

Bid Corrigendum

GEM/2026/B/7328118-C2

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. 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. **OPTION CLAUSE:** The buyer can increase or decrease the contract quantity or contract duration up to 50 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 50 percent. Bidders are bound to accept the revised quantity or duration.
3. **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.
4. Bidders can also submit the EMD with Account Payee Demand Draft in favour of
The Registrar, IIT Bhubaneswar
payable at
IIT Bhubaneswar
. 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.
5. Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C
The Registrar, IIT Bhubaneswar
. The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee.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
6. Bidders can also submit the EMD with Banker's Cheque in favour of
The Registrar, IIT Bhubaneswar
payable at
IIT Bhubaneswar
. 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.
7. 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
IIT Bhubaneswar
. 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.

8. 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 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.
9. 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 20% of total value.
10. Preference to Make In India products (For bids less than 200 Crore):Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document 50%. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. In case Buyer has selected Purchase preference to Micro and Small Enterprises clause in the bid, the same will get precedence over this clause.
11. 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.
12. Buyer uploaded ATC document [Click here to view the file.](#)
13. 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.
14. Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.
15. 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.1.9/2026/ES//Horti.
Date: 13.03.2026

Corrigendum cum Addendum

The following Corrigendum cum Addendum is incorporated in the **GEM/2026/B/7328118**, dated **06.03.2026** for **Providing Outsourced Manpower Services on Minimum Wage basis for Horticulture Works**.

- As per Bid Eligibility Criteria Clause No.8, the following 13 (Thirteen) agencies only eligible for participation in this Bid:
 - M/s. MVSF Management Services Pvt. Ltd.
 - M/s. Secured Security Solutions Pvt. Ltd.
 - M/s. Next Level Security Pvt. Ltd.
 - M/s. Clean and Care Services
 - M/s. Firstman Management Services (P) Ltd.
 - M/s. Oriental Security Service.
 - M/s. Times Security Services.
 - M/s. L & K Services Pvt. Ltd.
 - M/s. B- Group Agency.
 - M/s. Tamralipta Hortifarms.,
 - M/s. SMC Integrated Facility Management Solutions Limited.,
 - M/s. Pratyush.
 - M/s. Jagannath Placement & Security Services Pvt. Ltd.,
- Corrigendum cum Addendum / Clarifications regarding queries raised by the Firms/Agency during Pre-Bid Meeting held on 12.03.2026

<u>Sl. No.</u>	<u>Queries raised by the Firms / Agency</u>	<u>Answers / Clarifications made</u>
A	As per Bid Eligibility Criteria Clause No.10 of Medical Insurance Coverage for non-ESI beneficiaries : The personnel to be deployed at IIT Bhubaneswar who are not covered under the ESI Scheme are to be covered under similar medical insurance scheme in line with ESI Scheme benefits by the agency at its own cost.	This clause is removed.
B	Evaluation criteria for selection/On page No. 03, Technical Evaluation Point No.1 . Annual Turnover in crores (Annual turnover from similar business in last three financial years 2022-23, 2023,24 & 2024-25) annual turnover only from Manpower Services CA certified copies to be submitted with the technical bid) As per Annexure –IX.	Eligibility Criteria Page No.3 of Evaluation criteria, Clause No.3 (I), Annual Turnover in Crores will be considered from Manpower Services like Horticulture Services, Security Services, Housekeeping Services etc. , in this regard, CA certified copies to be submitted with the technical bid. As per Annexure –IX.
C	Evaluation criteria for selection/On page No. 03, Technical Evaluation Point No.3 . Whether the outsourced agency shall provide “oldest Work Order / Contract or oldest continued Work Order / Contract for the supply of Manpower Services by the Bidder as on bid submission end date.	The Bidder/Agency should provide Oldest work order/Contract for calculation of their experience purpose only and Marks will be given in LCS as per Annexure –XIV. Further, it is also informed to all the bidders that Oldest Work Order / Contract does not need to be ongoing or valid till date.

