

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	09-12-2025 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	09-12-2025 15:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Communications
विभाग का नाम/Department Name	Department Of Telecommunications (dot)
संगठन का नाम/Organisation Name	Director General Telecom Hq
कार्यालय का नाम/Office Name	Gj Lsa Ahmedabad
वस्तु श्रेणी /Item Category	Manpower Outsourcing Services - Fixed Remuneration - IT-Technical; Young Professional; Degree or PG in Engineering in Electronics and Communications Computer Science or IT with specialized knowledge in Cyber Security Artificial Intelligence Big Data ..
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	20 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	1 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Exemption for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	10
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	2
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	2104104
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	Yes (Arbitration clause document) as per DoE OM No.F.1/2/2024-PPD dated 03.06.2024 Arbitration should not be routinely included in contracts
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	42082

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	18

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

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

लाभार्थी /Beneficiary :

AO CASH,O/O CCA Gujarat Ahmedabad
7 TH FLOOR CCA P AND T BUILDING KHANPUR AHMEDABAD 380001 GUJARAT
(Ao Cash O/o Cca,ahmedabad)

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

एमआईआई अनुपालन/MII Compliance

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

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

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
3. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
4. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.
5. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the

date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

6. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

7. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

8. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

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

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

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

The Bidder should have executed at least X No. projects with contract value not less than (Rs) yy for each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:At least 1No. projects with contract value not less than (Rs 15 LAKHS) for each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last 5 FINANCIAL YEAR

Scope of work & Job Description:[1763707863.pdf](#)

Manpower Outsourcing Services - Fixed Remuneration - IT-Technical; Young Professional; Degree Or PG In Engineering In Electronics And Communications Computer Science Or IT With Specialized Knowledge In Cyber Security Artificial Intelligence Big Data .. (2)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Function	IT-Technical
List of Profiles	Young Professional
Educational Qualification	Degree or PG in Engineering in Electronics and Communications Computer Science or IT with specialized knowledge in Cyber Security Artificial Intelligence Big Data Analytics or any other relevant areas

विवरण/ Specification	मूल्य/ Values
Specialization	Degree or PG in Engineering in Electronics and Communications Computer Science or IT with specialized knowledge in Cyber Security Artificial Intelligence Big Data Analytics or any other relevant areas
Post Graduation	Optional
Specialization for PG	Degree or PG in Engineering in Electronics and Communications Computer Science or IT with specialized knowledge in Cyber Security Artificial Intelligence Big Data Analytics or any other relevant areas
Experience	Minimum of one year experience in government, reputed organizations or research organizations
State	NA
District	NA
Zipcode	NA
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Gujarat
एडऑन /Addon(s)	

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

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

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Rumit Dhingra	382481,O/o Sr.DDG, Gujarat LSA, RTTC Building, Jagatpura, Ahmedabad- 382481	2	<ul style="list-style-type: none"> • Basic monthly pay (INR) exclusive of GST : 70000 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 75 • EPF Admin Charges (INR Monthly) : 75 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • Optional Allowances 1 (INR Monthly) : 0 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 1800 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 12

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

1. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

2. Payment

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

3. Buyer Added Bid Specific ATC

A. Bid Specific Additional Terms & Conditions (ATC)

1. Qualifications/Remunerations/Experience/Age limit :

Following are the desired Education Qualification/ Experience/Remuneration/Age criteria for Young Professionals:

SN	Item	Detail
A	Qualification:	Degree/PG in Engineering (Electronics & Communications/CS/IT) with specialization in Cyber Security/Artificial Intelligence/Big Data Analytics any other relevant areas
B	Experience:	Minimum one (01) year in Government, reputed organizations, or research organizations.
C	Remuneration Statutory and of her charges extra	1st Year: Rs. 70,000 per month 2nd Year: Rs. 74,200 per month 3rd Year: Rs. 78,652 per month 4th Year: Rs. 83,371 per month
D	Age Limit:	Not exceeding 32 years as on 31.12.2025

2. Contract period and Estimate cost details :

- i. The contract and estimate cost will initially be for one year and extendable up to a maximum of 3 years (1+1+1) as per Annexure I based on performance and requirement & mutual consent.

