with the technical bid) As per Annexure-XII	30	(i)	3 to 5 years	10
			(ii)	6 to 10 years	20
			(iii)	10 Years and above	30
Total Marks		100	Qualifying Marks for Financial Bid Opening : 75 marks out of 100 marks		

**AN UNDERTAKING REGARDING PROVIDING OF MINIMUM REQUIREMENTS WITH FREE OF COST**

I / We \_\_\_\_\_ (Name of Authorized Signatory) of M/s. \_\_\_\_\_ (Firm/Agency Name) is hereby submit an Undertaking regarding provide the following minimum requirements with free of cost against GeM Bid No. \_\_\_\_\_, dated \_\_\_\_\_ for an effective coordination/services, for which no payment will be made by the Institute separately.

- 1) **Group Insurance Coverage:** A Group Insurance Policy for death and disability with coverage of at least ₹2 lakhs per person per year for all deployed outsourced manpower, at the agency's own cost. In this regard, no extra payment will be made by the Institute. The agency may include this Insurance Coverage amount with their Agency Commission. After getting of contract, We will submit a copy of Group Insurance Policy along with first month bill.
- 2) **Biometric Attendance System:** Face recognized Biometric Attendance System will be installed in the Main Building, all School Buildings, Guest House, Dispensary and any other designated places inside campus as and when required with free of cost. In this regard, no extra payment will be claimed by our firm/agency.

**(Note: Face recognized Biometric Attendance System will provide with good quality and of reputed brand.)**

**SIGNATURE WITH SEAL OF THE BIDDER:**