D	Whether MME registered bidders are eligible for exemption from EMD and Tender Fee for this tender upon submission of valid MSME registration documents.	As per Eligibility Criteria, Clause No.12 (a), EMD Exemption will be provided for Micro & Small Entrepreneurship bidders only. Medium Bidders cannot be exempted for EMD.
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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 Organizations/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 **₹4.17 Crore or more from Manpower Services like Horticulture Services, Security Services, Housekeeping Services etc., during each Financial Years i.e., from 01.04.2022 to 31.03.2025 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 01.04.2022 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 **₹ 4.17 Crore with 159 or more manpower (or)**
 - b) **2 Nos** with contract value of **₹ 2.78 Crore each with 106 or more manpower each (or)**
 - c) **3 Nos** with Contract value of **₹ 1.39 Crore each with 53 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 2023 (format at Annexure – XIII).
8. **Pre-Bid Meeting: Physical Participation in Pre-Bid Meeting is mandatory for all the bidders, failing which their bid will not be considered.** The Bidders or their representatives who choose to attend at the Pre-Bid meeting, 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 **11/03/2026** through mail horticulturist@iitbbs.ac.in & se.office@iitbbs.ac.in. Details of Pre-Bid Meeting is as follows:

Date & Time of Pre-Bid Meeting	: 12.03.2026 @15.00 Hrs.
Reporting Time	: 14.45 Hrs.
Venue	: Admin Building, IIT Bhubaneswar, Argul – 752050, Odisha

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 **01.01.2026, failing which such bid will be rejected.** No other documents like Rental Agreement shall be considered as a proof of local address.
10. **Medical Insurance Coverage for non-ESI beneficiaries: This Clause is removed.**
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 reach S&P Section, IIT Bhubaneswar, Argul – 752050 prior to opening of Financial Bid.
12. The Bidder shall deposit Bid Security (EMD) of **₹ 8,35,000/- (Rupees Eight Lakh and Thirty Thousand 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 or in the form of Bank Guarantee including e-bank guarantee from any of the commercial banks. 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 from 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. Non-compliance 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 have to 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 GeM Portal with the EMD details.
 - (d) IIT Bhubaneswar Account details for Online payment of Bid Security (EMD) are 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 documents submitted from those Institutes/ Organisations who have issued such certificates like Work Orders, CSPRs etc.
3. The bidders meeting the eligibility criteria (i.e., Qualified after Technical Evaluation) shall only be allowed to opening of the Financial Bid depending on the marks obtained in the Technical Evaluation marking system. The Technical evaluation comprises of total 100 marks. **Bidder should secure *minimum 50% marks in each criterion and overall 75% of total marks as mentioned in below table to 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	Annual Turnover in crores (Average Annual Turnover from similar business in last three financial years 2022-23, 2023-24 & 2024-25) (Annual Turnover from Manpower Services like Horticulture Services, Security Services, Housekeeping Services etc., CA certified copies to be submitted with the technical bid) As per Annexure-IX	40	(i)	Up to 8 Crores	20 marks
			(ii)	Above 8 Crores and up to 16 Crores	30 marks
			(iii)	Above 16 Crores	40 marks
2	Number of Outsourced Manpower on roll (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)	Up to 159 Manpower	15 marks
			(ii)	160 to 212 Manpower	20 marks
			(iii)	213 and above Manpower	30 marks
3	Similar Experience in years (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	15 marks
			(ii)	Above 5 and up to 10 years	20 marks
			(iii)	Above 10 Years	30 marks
Total Marks		100	Qualifying Marks for Financial Bid Opening : 75 marks out of 100 marks (subject to scoring a minimum of 50% marks in each criterion)		