Annexure-I										
Year	Fixed Remuneration	EPF @ 12% (considering ceiling of Rs. 15000/-)	EDLI @ 0.5% of wages (considering the ceiling of Rs 15000/-)	EPF Administrative Charges @ 0.5% of wages (Considering ceiling of Rs. 15000/-)	Fixed remuneration per month after EPF, EDLI, EPF admin charge (in Rs.)	GST 18% on wages	Service Charge 3.85% on wages (may vary while tendering)	Fixed remuneration per month after EPF, EDLI, EPF admin charge, GST and service charge (in Rs.)	Quantity per LSA	Remuneration per LSA per month
1st	70,000	1,800	75	75	71,950	12951	2770	87,671	2	175342
2nd	74,200	1,800	75	75	76,150	13707	2932	92,789	2	185578
3rd	78,652	1,800	75	75	80,602	14508	3103	98,214	2	196428
4th	83,371	1,800	75	75	85,321	15358	3285	1,03,964	2	207928

*Considering 6% increase in remuneration per year. EDLI, EPF, EPF administrative charges, 18% GST, service charge are applicable on the remuneration

3. Selection Procedure & other conditions:

- The selected manpower agency shall provide CVs of eligible candidates meeting qualification and experience requirements at least 4 times the number of required candidates within 15 days of award of contract.
- This office will verify qualifications and experience of shortlisted candidates and suitable Candidates will be interviewed by a Selection Committee constituted by the competent authority in this office.
- The candidate recommended for selection by the committee should be deployed after due approval.
- If adequate candidates are not found, the agency will provide additional CVs within 7 days of written intimation.
- Bidder has to submit Police Verification of the selected YPs as per the latest instructions issued by MHA before deployment in this office.
- In case of any issue/interpretation, decision of this office shall be final.
- A penalty shall be imposed on the bidder in the delay as under:

A	Delay in submission of shortlisted CVs beyond 15 days	Rs. 100 per day
B	Delay in deployment of selected YP beyond 15 days from the date of intimation of selection from this office	Rs. 150 per day
C	Delay in providing replacement of YP beyond 10 days in case of previously selected YPs	Rs. 100 per day

D	Delay in providing replacement of YP beyond 15 days in case of fresh shortlisted CVs for new YPs	Rs. 100 per day
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- viii. The maximum penalty shall not exceed the total Service Charges of the bidder claimed in that month.

4. Service Conditions:

- i. No other facilities such as DA, accommodation, residential phone/ conveyance/ transport, foreign travel, personal staff, medical reimbursement, CGHS etc. would be admissible to the Young Professionals.
- ii. If performance of Young Professional is unsatisfactory, vendor will have to replace such Young Professional within such period as may be required / intimated by this office.
- iii. Absence from duty for a continuous period of 08 days, without any information or any valid reason, the vendor/service provider will have to arrange for suitable replacement to this office immediately.
- iv. In case a Young Professional wishes to resign/leave, the suitable replacement shall be provided by the vendor/service provider to this office immediately.
- v. The YP shall not, except with the previous sanction of Department of Telecommunications, in the bona fide discharge of his duties, publish a book or a compilation of articles or participate in a radio broadcast or represent any private entity in legal or commercial matters or contribute an article or write a letter to any newspaper or periodical, either in his/her own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast, uses any information that he/she may gather as part of this YP assignment.
- vi. Official (Government) e-mail id and access to intranet system can be provided on functional requirement to Young Professionals only with the recommendation of JS or equivalent level officer of the Division concerned. This will be done in consultation with NIC/IT Division of DGT HQ/DoT HQ, as the case may be. The sensitivity and confidentiality of the documents being handled by the Division and the nature of job of the Young Professionals will also be kept in view for this purpose.
- vii. The persons deployed shall treat: all data and information received from the Buyer and obtained in the execution of its responsibilities under this Contract / Agreement, in strict confidence and will not reveal such information to any other party including the Service Provider without the prior written approval of the Buyer. In view of this, the persons deployed shall be required to sign a non-disclosure agreement (NDA) and breach of the same shall make the Service Provider liable for penal action under the applicable laws besides, action for breach of contract and termination of contract.

- viii. The deployment of Young Professionals would be on full-time basis and they would not be permitted to take up any other assignment during the period of engagement / deployment with the department.
- ix. The Young Professionals may have to undertake official tours/ travels in the discharge of his / her duties. The TA / DA shall be given as per existing DoT guidelines in this regard.

5. Leave :

- i. YPs shall be eligible for 8 days leave in a single year on pro-rata basis.
- ii. The leaves shall accrue to them on completed month basis calculated from their date of joining on pro-rata basis.
- iii. YP shall not draw any remuneration in case of his/her absence beyond 8 days in a year (Calculated on pro-rata basis).
- iv. Un-availed leave in tenure of single year cannot be carried forward to next tenure of 1 year.
- v. The intervening Saturdays, Sundays or Gazetted holidays during a spell of leave shall not be counted against the 8 leaves.

6. Attendance & Working days:

- i. The working hours of the Young Professionals shall be same as regular Government employees working in this office. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/ Sundays/ Gazetted holidays. Compensatory leave in such cases shall be at the discretion of the JS/ Equivalent of the concerned Division.
- ii. The attendance shall be marked in the Biometric system by the YPs.
- iii. In case a Young Professional is absent from duty beyond the stipulated permissible leave period and if vendor does not deploy a suitable replacement for such period, then the amount admissible will be subject to pro-rata reduction.

7. Other terms and conditions :

- i. The individual Young Professional shall comply with the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013". Nothing herein shall limit the right of this office to refer any alleged breach of the foregoing standards of conduct to the relevant national authorities for appropriate legal action.
- ii. This office shall be entitled to all intellectual property and other proprietary rights, including, but not limited to, patents, copyrights and trademarks, with regard to products, processes, inventions, ideas, know-how or documents and other materials which the individual YP has developed for this office and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the individual YP acknowledges and agrees that such products, documents and other materials constitute works made for hire for this office. Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents and all other data compiled by or received by the individual YP shall be the property of this office, shall be made available for use or inspection by this office at reasonable times and in reasonable places, shall be treated as confidential and shall be delivered only to authorized officials of this office on completion of work.
- iii. Individual YP shall not advertise or otherwise make public for purposes of commercial advantage that it has a contractual relationship with this office, nor shall the individual YP, in any manner whatsoever, use the name, emblem or official seal, or any abbreviation of the name of this office/DoT, in connection with its business or otherwise without the written permission of this office.
- iv. Force majeure as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, or any other acts of a similar nature or force, provided that such acts arise from causes beyond the control and without the fault or negligence of the individual YP. The individual YP acknowledges and agrees that, with respect to any obligations under the Contract that the individual YP must perform in or for any areas in which DoT is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delay or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract.
- v. The individual YP shall be expected to follow all the rules and regulations of the Government of India which are in force. He/she will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case the services of the individual YP are not found satisfactory or found in conflict with the interests of the this office/DoT/Government of India, his/her services will be liable for discontinuation without assigning any reason.
- vi. During the period of assignment with this office, the Young Professional would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him during the period of his assignment to anyone who is not authorized to know the s

ame, even after completion of tenure in this office.

8. General Conditions for Bidder:

- i. The services of well established and financially sound Manpower Service Providers are required to provide suitable Technical Young Professionals with essential education qualification and experience on outsourcing basis to carry out day to day office works of technical nature in this office and to carry out orders of the higher authorities and other essential activities as per the requirement. The Agency will be responsible to provide qualified Young Professionals as per the eligibility criteria mentioned in Bid Document.
- ii. The Bidder will be responsible for ensuring and verifying that the Young Professionals deployed meet all the required criteria of educational qualifications, experience, age etc. Proof of such fulfilment of requirements shall have to be submitted.
- iii. The bidder should have valid GST registration for which bidder has to submit the GST registration certificate at the time of bidding (**Additonal Doc 1**).
- iv. An office of the service provider must be located in Gujarat State. Documentary evidence to be submitted for proof of address of bidder (**Additional Doc 2**).
- v. Wages and salaries to be paid first to the outsourced personnel by the service provider and then reimbursement may be claimed with documentary evidence of payment of wages and depositing of EPF, EDLI etc. dues as applicable, and While generating invoice in GeM portal, the seller must upload scanned copy of GST invoice and the Screenshot of GST portal confirming payment of GST.
- vi. The contractor shall be blacklisted/debarred on GEM portal in case it fails to provide the eligible outsourced manpower as per the contract.
- vii. There will be increase in remuneration of 6% every year for young professionals.
- viii. Bidders are allowed to submit EMD in form of Account Payee Demand Draft only. DD should be made in favour of "AO CASH O/o CCA Gujarat Circle Payable at Ahmadabad"
- ix. The bidder/agency shall ensure timely deployment, replacement, and adherence to all statutory provisions including EPF, ESI, GST, and labour laws.

4. Forms of EMD and PBG

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

AO CASH CCA GUJARAT
payable at
AHMEDABAD

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. **Forms of EMD and PBG**

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

AO CASH CCA GUJARAT PAYABLE AT AHMEDABAD

. 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. **Forms of EMD and PBG**

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

A/C(NAME OF SELLER)

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.

7. **Past Project Experience**

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

8. **Service & Support**

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

9. **Generic**

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

10. **Generic**

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

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---