- (II) Financial Evaluation: The Bidder securing minimum of 75% total marks and above in the Technical Evaluation, *subject to scoring minimum of 50% marks in each Criteria as mentioned in the above table 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 Outsourced 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 at least three or more years as on 31.03.2025. Date of Incorporation of firm and oldest Work order of supply of Manpower Outsourced Services.		
5.	Customer satisfactory performance certificates / Work Completion Report as per eligibility criterion.The Bidder must have successfully executed / completed at least i)One single order of Rs. 4.17 Crore OR ii) 2 orders each of Rs. 2.78 Crore OR iii)3 orders each of Rs. 1.39 Crore 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 ₹4.17 crores or more in each Financial Year from Manpower Services during the last three financial Years [2022-23,2023-24,2024-25] 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 01.04.2022 to 31.03.2025. (Annexure-IX) .Copies of accounts of Annual Turnover as per the eligibility criteria & audited balance sheet, Profit & Loss accounts.		
7	During a financial year from 01.04.2022 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) 159 or more Outsourced Manpower in an organization OR(ii) 106 or more Outsourced Manpower each in two organizations OR(iii) 53 or more Outsourced Manpower each in three organizations Annexure: VIII		
8	Must be registered with Employees Provident Fund Organization, 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.	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.	License 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)			
Account Type	Savings	Current	Cash Credit
Account Number:			

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: _____

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 over 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

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 TURN-OVER FROM THE OUTSOURCED MANPOWER SERVICE OF
THE TENDERER DURING THE LAST THREE FINANCIAL YEARS**
i.e. [2022-2023, 2023-2024, 2024-25]

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. [2022-2023, 2023-2024, 2024-25]

Sl. No.	FINANCIAL YEAR	ANNUAL TURN-OVER FROM OUTSOURCED MANPOWER SERVICE	PROFIT EARNED FOR THE YEAR
1	2022-2023		
2	2023-2024		
3	2024-2025		

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 Outsourced 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 OUTSOURCED 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 3 financial years).

I / We, M/s _____, the Bidder/Tenderer/ Agency for providing Outsourced manpower services on Monthly Contract Basis, hereby confirm that the 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:

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 Outsourced manpower Services Contract was Awarded.	Number of Outsourced 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 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:

**CERTIFICATE REGARDING MONETRAY VALUE OF CONTRACT FROM THE
OUTSOURCED 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 Outsourced 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:

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

SI No	Financial Year	MONETARY VALUE OF CONTRACT	Maximum Contract Value of a Single Contract from OUTSOURCED MANPOWER SERVICE ONLY	Work order Copy
1	2024-2025	3 Crores to 5 Crores		
		More than 5 Crores to 8 Crores		
		More than 8 Crores		
2	2023-2024	3 Crores to 5 Crores		
		More than 5 Crores to 8 Crores		
		More than 8 Crores		
3	2022-2023	3 Crores to 5 Crores		
		More than 5 Crores to 8 Crores		
		More than 8 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 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:

**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:

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 Manpower Provided to them.

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 01.04.2022 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 Minimum Wages

Sl. No.	Criteria	Max. Mark	Distribution of marks		
1	Annual Turnover in crores (Average Annual Turnover from similar business in last three financial years 2022-23, 2023-24 & 2024-25) (Annual Turnover from Manpower Services like Horticulture Services, Security Services, Housekeeping Services etc., CA certified copies to be submitted with the technical bid). As per Annexure-IX	40	(i)	Up to 8 Crores	20 marks
			(ii)	Above 8 Crores and up to 16 Crores	30 marks
			(iii)	Above 16 Crores	40 marks
2	Number of Outsourced Manpower on roll (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)	Up to 159 Manpower	15 marks
			(ii)	160 to 212 Manpower	20 marks
			(iii)	213 and above Manpower	30 marks
3	Similar Experience in years (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	15 marks
			(ii)	Above 5 and up to 10 years	20 marks
			(iii)	Above 10 Years	30 marks
Total Marks		100	Qualifying Marks for Financial Bid Opening : 75 marks out of 100 marks (subject to scoring a minimum of 50% marks in each criterion)		

**AN UNDERTAKING REGARDING PROVIDING OF BIOMETRIC ATTENDANCE SYSTEM
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. **Biometric Attendance System:** Biometric Attendance System will be installed at the designated place in the campus (Main Gate) with free of cost. In this regard, no extra payment will be claimed by our firm/agency.

(Note: Biometric Attendance System to be installed of good quality and of reputed brand.)

SIGNATURE WITH SEAL OF THE BIDDER: