

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	28-07-2026 12:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	28-07-2026 12:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Heavy Industries And Public Enterprises
विभाग का नाम/Department Name	Department Of Heavy Industry
संगठन का नाम/Organisation Name	National Automotive Board
कार्यालय का नाम/Office Name	National Automotive Board Manesar
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :chitra.hans@nabindia.in Buyer Email id: buyer5.dhi.hr@gembuyer.in
वस्तु श्रेणी /Item Category	Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard , Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Security Supervisor , Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Armed Security Guard
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)	1000 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No

बिड विवरण/Bid Details	
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),Additional Doc 3 (Requested in ATC),Additional Doc 4 (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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	3
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
न्यूनतम मूल्य/Floor Price	This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value.
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	HDFC Bank
ईएमडी राशि/EMD Amount	991079

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	HDFC Bank
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

(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.

(c). ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

International Centre for Automotive Technology
Plot No. 26, Sector-3, HSIIDC, IMT Manesar, Gurugram-122051
(Icat)

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/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference	100

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the

completed financial years after the date of constitution shall be taken into account for this criteria.

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

3. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal 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 themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer 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 seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

4. 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.

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 eachcontract of providing manpower services to Central/ State Government Departments/ Public SectorUndertakings/ Autonomous Bodies in last N financial years:- 1 work for min. period of 1 year with 4cr value. OR 2 work for a min period of 1 year with 2.5 cr value OR 3 work for min period of 1 year with 2 cr value

The Bidder should have executed at least X No. projects with supply of xx..no. of manpower in eachcontract of providing manpower services to Central/ State Government Departments/ Public SectorUndertakings/ Autonomous Bodies in last N financial years:1 Project of 100 in 3 FY

Scope Of Work For the Service:[1783404919.pdf](#)

Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard (99)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Unarmed Security Guard
Category of Skills	Skilled
Gender	Male
Duty Hours in a day	8

विवरण/ Specification	मूल्य/ Values
Qualification	High School
Ex Servicemen	Optional
Age Limit	Up to 55 years
Years of Experience	0 - 3 years
Additional Requirements for the Security Personnel	As per ATC
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	Haryana , Uttar Pradesh , Delhi
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Title For Optional Allowances 1	LWF
Title For Optional Allowances 2	Uniform

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	Yes
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प्राचल/Parameter	मूल्य/Values
कोर / Core	4.54

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Girish Chander	122051,INTERNATIONAL CENTRE FOR AUTOMOTIVE TECHNOLGY Plot No 26, Sector 3, HSIIDC, IMT-Manesar, Gurgaon 122050	99	<ul style="list-style-type: none"> • Tenure/ Duration of Employment (in months) : 12 • Basic Pay (Minimum daily wage) : 1008 • Provident Fund (INR per day) : 120.96 • EDLI (INR per day) : 2.88 • ESI (INR per day) : 0 • EPF Admin charge (INR per day) : 5.04 • Bonus (INR per day) : 0 • Optional Allowance 1 (in Rupees) : 2.62 • Optional Allowance 2 (in Rupees) : 5.77 • Optional Allowance 3 (in Rupees) : 0 • Number of working days in a month : 26

**Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential;
Unarmed Security Guard (2)**

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Unarmed Security Guard
Category of Skills	Skilled
Gender	Female
Duty Hours in a day	8
Qualification	High School
Ex Servicemen	Optional
Age Limit	Up to 55 years
Years of Experience	0 - 3 years

विवरण/ Specification	मूल्य/ Values
Additional Requirements for the Security Personnel	As per ATC
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	Haryana , Uttar Pradesh , Delhi
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Title For Optional Allowances 1	LWF
Title For Optional Allowances 2	Uniform

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	Yes
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प्राचल/Parameter	मूल्य/Values
कोर / Core	4.54

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

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

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Girish Chander	122051,INTERNATIONAL CENTRE FOR AUTOMOTIVE TECHNOLOGY Plot No 26, Sector 3, HSIIDC, IMT-Manesar, Gurgaon 122050	2	<ul style="list-style-type: none"> • Tenure/ Duration of Employment (in months) : 12 • Basic Pay (Minimum daily wage) : 1008 • Provident Fund (INR per day) : 120.96 • EDLI (INR per day) : 2.88 • ESI (INR per day) : 0 • EPF Admin charge (INR per day) : 5.04 • Bonus (INR per day) : 0 • Optional Allowance 1 (in Rupees) : 2.62 • Optional Allowance 2 (in Rupees) : 5.77 • Optional Allowance 3 (in Rupees) : 0 • Number of working days in a month : 26

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

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Security Supervisor
Category of Skills	Highly Skilled
Gender	Male
Duty Hours in a day	8
Qualification	Secondary School
Ex Servicemen	Optional
Age Limit	Up to 55 years
Years of Experience	3 - 6 years

विवरण/ Specification	मूल्य/ Values
Additional Requirements for the Security Personnel	As per ATC
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	Haryana , Uttar Pradesh , Delhi
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Title For Optional Allowances 1	LWF
Title For Optional Allowances 2	Uniform

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	Yes
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प्राचल/Parameter	मूल्य/Values
कोर / Core	4.54

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

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

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Girish Chander	122051,INTERNATIONAL CENTRE FOR AUTOMOTIVE TECHNOLOGY Plot No 26, Sector 3, HSIIDC, IMT-Manesar, Gurgaon 122050	6	<ul style="list-style-type: none"> • Tenure/ Duration of Employment (in months) : 12 • Basic Pay (Minimum daily wage) : 1094 • Provident Fund (INR per day) : 131.28 • EDLI (INR per day) : 2.88 • ESI (INR per day) : 0 • EPF Admin charge (INR per day) : 5.47 • Bonus (INR per day) : 0 • Optional Allowance 1 (in Rupees) : 2.62 • Optional Allowance 2 (in Rupees) : 5.77 • Optional Allowance 3 (in Rupees) : 0 • Number of working days in a month : 26

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

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Armed Security Guard
Category of Skills	Highly Skilled
Gender	Male
Duty Hours in a day	8
Qualification	Secondary School
Ex Servicemen	Yes
Age Limit	Up to 55 years
Years of Experience	3 - 6 years

विवरण/ Specification	मूल्य/ Values
Additional Requirements for the Security Personnel	As per ATC
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	Haryana , Uttar Pradesh , Delhi
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Title For Optional Allowances 1	LWF
Title For Optional Allowances 2	Uniform
Title For Optional Allowances 3	Gun Allowance

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	Yes
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प्राचल/Parameter	मूल्य/Values
कोर / Core	4.54

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

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

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Girish Chander	122051,INTERNATIONAL CENTRE FOR AUTOMOTIVE TECHNOLOGY Plot No 26, Sector 3, HSIIDC, IMT-Manesar, Gurgaon 122050	2	<ul style="list-style-type: none"> • Tenure/ Duration of Employment (in months) : 12 • Basic Pay (Minimum daily wage) : 1094 • Provident Fund (INR per day) : 131.28 • EDLI (INR per day) : 2.88 • ESI (INR per day) : 0 • EPF Admin charge (INR per day) : 5.47 • Bonus (INR per day) : 0 • Optional Allowance 1 (in Rupees) : 2.62 • Optional Allowance 2 (in Rupees) : 5.77 • Optional Allowance 3 (in Rupees) : 76.92 • Number of working days in a month : 26

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

1. Generic

OPTION CLAUSE 50% : 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, the contract quantity or contract duration can only be increased up to 50 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 50 percent with the consent of the service provider

2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

- The agency should provide Mediclaim/ Health Insurance coverage of Rs. 5 Lakhs (Rupees five lakhs) & Term Insurance of Rs. 5 Lakhs (Rupees five lakhs) issued by any reputed Insurance. Company/agency. Declaration for the same has to be furnished along with the bid. A separate Invoice on this account will be raised by the vendor.

- ICAT has fixed the minimum service charges as 4.54% (inclusive of GST) and any bidder quote less than that for service change, the bid will be rejected

3. Buyer Added Bid Specific ATC

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

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer, is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. 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.
14. 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 catalogues 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. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working

Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

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 कार्यवाई 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---

INTERNATIONAL CENTRE FOR AUTOMOTIVE TECHNOLOGY (ICAT)
इंटरनेशनल सेंटर फॉर ऑटोमोटिव टेक्नोलॉजी

**TENDER FOR SECURITY, WATCH AND
WARD SERVICES**

सुरक्षा, निगरानी एवं चौकीदारी सेवाओं हेतु निविदा

**AT ICAT PREMISES (CENTRE-I & II)
आईसीएटी परिसर (केंद्र-I एवं II) में**

**International Centre for Automotive Technology
Plot No # 26, Sector-3, HSIIDC, IMT Manesar,
Gurugram-122050
इंटरनेशनल सेंटर फॉर ऑटोमोटिव टेक्नोलॉजी
प्लॉट नंबर # 26, सेक्टर-3, एचएसआईआईडीसी, आईएमटी मानेसर,
गुरुग्राम-122050**

Tender No. ICAT/GeM/Admin/SW&WS/2026-27/90

Name of the bidder

निविदा संख्या: ICAT/GeM/Admin/SW&WS/2026-27/90

बोलीदाता का नाम

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TENDER NOTICE/ निविदा सूचना

Subject: Tender for Engagement of Agency on Contract Basis for Security, Watch & Ward Services at ICAT Centre (I & II), IMT-Manesar

Sir/ Madam,

The International Centre for Automotive Technology (ICAT) under Ministry of Heavy Industries, Government of India, invites tenders **through GeM** in two bid system from the Bidders in the prescribed proforma for performing, executing and implementing the Works on the terms and conditions contained in this Tender Document and in the Contract. The brief description of Works and the timelines for tenders are summarized in the table below.

1.	Description of Work	Engagement of Agency on Contract Basis for providing Security, Watch & Ward Services at ICAT Centre (I & II), IMT-Manesar	
2.	Approximate Manpower Requirement (on daily basis)	Supervisor – 06 Nos. Guard – 99 Nos. Lady Guards – 02 Nos. Gunman – 2 no. (This may vary from time to time during contract period)	For Shift Duties (8 Hrs Shift, 3 shift in a day)
3.	Minimum validity of tender/ bid offer	180 days from the date of Opening of tender/ bid	
4.	Earnest Money Deposit	<p>INR 9,91,079/- (Rupees Nine Lakhs Ninety-One Thousand and seventy-nine only) in form of DD/ Bank Guarantee (format as per Annexure XIII of tender document)/Banker’s Cheque in favour of “International Centre for Automotive Technology”, payable at Manesar / Gurgaon valid for at least six months from any Indian scheduled Bank. The above Bank Guarantee to be issued/ endorsed by any branch at Delhi/ NCR of Indian Scheduled bank and should be consisting of Full Address of the bank along with contact details i.e. name, contact no., fax no. & e-mail id of the responsible person issuing the BG (To be enclosed along with the technical Bid).</p> <p style="text-align: center;">OR</p> <p>Firms who are registered with NSIC for the tendered item are exempted from payment of EMD but these firms should submit a copy of the registration along with the Technical Bid. <i>(The certificate should be valid for at least 6 months from the date of submission of bids).</i></p> <p style="text-align: center;">OR</p> <p>In place of a Bid security, Bidders can submit Bid securing declaration as per Annexure XIV accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of 1 year from the date of opening of this bid from being eligible to submit Bids for contracts with the ICAT that invited the Bid.</p>	
5.	Duration of contract	The contract shall be for a period of 12 months/ 1 year but can be terminated incase successful bidder fails to honor contract terms & conditions.	
6.	Performance Bank Guarantee/ Security deposit and validity	5% of total contract value, valid up to contract period.	

BID FORM/ बोली प्रपत्र

To
The Director,
International Centre for Automotive Technology - ICAT
Plot No #26, Sector-3, HSIIDC, IMT Manesar,
Gurugram-122050

Dear Sir,

1. Having read and understood the conditions of contract and services to be provided, including addenda Nos..... (if any), the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide Security, Watch & Ward Services in conformity with the conditions of the contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
2. If our Bid is accepted, we shall furnish the Security Deposit by way of a Bank Guarantee as per **Annexure – XVI**, from any branch at Delhi/NCR of Indian scheduled Bank, for an amount equivalent to the 5% of the contract value, which shall be kept valid for the entire period of contract.
3. We agree to abide by this Bid for a period of 180 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
4. We understand that you are not bound to accept the lowest or any bid, you may receive in response to this Tender Notice.

Dated thisday of2026.

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of.....

Address

Signature

ELIGIBILITY CRITERIA/ पात्रता मानदंड

This Invitation for bid is open to the registered agencies under **PSARA** having experience in Security, Watch & Ward Services for a minimum period of **five years**, executed with Departments/ Autonomous Institutions/ Public Sector Undertakings of the Government of India/ other Centre/State Government or Public Sector Banks or Manufacturing plant or Testing Firm or Research Institute and Private Entities etc. on contract basis as per specified terms laid down in this tender.

The bidder should fulfill the following eligibility criteria: -

1. The Registered Office of the bidder should be located in Delhi/ NCR (National Capital Region). Bidder shall attach declaration on his letter head for the same.
2. The bidder should have ISO 9001 & 14001 Certification.
3. The bidder should have OHSAS Certification.
4. Valid PSARA registration for state of Haryana.
5. The bidder must have an average annual turnover of at least 10 Crores in the last three consecutive FY's (2022-23, 2023-24 and 2024-25). The bidders must submit Audited Balance Sheet duly certified by the Chartered Accountant/Certificate from Chartered Accountant indicating the turnover for the last 3 consecutive financial years (FY 2022–23, 2023–24 & 2024-25). The contact details of CA/Statutory Auditor along with **UDIN No.** shall be mandatorily mentioned on copy of certified Balance Sheet/Certificate.
6. Employee strength: The bidder must have present employee strength of 500 personnel on rolls with valid labour license in Delhi/ NCR as on tender floating date and should have deployed 100 manpower under single contract, in any single PSU/ Govt. Entity in last 3 years. Documentary evidence to be submitted along with technical bid.
7. References: The Bidder should have earlier provided security, watch & ward services to at least 5 (five) firms, in the last 5 F.Y & the bidder must submit references in this regard. The bidder must also submit at least 5 similar work completion certificates/ PO during last three financial years.
8. QRT & support: Bidder should have 24x7 support Centre with QRT (quick reaction team including vehicle). Bidder has to submit organization chart & provide 24x7 support number.
9. JV not allowed.
10. Bidder's capability: The bidder should have executed similar works in last 5 F.Y., as under:
 - (a) At least 1 (one) work order for a minimum period of 1 (one) year with minimum annual contract value of Rs 4 crore (Rupees four crore only).
 - OR
 - (b) At least 2 (two) work order for a minimum period of 1 (one) year with minimum annual value of Rs 2.50 crore (Rupees two crore fifty lakhs only) each.
 - OR
 - (c) At least 3 (three) work order for a minimum period of 1 (one) year with minimum annual value of Rs 2.00 crore (Rupees two crore only) each.

Note:

- ICAT reserves the right to give preference to the local supplier, MSME, or start-up as per prevailing government notifications and as revised from time to time.
- MSE Public Procurement Policy is meant for the procurement of only goods produced and services rendered by MSEs. However, traders, distributors, sole agents, and works contracts are excluded from the purview of the Public Procurement Policy for MSEs Order, 2012.
- ICAT, at its sole discretion, may relax the requirements of prior turnover and prior experience for start-up enterprises recognized by the Department for Promotion of Industry and Internal Trade (DPIIT), provided that such entities fully comply with all quality standards, technical specifications, and performance criteria as specified in the tender documents. Such start-ups may be MSMEs or otherwise. Only registered Micro and Small Enterprises (MSEs) and DPIIT-recognized start-ups shall be considered for relaxation under this provision. Any such relaxation shall be strictly conditional upon the enterprise's demonstrated capability to meet all functional, operational, and contractual requirements of the tender. This relaxation shall be applied in accordance with the provisions of applicable government policies and shall not compromise adherence to the tender's prescribed technical, quality, or performance requirements. ICAT's decision in this regard shall be final and binding.

INSTRUCTION TO BIDDERS/ बोलीदाताओं के लिए निर्देश

1. Details of ICAT

A. The place of work shall be at:

Centre – I : Plot No #26, Sector-3, HSIIDC, IMT Manesar, Gurugram-122050

Centre-I is spread over 8 acres with high rise compound wall and barbed wire fencing on top of the wall and

Centre – II: Plot No #1, Sector 11, IMT Manesar, Gurugram-122051

Centre-II is spread over 50 acres (Approx) with high rise compound wall and barbed wire fencing on top of the wall.

B. At both the Centre's, there are multiple buildings including Convention Center, Training Halls, Kitchen, Canteen, Guest House, Dormitory, Scrap yard etc.

C. **No. of entry points**: 2 no. at ICAT Centre 1 and 3 no ICAT Centre 2.

D. The security, watch and ward services are required 24x7.

2. The bidders are expected to carefully examine all the contents of Tender Document including eligibility criteria, evaluation parameters, terms & specifications etc. and take them fully into account before submitting their bid. Failure to comply with the requirements as detailed in these documents shall be at the bidder's own risk. Bids which are not responsive to the requirement of the Tender Document will be rejected.

3. The bidder is requested to submit their bid, only if they consider themselves eligible as per the eligibility criteria laid down in this tender and having supporting documents.

4. The bidder is expected to examine all instructions, annexures, terms and conditions and specifications in the document. Failure to furnish information required in the document or submission of a tender not substantially responsive to the document in every respect will result in rejection of the tender.

5. The bidder to submit the Earnest Money Deposit (EMD) of Rs. 9,91,079/- (Rupees Nine Lakh Ninety one Thousand and seventy Nine only) along with tender document as per modes prescribed in the Notice Inviting Tender Section.

6. The bidder has to submit declaration, that the Health Insurance of Rs. 5 Lakh (Rupees five lakh only) & Term Insurance of Rs. 5 Lakh (Rupees five lakh only) by any reputed Insurance Company/ agency, will be provided to each employee.

7. **Submission of Bids**: Bidders are invited to submit their bids under 2 bid system on GeM Portal along with EMD and necessary supporting documents.

A. **TECHNICAL BID** shall contain the following:

(i) Earnest Money Deposit (EMD) of **Rs. 9,91,079/- (Rupees Nine Lakhs Ninety One Thousand and seventy Nine only)** as per modes prescribed in the Notice Inviting Tender Section.

(ii) Each page of the additional terms & conditions as laid down in ICAT's Tender document should be stamped and signed by the person or persons submitting the Bid as token of his/ their having acquainted himself/ themselves with the Tender Documents in entirety including all the Annexures. Any Bid not complying with the terms and conditions as set out in this Tender Document and/or not signed by authorized person may be rejected at the discretion of ICAT.

- (iii) Establishment documents of the company i.e. Memorandum of Association (MOA) and Certificate of Incorporation (COI).
- (iv) Valid license under PSARA.
- (v) Valid ISO 9001 & 14001 Certificate
- (vi) Valid OHSAS Certificate
- (vii) Valid Enlistment Order /Registration certificate with appropriate Authority/ necessary license as required under Contract Labor (Regulation & Abolition) Act, 1970 (Central Labor). Copy of Registration with the Labor Commissioner having jurisdiction over the territory in which services are sought to be provided by the Agency under this contract. In case the agency is exempted from obtaining such registration, the agency is required to produce an affidavit signed by the authorized signatory of the agency that their firm is exempted and is not required to obtain any such registration or approval or order from the Labor Commissioner.
- (viii) Copy of PAN, valid EPF, Labor Welfare Fund (if any), Policy under Workmen Compensation Act as applicable and ESIC registration particulars, GST registration Certificate.
- (ix) Information regarding any litigation, current or during the last five years in which the bidder was/ is involved, the opposite party(s) and the disputed amount.
- (x) Details regarding any work orders that was abandoned at any stage, prematurely terminated or resulted in inordinate delay along with reasons for the same (copies of relevant documents to be enclosed).
- (xi) Minimum 05 (five) years of experience in executing similar kind of security, watch & ward related jobs in Departments/ Autonomous Institutions/ Public Sector Undertakings of the Government of India/ other Centre/ State Government or Public Sector Banks or Manufacturing plant or Testing Firm or Research Institute and Private Entities etc. Bidder shall attach list of such organizations with contact nos., where the Agency is currently providing/ has earlier provided this kind of service and a certificate of credentials in support of their claim. (Self-attested copies of the relevant work orders are to be enclosed).
- (xii) Audited Balance Sheet duly certified by the Chartered Accountant/ Certificate from Chartered Accountant indicating the turnover for the last 3 consecutive financial years (FY 2022-23, 2023-24 & 2024-25), duly signed and stamped from authorized Chartered Accountant as proof towards Annual Turnover. The contact details of CA/Statutory Auditor along with **UDIN No.** shall be mandatorily mentioned on copy of certified Balance Sheet/Certificate
- (xiii) Duly paid GST Return for previous 3 years. Declaration on letter head that the GST has been paid regularly for previous years and no liability is pending towards GST.
- (xiv) Declaration that the Health Insurance of Rs. 5 Lakh (Rupees five lakh only) & Term Insurance of Rs. 5 Lakh (Rupees five lakh only) by any reputed Insurance Company/agency will be provided to each employee.
- (xv) Work Orders / completion certificate (at least 5 nos) issued by Departments/ Autonomous Institutions/ Public Sector Undertakings of the Government of India/ other Centre/State Government or Public Sector Banks or Manufacturing plant or Testing Firm or Research Institute and Private Entities etc. as per Eligibility Criteria.

B. FINANCIAL BID shall contain:

- (i) Bidder must accept the minimum wages as mentioned in the Financial Bid.
- (ii) Bidder must quote their Service Charges after considering all the respective elements of bid document.
- (iii) Bidder must mention the GST % to be applied as on date.
- (iv) Bidder must attach declaration on their letterhead with technical bid regarding any deviation *wrt* terms & conditions laid down in the additional terms & conditions (if any)/ additional charges which are not covered in the GeM financial bid.

8. Payment Terms:

The ICAT shall make the payments under the contract mentioned below:

- a. Monthly bills submitted by the agency for the Security Watch & Ward Services executed in the preceding month, shall be paid if it is duly completed in all respects. The payment for the work

will be released only after production of attendance records and copies of acquaintance roles/ scroll for proof of payment of wages to the Laborers. Inadequate supply of work for Security services will attract deduction at pro-rata basis from the work bill towards compensation. The decision of the Director, ICAT, Manesar is final and binding in this regard.

- b. If the performance of the Security Services by the Agency is found unsatisfactory, the Competent Authority of ICAT shall have power to terminate the Contract. Upon such termination, the security deposit of the agency shall be liable to be forfeited and shall be absolutely at the disposal of ICAT, Manesar.
- c. The bills will be calculated on monthly basis.
- d. ICAT will make the payment as per prevailing minimum wages as on date of service rendered.

9. Bidder shall ensure compliance with under noted statutory obligations:

- Contact Labor (Regulation & Abolition) Act, 1970 (Central Labor) and rules made there under.
 - Employee's State Insurance Act 1948 and rules made there under.
 - Minimum Wages Act, 1948 and payment Bonus Act, 1965, payment of wages Act, 1936 and rules made there under.
 - EPF (Misc. Provisions) Act 1952 and rules made there under.
 - Any other Labor Legislation that may be applicable or may become applicable from Workman's Compensation Act 1923.
 - Notice of revision of minimum wage issued from time to time by the Director General of Resettlement, Ministry of Defence, Government of India, where applicable.
 - Industrial Safety Rules strength
 - Private Security Agencies (Regulation) Act, 2005
10. ICAT does not bind itself to accept the lowest tender/ bid and reserves the right to reject or accept any or all the tenders/bids received without assigning any reason whatsoever.
 11. Canvassing in connection with tenders/bids is strictly prohibited and the tender/ bids submitted by the bidder/bidders who resort to canvassing will be liable for rejection on that ground alone.
 12. Tenders incorporating **additional conditions** are liable to be **rejected**.
 13. The bidder(s) **must declare** in writing that neither he nor any of their Directors/ Partners are in anyway related to any officer in the ICAT as per format given in Declaration 1.
 14. Before submitting the tender, the bidder shall assess the quantum of security, watch & ward services involved after going through the scope of job requirement of security watch & ward services and conditions of contract and inspect the sites (Centre – I & II), if necessary. Additional charges whatsoever shall not be payable by ICAT, Manesar for non-awareness of the site conditions and constraints.
 15. Earnest Money is liable to be forfeited:
 - 15.1 Without the written consent of ICAT, has withdrawn its Bid during the validity period of the Bids and any extensions thereto.
 - 15.2 After opening of the financial bid, alters the quoted rates/conditions in the Bid.
 - 15.3 Fails to provide /furnish the Performance Bank Guarantee within stipulated period mentioned in the Letter of Acceptance.
 - 15.4 If the successful bidder fails to take up the work.
 - 15.5 Does not reply to any queries that may be raised after opening of technical/ financial bids
 16. The successful bidder will be awarded the services of security, watch & ward services at ICAT premises (Centre – I & II) and given stipulated time, which shall be counted from the date of issue of the LoA (letter of acceptance)/Contract on GeM. During this intervening period, the successful bidder shall check job requirement, movement of visitors and material and occupancy rate of different facilities etc. in the premises. The successful bidder shall also

mobilize adequate resources including Security Guards, gadgets, pepper spray, batons, uniforms, shoes/gum boots and stationery items etc.

17. The validity period of the bid shall be **06 (SIX)** months from the date of opening of tenders. This period may be extended suitably, if the decision regarding issue of LoA (letter of acceptance) is delayed for any reason.
18. **Opening and Evaluation of tender/ bid document:**
 - a) Technical bids shall be opened virtually through GeM. After opening of the technical bids, the same will be forwarded to the concerned technical committee for evaluation of the bids.
 - b) During evaluation of the tenders/ bids, ICAT may at its discretion, ask the bidder for clarification of their tender/ bid.
 - c) The financial bids of technically qualified bids will be opened virtually through GeM & evaluated.
 - d) No bidder shall contact ICAT on any matter relating to their tender during the whole tendering process i.e. from submission of bids to award of work. If the bidder wishes to bring additional information to the notice of the ICAT, shall be done in writing. However, all bidders are strictly advised to furnish all material information in the tender/ bid itself via a separate document.
 - e) Any effort by a bidder to influence ICAT in its decision on tender evaluation, tender comparison or purchase order decision will result in rejection of the bidder.
 - f) The bidder shall comprise the price component for all the services. The price quoted by the bidder shall include all components as mentioned in financial bid of this tender includes service charges, applicable taxes while quoting their price bid. ICAT would not bear any additional liability on this account.
 - g) ICAT shall however, deduct statutory tax at source as per the rules in force. The prices once accepted by the ICAT shall remain valid throughout the currency of the contract. The ICAT shall not entertain any increase in the price during the period.
19. ICAT reserves the right to accept or reject any bid, and to annual the tendering process and reject all bids at any time, prior to award of work without assigning any reasons for such acceptance/ rejection without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the ICAT's action.
20. ICAT will award the contract to the successful bidder determined to be in conformity with the tendering document and who has offered the best – lowest bid, within the prescribed validity period of the tender.
21. In case the tender document submitted by the bidder has deviations from the specifications or terms and conditions prescribed in this tender, the bidder shall describe them separately, ICAT reserves the right to reject the tender having deviations from the prescribed terms and conditions.
22. It will be the sole responsibility of the bidder alone to execute the entire contract awarded to them.
23. Prior to the submission of the tender, the bidder's authorized representative shall personally inspect the premises of ICAT, Manesar i.e. Centre-I & Centre-II at their own cost and under prior intimation. This is necessary to enable the bidder to gather all the information, so as to prepare the tender accurately after taking into consideration all the relevant factors. Submission of the tender will, therefore, be considered as meeting the requirements of bidder having fully read and understood the tender document and the scope of work prescribed therein.
24. The bidder will submit undertaking that they are fully acquainted with terms, clauses and conditions, specification, circumstances and the suppliers under which the services are required against the contract. The agency shall not plead ignorance on any matter as an excuse for

deficiency in service or failure to perform their duties & asking for increase of rate agreed in the contract or to avoid any of his obligations under the contract.

25. The selected bidder will have to deposit performance bank guarantee of 5% of the total contract value in the name of the **International Centre for Automotive Technology** as per **Annexure – XVI**, from any branch at Delhi/NCR of Indian scheduled Bank valid for contract period, indemnify ICAT against the claims arising out of non-fulfillment of the obligations by them against the contract. This PBG to be submitted by the agency within 15 days from the date of confirmation from ICAT.
26. In the event of the agency failing to fulfill or commits breach of any of the terms and conditions of this contract or indulge in omission or commission without prejudice to the ICAT's right and remedies otherwise, the ICAT shall be entitled to terminate the contract forthwith, forfeit the performance guarantee deposit and to blacklist the agency and execute the work or arrange otherwise at the agency's risk and cost at the absolute discretion of the ICAT. The cost of such works together with all incidental charges or expenses shall be recoverable from the agency; under the following circumstances:
 - a) If the Agency or his agents or personnel are found guilty of fraud in respect of the contract, or any other contract entered into by the agency or any of his partners or representatives thereof with the ICAT; or
 - b) If the agency or his agents or personnel attempt to or indulge in giving, promising or offer in any bribes, gift, loan perquisite, reward or advantages pecuniary of otherwise to any person in the employment of the ICAT; or If the agency or any of his partner become insolvent or applies for relief as insolvent debtor or commence any insolvency proceeding makes any composition with his/ their creditors or attempts to do so; or
 - c) If at any time during the pendency of the contract, it comes to the notice of ICAT, that the agency has misled the ICAT by giving false/incorrect information.
27. The Agency will be responsible for the conduct of all personnel deployed by them and will be legally liable for any harm or loss occurring to any person whomsoever, in whatever form by any misconduct or any act of negligence, omission or commission, whether intentional or otherwise, of the agency or any of the personnel/ agents/ any other person deployed by the agency in the course of providing any services stated in this contract. The agency will be held fully responsible, and they should bear the cost of the same. The ICAT will not be liable for any loss or harm to any person within or outside the ICAT campus from any act of omission or commission of any of the personnel/ agents/any other person deployed by the agency in the course of providing the services stated in this contract.
28. ICAT shall not be liable for any compensation, claim or damages etc., due to any accident, injury or harm to any person deployed by the agency or death due to accident or otherwise, which may arise out of any circumstances related or unrelated with their duties at ICAT. The ICAT shall be indemnified by the agency against all such claims.
29. Without prejudice to terms and conditions of contract, the agency will be liable to reimburse the cost to ICAT towards legal liability/penalty/fine imposed on the ICAT by authority, because of any misconduct or any act of omission or commission, whether intentional or otherwise of the agency or any of the personnel deployed by the agency in the course of providing any services stated in this contract.
30. It shall be the responsibility of the agency to comply all the provisions of various Labor laws. The agency shall faithfully discharge all the liabilities under the Labor laws.
31. The agency shall be solely responsible for compliance with all statutory laws/ rules/ regulations/ orders such as PF, ESI, Labor laws, Minimum wages issued by the appropriate authorities from time to time etc. ICAT shall not be liable for any contravention/ Non-Compliance on the part of

the agency. Any contravention/Non-Compliance on the part of the agency would be construed as a sufficient ground for termination of the contract at the discretion of the ICAT. Notwithstanding this, in the event of imposition of any penalty/fine etc., by any authorities due to the non-compliance/contravention on the part of the agency to any statutory laws/ rules/ regulations etc. ICAT reserves the right to recover such fine/ penalty etc., from the agency by the way of recovery from the bills raised by the agency or by any other means.

32. ICAT may discontinue the contract at any point of time, by giving a notice at least 60 days before the intended days of discontinuation and will not be liable to pay any additional charges or compensation payable to the agency or any other person.
33. The agency may discontinue the contract at any point of time by giving a notice at least 60 days before the intended date for discontinuation. However, ICAT will forfeit the security deposit submitted by the agency, in case the agency discontinues the services without serving a notice 60 days prior to the intended date of discontinuation. The ICAT reserves the right to claim the damages and recover them from the payments due to the agency or by any other means, in addition to forfeiting the security deposit of the agency.
34. In case the personnel engaged by the agency/ contractor have any grievances, the same should be resolved by the agency/ Contractor without creating any disturbances in ICAT.
35. The Courts of India at Gurugram will have exclusive jurisdiction to determine any unresolved dispute(s) with respect to this contract.
36. The contractor shall not be allowed to sub-contract any part of the contract without the prior consent of ICAT, Manesar. If such consent is given, this shall not relieve the Agency from any liability or obligation under the contract and they shall be responsible of the acts/ defaults and negligence of any such unauthorized engagement of sub-contractors, his agents or workmen as if they were the acts, defaults or neglects of the bidder, agents or workmen.
37. In case of any ambiguity/dispute in the interpretation of any of the clauses/ terms and conditions/ Director, ICAT's interpretation of the clauses/ terms and conditions shall be final binding on all the parties. The jurisdiction of arbitration shall be Manesar.
38. Any Dispute/Difference arising out of or relating to this tender: In case any dispute arises between ICAT and the other party due to any term or matter, both the parties will opt to resolve it through mutual understanding and discussion. In case, dispute remains even after discussions, then it shall be binding upon parties to resolve issues under the provisions of Arbitration & Conciliation Act, 1996 as amended from time to time. Under this provision, Director, ICAT with the concurrence of both the parties shall appoint Sole Arbitrator to resolve the issue and both the parties will have to abide by the decision. The parties will bind to resolve this dispute through arbitration before going to court of law. The Arbitration shall be conducted at Gurugram and shall be in English Language. The court of Gurugram shall have the jurisdiction.

As per the Guidelines of Arbitration & Mediation in Contracts of Domestic Public Procurement issued by The Department of Expenditure Procurement Policy Division under Ministry of Finance, Govt. of India through OM No. F.1/2/2024-PPD dated 03.06.2024, the arbitration shall be restricted to disputes with a value less than Rs. 10 crore. This figure is with reference to the value of the dispute (not the value of the contract, which may be much higher). In all other cases where value of dispute is above 10 crore, arbitration will not be a method of dispute resolution in the contract.

39. Notwithstanding whatsoever stated above and in case of any controversy regarding the scope of work or any other terms and conditions of this tender, the decision of the ICAT, Manesar shall be final and binding in this regard.

RESPONSIBILITIES OF THE SUCCESSFUL BIDDER/ AGENCY

सफल बोलीदाता / एजेंसी की जिम्मेदारियाँ

1. The Agency shall ensure that all statutory wages and allied benefits like P.F., Bonus, ESI etc., as are prescribed by the Chief Labor Commissioner (Central), Ministry of Labor and Employment, or the Director General of Resettlement, Ministry of Defence, Government of India, as the case maybe, from time to time, are paid to personnel deployed for the purpose of this contract. The Agency shall remain liable to the authorities concerned for compliance of the respective existing rules and regulations of the Govt. of India for this purpose and shall also remain liable for any contravention thereof. The Agency shall have to abide by the minimum wage legislation and must pay minimum wage as per law to the personnel deployed by them for the purpose at any time in the premises of the ICAT.

Bonus (if applicable) shall be paid from time to time as per the direction of ICAT against submission of reimbursement claim supported with proof of disbursement.

2. ICAT has fixed the minimum service charge as 4.543% (3.85% minimum service charge fixed by the Govt. plus GST). The agency shall quote their service charges, keeping in view complying with all the T&C laid down in this tender. The Agency shall submit the proof of having deposited the amount of contributions *claimed by them on account of ESI and EPF towards the persons deployed at ICAT in their respective names each month while submitting their GST compliant bills for the subsequent month. In case the Agency fails to do so, their bills will be withheld till submission of required documents. Copies of the quarterly, half-yearly & annual returns of GST, ESI, EPF and Professional Taxes shall be submitted after its submission to the concerned authorities.*
3. The Agency shall pay wages through RTGS/ NEFT into the respective Savings Bank Accounts of the personnel deployed by them at the latest by the 07th of every month and shall produce copy of acquaintance roll and bank remittance statement every month along with their bill. Before submission of bills by the agency to ICAT for payment against the services, a certificate will have to be submitted by the agency for having paid in full to the personnel deployed by them along with the copy of proof of having affected electronic transfer of the wages to the respective SB Accounts of the personnel concerned.
4. The agency has to maintain all the relevant registers/ records as per the laws related with the labor engagement etc. The agency will be entirely responsible for fulfilling all the statutory obligations under different statutes like workmen compensation Act. Contract Labor (Regulation & Abolition) Act, ESI Act, PF Act, Bonus Act etc., for the personnel deployed by them. The personnel employed by the agency will not be treated as the personnel of the ICAT for any purpose whatsoever. The records will be readily available at any point during the contract for verification by ICAT or any authority.
5. The agency shall maintain good liaison with local Police Station, Traffic Police and Fire Service Department concerned for any law and order or unforeseen situation related assistance from them.
6. In case of any theft, loss of assets and/or disturbance adversely affecting security etc., to ICAT, premises, the entire responsibility for recovery and legal actions starting with assistance in lodging of F.I.R. with local police in consultation with the authorities of the ICAT, up to the final recovery stage etc. will lie with the Agency.
7. Term Insurance: Term Insurance of Rs. 5,00,000/- (Rupees five lakh only) for all the security staff deployed at ICAT will be done by the successful Bidder. The bidder shall provide the rate comparison and quotations from minimum three reputed insurance agencies and after getting final approval from ICAT authorities, term insurance will be done. A separate Invoice in this account will be raised by the vendor.
8. Health Insurance: Health Insurance of Rs. 5,00,000/- shall be done for each Security Staff. The bidder shall provide the rate comparison and quotations from minimum three insurance companies/agencies and after getting final approval from ICAT authorities, Medclaim/ Health Insurance will be done. A separate

Invoice in this account will be raised by the vendor.

9. Successful bidder shall provide appropriate WC & CAR Policy as per the Govt. norms before start working in ICAT.
10. The Agency shall execute a Performance Bank Guarantee as per **Annexure – XVI**, from any branch at Delhi/NCR of Indian scheduled Bank for an amount equivalent to 5% of the total contract value which shall be kept valid for entire period of contract to cover the risk or any loss ***caused to the ICAT due to fraud, theft, pilferage etc., the responsibilities for which are attributable, directly or otherwise, due to the negligence or inefficiency on the part of the agency or their personnel deployed for the purpose of the contract, or any breach of contract of whatsoever nature or form on the part of the agency.*** In the event of any such occurrence and/or breach of contract, the amount of compensation, as assessed by the ICAT shall be recovered either from the bill for monthly service charges due to the Agency or from their security deposit at the discretion of the competent authority of ICAT.
11. During the period of this contract, the Agency shall provide proper and adequate service and perform their duties diligently, honestly and to the entire satisfaction of ICAT. The Agency shall constantly keep in touch with the authorities of ICAT regarding their Security, Watch & Ward Services and abide by all instructions and directives issued by the authorities of ICAT in this regard.
12. The Agency shall give or provide all necessary superintendence during the execution of the security related assignment for proper fulfillment of their obligations under the contract.
13. ***The Agency shall maintain all relevant registers, documents in the premises of the ICAT which may have to be presented for inspection of the concerned Labor Authorities. The agency shall also put up a notice board displaying the minimum wages prescribed by the authorities of Government of India from time to time.***
14. The Agency shall ensure compliance of all Acts, Rules and statutory orders in force with regard to deployment of their personnel in the premises of ICAT for the purpose of this contract and shall keep ICAT indemnified against any liabilities arising out of non-compliance of any of the Acts, Rules or Orders on their part. The agency shall also ensure that no demonstration/agitation of any kind takes place inside or near the premises of ICAT by security personnel engaged by the Agency.
15. **STAFF:**
 - a. The contractor shall employ adequate manpower required for his work on his own account & responsibility. The contractor shall, at all times, observe provisions of Child Labour (P&A) Act 1986 with up-to-date amendments and Laws & Acts governing employment of Labour / contract labour etc.
 - b. In case any guard/ guards go on leave for whatsoever reason, immediate replacement must be provided by the contractor. It is advised that the contractor must have some guards in standby mode to fulfill the immediate replacement requirement.
 - c. The Agency shall deploy Security Guard meeting all statutory guidelines pertaining to the age. The Personnel deployed in ICAT shall meet ICAT management guidelines.
 - d. The staff can only be selected after an interview with ICAT Admin Department. If Admin Department finds the candidate not suitable for the post, then he will not allow to work inside ICAT premises.
 - e. Once the staff finalized for the security watch & ward service, it will not be replaced until and unless it is intimated by Admin department.
 - f. The contractor & staff shall follow the security regulations in force or as amended from time to time. Suitable action shall be taken, including summary termination and / or legal action for breach of ICAT security regulations by either the contractor or his staff & ICAT shall be the sole arbitrator to the course of action.
 - g. That the Administration department-ICAT shall be at liberty to carry out surprise checks on the person, deployed by the contractor in order to ensure that persons deployed by him are doing their duties.
 - h. ICAT shall be indemnified for all the liabilities, whatsoever created under the Workmen Compensation Act/ESI Act in respect of any injury suffered by the staff employed.

16. All personnel should be physically fit with good eyesight and hearing power and be able to read, write Hindi and English language. They should be fully trained, skilled and persons with specialized experience in the field of security, watch & ward and qualified to operate security/ electronic surveillance system on need basis in industrial areas. The Security Guard(s) including the security supervisor(s) deployed in ICAT shall have minimum qualification of SSLC and preference will be given to Ex-Service men / Ex- Paramilitary forces with shape I medical category at the time of discharge from armed forces / Paramilitary with character assessed exemplary / very Good. In this regard, agency shall submit annual return to ICAT authority in respect of age/ date of birth and medical fitness of their deployed security personnel. The person(s) found medically and/or physically unfit from the specified standard at any point of time will not be allowed to perform duties and the agency will be responsible to replace such person within 24 hours.
17. The Selected Agency shall issue the Identity cards, in the approved design, format and color to *those* personnel *who are* deployed *by them* at any point of time for the purpose of this contract in order to facilitate verification of their identity by the authorities of ICAT. They shall always wear identity card, while on duty at the premises of ICAT.
18. The Selected Agency should get the “Police Verification” done of Security Personnel before deploying them in ICAT premises. The police verification can be done from the any of the police station, situated in NCR. The Xerox copy of “Police verification” document/ certificate/etc has to be submitted/ shared with ICAT. Any cost pertaining to the said activity will be borne by the successful bidder on its own. Further, the Selected Agency shall *make periodical Police verification of the particulars of their personnel deployed.*
19. The agency will be solely responsible if the personnel deployed by the agency misbehave or create problems to ICAT; such personnel may be removed from his duties immediately and the agency shall make immediate necessary alternative arrangements to ensure proper and adequate services within 24 hours of receipt of such direction by ICAT. Also note that **in case of employee goes on leave, substitute personnel shall be provided.**
20. All security personnel deployed by the agency in the ICAT shall be in proper uniform while on duty at the premises of ICAT. The agency shall at their cost supply proper fresh winter/summer uniform including cap, safety shoes, socks, belt, badges, name tally, umbrella, raincoats, fire suit including Surveillance Operator. The Agency at its cost shall also supply batons, torches, batteries, pepper spray, whistles, air guns and other stationery items required for carrying out the services. In addition, the agency shall also provide ceremonial dresses to all security guards, whenever required/informed by ICAT.
21. On completion of the specified term of contract or on termination of the contract, the Agency shall peacefully vacate the premises of ICAT and remove/relocate all their persons and other paraphernalia from ICAT campus after handing over the charge to the new agency without creating any disturbances to the ICAT.
22. ICAT shall have no responsibility for providing living accommodation to the personnel deployed by the Agency.
23. The scope of services shall be as per the requirement of ICAT from time to time. The Agency shall provide the necessary extra manpower corresponding to the requirement of services immediately for which advance intimation would be given by the ICAT. ICAT shall pay to the Agency nothing more than the amount as may be due under the contract terms.
24. The agency shall impart training / mock drill to their personnel deployed in connection with this contract, on issues such as Conduct in Public, Physical fitness, operation of modern security gadgets, frisking, vehicle check, firefighting, emergency evacuation, Disaster management, periodical outdoor/ Institutional training and such other security measures as are essentially required in a place like ICAT. A schedule for such training shall be submitted each month to the ICAT by the Agency and shall be strictly implemented in the presence of ICAT Authorities. A logbook of such training imparted along with names of personnel shall be maintained and shall be made available for inspection to ICAT authorities as and whendemanded. In this regard agency must deploy one Field Officer, Ex-serviceman / Ex- Paramilitary forces to ensure / impart training in pursuance of the contract.

25. The Field Officer of the Agency must carry out day checking and night surprise checking during silent hours on fortnightly basis at each Centre and submit status report to the ICAT along with schedule of training each month.

26. PENALTY

In the event of any deficiency in the Security, Watch & Ward Services rendered by the agency, any time during the contract period, ICAT shall impose a suitable penalty as mentioned in below table which may be recovered from the agency. The decision of ICAT in this regard shall be binding on the agency:

Table no. 1

Sl. No.	Offences	Penalties (In Rupees)
1	Indulging in smoking/drinking/Tobacco chewing/ sleeping or any other misconduct during duty hours	Rs. 5,000/- for each offence, with removal of the offender
2	Unsatisfactory performance, individual complaint	Rs. 5,000/- per instance
3	Adverse report by adhoc Committee for inspection	Rs. 5,000/- per instance
4	Complaints are not registered or not redressed	Rs. 10,000/- per instance
5	For any other breach, violence or contravention of any terms and conditions	Minimum Rs. 5,000/- and up to Rs 10,000 will be imposed per day
6	In case the service remains consistently unsatisfactory for a period of more than 1 month.	Penalty of 5% of the annual contract value will be imposed and ICAT may terminate the contract without giving notice period of 60 days .
7	Delay in salary disbursement (after 07 th of every month)	Rs. 10,000/- then additional Rs. 2,000/- per day up to salary disbursement.

27. TENURE AND VALIDITY

The contract shall be for a period of 12 months/ 1 year.

The contract can be terminated by the authorities of ICAT at any time without notice in the event of gross security risk or gross damage to property of ICAT due to Agency's failure or persistent failures of the Agency in providing satisfactory service to ICAT. The decision of ICAT in this regard shall be final and binding on the Agency.

28. For reasons other than mentioned in the clause above, the contract can be terminated by either party by providing clear 60 days' notice in writing.

Services required to be provided by the Agency
एजेसी द्वारा प्रदान की जाने वाली आवश्यक सेवाएँ

The Agency is required to provide security, watch & ward services for ensuring safety of the people, materials, equipment, installations and all the properties at ICAT, Manesar for which the security guards deployed by the agency to be courteous to the staff and visitors in the campus, to maintain a conducive atmosphere in the campus.

For compliance of above requirement for providing services, the agency shall ensure that:

- i. The Security Guards shall behave with utmost courtesy while dealing with staff and visitors and show proper mark of respect to the officials concerned.
- ii. The Security Guards assist the visitors as they arrive and leave as a mark of good public relationgesture.
- iii. The Security Guards shall report for duty 15 minutes before the schedule for endorsement of attendance, briefing by security supervisor and for smooth handing / taking over formalities.
- iv. The Security Guards shall always be in proper and neat uniform and turn out with valid ID cardwhile performing duties.
- v. The Security Guards shall be of sound health, physical fitness and sound mind to handle anychallenging situation.
- vi. The Security Guards shall be conversant with basic fire-fighting arrangement / emergency evacuation drill and first aid assistance.
- vii. The Security Guards shall perform regular parade drill / physical training in order to maintaindiscipline & physical fitness.
- viii. Arrangements shall be made for periodical security training / lecture / demonstration among thedeployed Security Guards to inculcate security awareness.
- ix. The Security Guards shall be conversant with operation and monitoring of all modern security gadgets. Close liaison shall be maintained with local Police Station, fire brigade, ambulance service andtraffic police etc., to maintain law and order in the premises.
- x. The Security Guards should be alert, vigilant and fearless.
- xi. The Security Guards shall do frisking at entry and exit points to prevent any untoward incidentlike theft, pilferage, sabotage etc., without causing any annoyance.
- xii. The Security Guards posted for indoor duties shall be in possession of all required keys foropening escape doors in case of emergency.

General Requirement: -

- a) The personnel deployed by all other contractual agencies and casual personnel shall be subjected to strict security check by the security Guards at the time of entry & exit.
- b) The Security Guards deployed by the Agency should be trained in operation of the firefighting equipment of ICAT premises. The trained persons should be well conversant with the type of equipment to be used for a particular type of fire.
- c) The Security Guards deployed by the Agency are to carry out thorough search at strategic points periodically.

VENDOR INFORMATION FORM/ विक्रेता सूचना प्रपत्र

Name of the Firm	
Nature of Business (Product/Services)	
Full Address of Registered Office	
Telephone Numbers(Mobile & Landline)	
Fax Numbers	
Email Address	
Contact Person	
Name of the Proprietor/Partners, Address, Mobile No.	
Registration No. for registration under Companies Act 1956. (Please enclose self- attested photocopy of Certificates)	
Whether holding certificate under shops and Establishment Act. (If yes, enclose self- attested copy of last renewal certificate.	
If the firm registered under the factories Act, Details of license No. (if Yes, enclose self- attested last renewed copy	
Agency Bank A/C No.(Attach Bankers certificate of account maintenance for last two years)	
Name of the Bank	
Bank Address	
Branch Code	
IFSC Code	

CHECKLIST FOR MINIMUM ELIGIBILITY CRITERIA

न्यूनतम पात्रता मानदंड हेतु जाँच सूची

S. No	Information Sought	Type of Proof	Page No. of the bid doc.
1.	Date of Establishment/Incorporation		
2.	Company Status (Prop. /Partnership/Pvt. Ltd. Co./Public Limited Co./PSU/Govt)		
3.	PAN No. of the firm (Enclose self-attested copy)		
4.	GST Registration No. (Enclose self- attested copy)		
5.	Labor License no. and validity under various sections of Labor laws (of state & Central Govt.) (Enclose self- attested copy)		
6.	EPF Registration No (Enclose self- attested copy)		
7.	ESI Registration No. (Enclose self- attested copy)		
8.	Proof of Experience as per Annexure III		
9.	Proof of Registered Office in Delhi/NCR as per Annexure-III		
10.	Proof of ISO Certification as per Annexure-III		
11.	Proof of OHSAS Certification as per Annexure-III		
12.	Proof of Valid PSARA registration for State of Haryana as per Annexure-III		
13.	Proof of Turnover (audited balance sheet or CA Certificate) for the last three F.Y. as per Annexure-III		
14.	Self-attested declaration for Employee Strength as per Sr. no. 6 of Annexure-III		
15.	Proof of References (PO/ work completion certificate) as per Sr. no. 7 of Annexure-III		
16.	Declaration of 24 × 7 support Centre with QRT as per Sr. no. 8 of Annexure-III		
17.	Proof of Bidder's Capability (PO/ work completion certificates) as per Sr. no. 10 of Annexure-III		
18.	Organization Chart to be provided as per Sr. 8 of Annexure III		
19.	24× 7 Helpline number to be provided as per Sr. 8 of Annexure III		
20.	Declarations to be submitted as per Annexure XI		
21.	Details of the Draft of EMD (Name of the Bank, D.D. No, Date, Amount.		

Signature of authorized person

Name:

Seal:

Date:

Place:

TERMS & CONDITIONS W.R.T. PRICE BID/ मूल्य बोली के संबंध में नियम एवं शर्तें

1. The bidder has to submit the price bid including statutory charges (with documentary proof in its support) and services charges. All statutory taxes will be paid / deducted at actual.
2. Agency/ contractor shall not be entitled to any additional payment during the period of contract, except ICAT gives any instruction in this regard from time to time.
3. Successful agency/ contractor has to submit 5% of Contract amount in the form of Bank Guarantee to ICAT, which shall bear no interest.
4. The Security Deposit will be released to the agency/ contractor on written request within two months after completion and fulfilling all the conditions of the contract.
5. The successful bidder/ agency should make payment to its personnel on or before 7th day of every month. The successful bidder/ agency should mandatorily make the payments to the staff through electronic bank transfer only and issue monthly pay slips separately.
6. The successful bidder/ agency may submit bill by 10th day of the month and payment will be made through cheque or any other mode (except cash) within 21 days after receipt of duly approved bill by ICAT along with proof of payment made to the contractual staff, copy of ESI, EPF deposit list of previous months etc. after the statutory deduction as applicable.
7. Bidders are advised to mention their GST % while quoting their price bid.
8. ***Criteria for short listing will be exclusive of GST.***
9. All tenders/ bids must be submitted along with attested valid copies of their Contract Labor (R&A) Act (Central Labor), 1970 & Central Rules, 1971 license, Shop Act/ Establishment Certificate, EPT, ESI, GST Registration Certificate, Professional Tax Enrolment Certificates, Agency & Proprietor PAN Card, three years latest IT Return/ clearance Certificate, Present Client List and Profile of the agency. The above said documents are mandatory, failing which agency/ contractor shall be treated as disqualified.
10. Offers made with conditions like “subject to execution” or “taxes are applicable” or such other vague conditions are likely to be ignored. Hence specific mention of conditions in the quotations must be ensured.
11. Agency/ Contractor should submit all their documents as per acceptance form. The agency/ contractor will be scrutinized by the committee after opening of technical/commercial bid on the basis of their eligibility criteria.
12. The agency/ contractor shall abide by this terms & conditions of ICAT, Manesar. No other terms & conditions of the agency/ contractor are binding on ICAT, Manesar.
13. ICAT has fixed the minimum service **charges as 4.543%** (3.85% minimum service charge fixed by the Govt. plus GST). The agency shall quote their service charges, keeping in view to comply with all the T&C laid down in this tender.
14. Bidder must attach declaration on their letter head with technical bid regarding any deviation *wrt* terms & conditions laid down in the additional terms & conditions (if any)/ additional charges which are not covered in the GeM financial bid.

ACCEPTANCE FROM THE AGENCY/ CONTRACTOR/

एजेसी / ठेकेदार द्वारा स्वीकृति

I have gone through the terms and conditions of the tender documents and the same acceptable to us. I know that the Liveries/ Uniforms of good quality are to be provided by us per year at our cost to all the staff engaged under this contract and will not be charged or recovered in any manner from the security staff. I have given the price bid/ tender after visiting/ confirming the nature of work in ICAT, Manesar.

Place:

Signature:

Date:

Name of the Proprietor:

Seal:

Enclosures:

Copies of the documents tick marked as () hereunder, have been attached:

1. Copy of valid Contract Labor (R&A) Act, 1970 & Central Rules, 1971 License (Central Labor).
2. Copy of valid shop Act License/ Establishment Certificate.
3. Copy of E.P.F. Registration with Code No.
4. Copy of E.S.I. Registration with Code No.
5. Copy of valid GST Registration Certificate.
6. Copy of Agency and Proprietor PAN Cards.
7. Copy of three years audited balance sheet/ CA Certificate of turnover.
8. List of Present clients list along with contact details and copies of agreement.
9. PSARA License copy
10. Copy of relevant notification of Chief Commissioner of Labor (Central) reg wages
11. Copy of relevant notification of DG of Resettlement, Ministry of Defense reg wages
12. Copies of credentials such as Letter of Intents, work completion certificates for Security, Watch & Ward Services rendered by the agency for the past 5 years
13. Others. (Please Specify).

{Format for **each** of the Declarations & Undertaking to be typed on bidder agency's letter head separately and to be submitted in Part –I (TECHNICAL BID) of the tender document}

DECLARATION -1/ घोषणा - 1

This is to certify that neither we/any of us/ are/is in anyway related to any employee in the International Centre for Automotive Technology (ICAT).

Dated :

Place :

(Signature of the bidder with agency seal/ rubber stamp)

DECLARATION -2/ घोषणा- 2

We hereby declare that we have not stipulated any extra condition along with the Part-II (COMMERCIAL BID) of the tender and the terms and conditions in Part I and Part II of the tender shall prevail under all circumstances.

Dated :

Place :

(Signature of the bidder with agency seal/ rubber stamp)

DECLARATION-3/ घोषणा- 3

I/We having our office as mentioned below and declare that I/we have never been blacklisted by any State Government/ Central Government or any State/ Central PSU or EPF/ ESI/ GST/ Labor Department/ Company/ Institute/Entity/ Agency etc.

Signature :

Name :

Designation :

Name of the Agency :

Address of the bidder :

Date :

Place :

UNDERTAKING/ वचन-पत्र

This is to certify that we have carefully gone through the scope of work, job requirement, terms and conditions given in the tender documents & have clearly understood the terms & conditions of the tender and have accordingly quoted our balanced rates after going through all details. We hereby give an undertaking that we shall provide the security, watch & ward services strictly as per the given job requirement during the period of contract.

Dated :

Place :

(Signature of the bidder with agency seal/ rubber stamp)

EARNEST MONEY DEPOSIT PAYMENT PARTICULARS

बयाना राशि जमा (EMD) भुगतान विवरण

Number of Demand Drafts/Bank Guarantee's enclosed :

Demand Draft / Bank Guarantee particulars :

S. No.	D.D. No./BG No	Date	Name of the Bank / Branch and Place	Amount
1				
2				
3				

I/We, hereby declare that the particulars furnished by me/us in this offer are true to the best of my/our knowledge and I/We understand and accept that, if at any stage the information furnished by me/us are found to be incorrect or false, I/We am/are liable for disqualification from this tender and also liable for any penal action that may arise due to the above, besides being black listed.

Signature :

Name :

Designation :

Name of the agency :

Address of the bidder :

Contact details :
(Landline, fax & mobile no .to be provided)

Email address :

Website address (if any):

Date :

Earnest Money Deposit (EMD)
(To be executed on non-Judicial stamped paper of an appropriate value)
बयाना राशि जमा (EMD)
(उचित मूल्य के गैर-न्यायिक स्टाम्प पेपर पर निष्पादित किया जाना है)

To,

The International Centre for Automotive Technology
Plot No. 26, Sector – 3,
IMT, Manesar,
Gurgaon,

Dear Sirs,

WHEREAS _____
(hereinafter called the “Bidder”) has submitted their offer dated _____ for
_____ (hereinafter called the “Bid”) against the buyer’s request for Tender
No. _____ KNOW ALL MEN by these presents that we
_____ having our registered office at

_____ are bound onto International Centre for Automotive Technology having its office at Plot No.
26, Sector-3, IMT Manesar, Gurgaon-122050 (hereinafter referred to as the “Buyer”) for the sum of Rs.
_____ (_____) for which payment will and truly to be
made to the said buyer, the bank binds itself, its successors and assigns by these presents.

The Bank hereby undertakes to pay under this guarantee, the Guaranteed Amount claimed by the Owner without any further proof or conditions and without demur, reservation, contest, recourse, or protest and without any enquiry or notification to the bidder merely on a demand from the Owner stating that the amount claimed is due to the Owner under the Contract. Any such demand made on the bank by the Owner shall be conclusive as regards the amount due and payable by the bank under this bank guarantee and the bank shall pay without any deductions or set offs or counterclaims whatsoever, the total sum claimed by the Owner in such Demand. The Owner shall have the right to make an unlimited number of demands under this bank guarantee provided that the aggregate of all sums paid to the Owner by the Bank under this bank guarantee shall not exceed the Guaranteed Amount.

The Guarantee will remain in force upto _____ after the period of tender validity and any demand in respect thereof should reach the bank not later than the above date.

Notwithstanding anything contained herein our liability under this bank guarantee shall not exceed Rs. _____ (_____). This bank guarantee shall be valid upto _____ and we are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if you serve upon us a written claim or demand on or before _____.

All claims under this guarantee will be payable at _____.
_____. This guarantee will be returned to us as soon as the purpose for which it is issued is fulfilled or its expiry whichever is earlier. If we are not in receipt of this original bank guarantee within the stipulated period, it shall be deemed to be automatically cancelled unless extended further before expiry of validity.

AND WHEREAS one of the terms of the said tender is that you shall submit an EMD of Rs. _____ /-
(Rupees _____ only) to the bidder.

Now, We _____
(hereinafter referred to as 'Bank') having its registered office at _____
_____ and branch office at _____
_____ hereby irrevocably agree and undertake as follows:

1. That the said bidder shall submit the bank guarantee of Rs. _____ /- (Rupees _____ only) towards EMD.
2. That the said 'bidder' shall duly and faithfully carry out to your satisfaction its obligation under the said Tender failing which we hereby unconditionally and irrevocably guarantee to pay to you without reference to the said 'bidder' and without any demur, merely on demand from you stating that the amount claimed is due, all or any sums of monies up to a maximum of Rs. _____ /- (Rupees _____ only). Any such demand made on us by you shall be conclusive as regards the amount due and payable by us under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ /- (Rupees _____ only).
3. We, the Bank, further agree that we shall accept the correctness of any claim that may be made by you without raising any objection of whatsoever nature irrespective of any dispute or difference between the 'bidder' and you and the statement so submitted by you shall be binding and conclusive on us. We hereby further unconditionally and irrevocably guarantee that the amount hereby guaranteed shall become due and payable on your serving us with a notice requiring of the said amount and the said notice shall be deemed to have been serviced on us if delivered by personal delivery or any other mode (i.e. Courier/Post/Fax/E-mail etc.) and the payment under this guarantee shall be made by us within three days from the date of receipt of such notice, without reference to 'bidder'.
4. We, the Bank, further agree that the guarantee herein contained shall remain in full force and effect during the period that will be taken against EMD or till you certify that the terms and conditions of the said Tender have been fully and properly carried out by the bidder and accordingly discharge the guarantee, whichever is earlier. Unless the demand or claim under this guarantee is made on us in writing on or before _____ shall be discharged from all liability under this guarantee thereafter.
5. We, the Bank, hereby agree that the decision of ICAT as to whether the bidder has failed to or neglected to perform or discharge his duties and obligations under the said tender shall be final and binding on the Bank.
6. We, the Bank, further agree that you shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said tender which is accepted by bidder or to extend time from time to time or to postpone for any time or from time to time the powers exercisable by you against the bidder and to forebear to enforce any of the terms and conditions of the tender and we shall not be relieved from our liability for any reason of any such variation or any extension granted to the said 'bidder' or for any forbearance or omission on your part or any indulgence by you to the said 'bidder' or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of relieving us.
7. The guarantee herein shall not be determined or become ineffective by reason of the fact or winding up, liquidation, dissolution or change of constitution or insolvency of the 'bidder' and/or bank but shall remain in full force and effect and shall be binding and operative till expiry of the period hereinafter specified.
8. We, the Bank, lastly undertake not to revoke the guarantee during its currency except with the previous consent of ICAT in writing.
9. We further agree that this guarantee shall be governed by Indian Law.
10. We also agree that this guarantee is subject to the jurisdiction of the courts situated at **Gurgaon** and if any dispute arises in respect of or in connection with this guarantee, the same shall be tried only at the courts situated at **Gurgaon** and not by any other courts.

11. NOTWITHSTANDING anything contained hereinabove our liability under this guarantee is restricted to Rs. _
_/- (Rupees _____ only). This guarantee shall remain valid till
_____ only. Unless a claim in writing is lodged with us within 3 months from the expiry of this bank
guarantee, your rights under this guarantee shall be forfeited and we shall be released and discharged from all
liabilities under this guarantee.

Date:

Details of the Bank Official:

Name of the Bank Official:

Address of the Bank:

Contact No.:

Fax No.

E-mail ID:

Corporate Seal of the Bank

By its constituted Attorney Signature of a person duly authorized to sign on behalf of the Bank

FORMAT OF DECLARATION IN LIEU OF EMD/BID SECURITY / ईएमडी / बोली सुरक्षा के स्थान पर घोषणा का प्रारूप

(To be submitted on the Bidder's Letter Head/ बोलीदाता के लेटर हेड पर प्रस्तुत किया जाना है)

Bidder's Name.....

.....

.....

(Address and Contract Details)

Bidder's Reference No.....Date.....

To,

The Director International Centre for Automotive Technology

Plot No. 26, Sector-3, Near HSIIDC, IMT Manesar Gurgaon-122050

Reference: Tender Document No.....Tender Title:.....

Sir/Madam,

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this Tender Document, bids must be supported by a Bid Securing Declaration in lieu of Bid Security.

We unconditionally accept the conditions of this Bid Securing Declaration. We understand that we shall stand automatically suspended from being eligible for bidding in any tender in ICAT for 1 Year (12 Months) from the date of opening of this bid if we breach our obligations under the tender conditions if we:

1. Withdrawn/Amend/Impair/Derogate, in any respect, from our bid, within the bid validity or

2 Being notified within the bid validity of the acceptance of our bid by the ICAT:

a) Refused to or failed to produce original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the Tender Document

b) Fail or refuse to sign the contract

We know that this bid Securing Declaration shall expire if the contract is not awarded to us,

upon:

1. Receipt by us for your notification

a) of cancellation of the entire tender process or rejection of all bids or

b) of the name of the successful bidder or

2. Forty-Five days after the expiration of the bid validity period or any extension to it.

(Signature with Date)

(Name and Designation)

Duly Authorized to Sign the Bid for and on behalf of (Name & Address of Bidder and Seal of Company)

Date onday of.....

Place.....

Key Notes:-

1. The Bidder have to submit EMD/Bid security for the value specified in the Bid Documents in the form of DD/NEFT/RTGS/BG.

ii. MSME registered with Udyog Aadhar and NSIC or Central Purchase organizations are exempted from EMD must submit signed 'Bid Security Declaration' as per format given (refer Annexure XIV of this ATC) on Firm/Company letter head. MSE or firms registered with the Central Purchase organizations are required to submit their registration certificates in support of their request for exemption from EMD along with Bid security Declaration. However, as per clarification issued by DC MSME vide office memorandum dated 25th March 2022, traders/Distributors/Sole agents/Work contracts are not eligible for benefits under MSME category.

iii. Non-submission of EMD as per Bid requirement or Bid Security Declaration along with supporting documents for exemption from EMD by MSE or other exempted bidders, will be treated as unresponsive and disqualified from further procurement process as per para 7.3.1(ii) of Manual for procurement of goods 2017

DETAILS OF MAJOR CONTRACTS/ प्रमुख अनुबंधों का विवरण

Details of major contracts with Central Government, State Governments, PSUs/ Nationalized Banks/ Reputed Private Firms handled by the tendering Agency for providing security, watch and ward services during the last five years in the following format (attested copies of the last five years work award may be enclosed).

Sl. No	Details of client along with address, contact details (telephone, email, website, fax etc)	Amount of contract (Rs. lakh per year)	Duration of contract	
			From	To
1.				
2.				
3.				
4.				
5.				

(If the space provided is insufficient, a separate sheet may be attached)

Signature of authorized person

Date:

Name:

Place:

Seal:

PERFORMANCE SECURITY BOND FORM/ निष्पादन सुरक्षा बांड प्रपत्र

(To be executed on non Judicial stamped paper of an appropriate value)

WHEREAS International Centre for Automotive Technology (ICAT) having its corporate office at Plot No. - 26, Sector – 3, HSIIDC, IMT - Manesar, Gurugram - 1220050, Haryana (India) (hereinafter referred to as “**The Owner**” which expression shall unless repugnant to the context includes their legal representatives, successors and assigns) has executed a contract on [Please insert date of execution of Contract] (“**Contract**”) with [insert name of the Successful Bidder](hereinafter referred to as the “**Contractor**” which expression shall unless repugnant to the context include its legal representatives, successors and permitted assigns) for the performance, execution and implementation of the Works (“**Works**” shall have the meaning ascribed to it in the Contract] based on the terms & conditions set out in the Tender Documents number [insert reference number of the Tender Documents] dated [insert date of issue of Tender Documents].....and various other documents forming part thereof.

AND WHEREAS one of the conditions of the Contract is that the Contractor shall furnish to the Owner a Bank Guarantee from a scheduled bank in India having a branch at New Delhi for an amount equal to 5% (five percent) of the total Contract Sum (the amount guaranteed under this bank guarantee shall hereinafter be referred to as the “**Guaranteed Amount**”) against due and faithful performance of the Contract from the post-commissioning stage of the Works under the Contract, including the performance bank guarantee obligation and other obligations of the Contractor for the supplies made and the Works being performed and executed by under the Contract. This bank guarantee shall be valid from the date hereof up to the expiry of the Warranty Period including any extension thereof.

AND WHEREAS the Contractor has approached [insert the name of the scheduled bank] (here in after referred to as the “**Bank**”) having its registered office at [insert the address].....and at the request of the Contractor and in consideration of the promises made by the Contractor, the Bank has agreed to give such guarantee as hereunder:-

- (i) The Bank hereby undertakes to pay under this guarantee, the Guaranteed Amount claimed by the Owner without any further proof or conditions and without demur, reservation, contest, recourse or protest and without any enquiry or notification to the Contractor merely on a demand from the Owner stating that the amount claimed is due to the Owner under the Contract. Any such demand made on the Bank by the Owner shall be conclusive as regards the amount due and payable by the Bank under this bank guarantee and the Bank shall pay without any deductions or set-offs or counterclaims whatsoever, the total sum claimed by the Owner in such Demand. The Owner shall have the right to make an unlimited number of Demands under this bank guarantee provided that the aggregate of all sums paid to the Owner by the Bank under this bank guarantee shall not exceed the Guaranteed Amount.
- (ii) However, the Bank’s liability under this bank guarantee shall be restricted to an amount not exceeding [figure of Guaranteed Amount to be inserted here].....
.....only).
- (iii) The Owner will have the full liberty without reference to the Bank and without affecting the bank guarantee to postpone for any time or from time to time the exercise of any powers and rights conferred on the Owner under the Contract and to enforce or to forbear endorsing any powers or rights or by reasons of time being given to the Contractor which under law relating the Surety would but for the provisions have the effect of releasing the surety.
- (iv) The rights of the Owner to recover the Guaranteed Amount from the Bank in the manner aforesaid will not be affected or suspended by reasons of the fact that any dispute or disputes have been raised by the Contractor and / or that any dispute(s) are pending before any office, tribunal or court in respect of such Guaranteed Amount and/ or the Contract.
- (v) The guarantee herein contained shall not be affected by the liquidation or winding up, dissolution, change of constitution or insolvency of the Contractor but shall in all respects and for all purposes be binding and operative

until payment of all money due to the Owner in respect of such liability or liabilities is affected.

(vi) This bank guarantee shall be governed by and construed in accordance with the laws of the Republic of India and the parties to this bank guarantee hereby submit to the jurisdiction of the Courts of New Delhi for the purposes of settling any disputes or differences which may arise out of or in connection with this bank guarantee and for the purposes of enforcement under this bank guarantee.

(vii) All capitalized words used but not defined herein shall have the meanings assigned to them under the Contract.

NOTWITHSTANDING anything stated above, the liability of the Bank under this bank guarantee is restricted to the Guaranteed Amount and this bank guarantee shall expire on the expiry of the Warranty Period under the Contract. Unless a Demand under this bank guarantee is filed against the Bank within six (6) months from the date of expiry of this bank guarantee all the rights of the Owner under this bank guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities hereunder. However, if the Contractor's obligations against which this bank guarantee is given, are not completed or fully performed by the Contractor within the period prescribed under the Contract, the Bank hereby agrees to further extend the bank guarantee for further periods of six months each till the Contractor fulfills its obligations under the Contract.

We have the power to issue this bank guarantee in your favour under Memorandum and Article of Association and the Undersigned has full power to do so under the Power of Attorney dated [*date of power of attorney to be inserted*].....granted to him by the Bank.

Date:

Details of the Bank Official :

Name of the Bank Official:

Address of the Bank :

Contact No. :

Fax No.

E-mail ID :

Corporate Seal of the Bank

By its constituted Attorney Signature of a person duly authorized to sign on behalf of the Bank

BID EVALUATION/ बोली मूल्यांकन

Technical bid shall be awarded points as per the following:

S. No.	Evaluation Parameter	Max. point
1.	The Bidder's capability in technical and financial terms to undertake the assignment: Turnover <ul style="list-style-type: none"> • Less than Rs 10 cr : 00 points • Between Rs 10 cr and up to Rs 25 cr : 12 points • Above Rs 25 cr and up to Rs 50 cr : 15 points • Above Rs 50 cr : 20 points 	20
2.	Bidder's Past Experience: Providing Security, Watch & Ward Services <ul style="list-style-type: none"> • Below 5 years : 00 points • Between 5 years and up to 7 years : 12 points • Above 7 years and up to 10 years : 15 points • Above 10 years : 20 points 	20
3.	Customer Feedback: Satisfactory reference <ul style="list-style-type: none"> • Less than 5 (five) no. of feedback/ reference : 00 points • 5 (five) and up to 7 (seven) no. of feedback/ reference : 12 points • 8 (eight) and up to 10 (ten) no. of feedback/ reference : 15 points • Above 10 (ten) no. of feedback/ reference : 20 points 	20
4.	About the company/agency/entity : <ul style="list-style-type: none"> • Tie-up with PSARA certified training Institute : 4 points • ISO Certificate : 4 points • PSARA Haryana Certificate : 4 points • OHSAS : 4 points • 24x7 helpline number : 4 points 	20
5.	Details of Security personnel deployed at present: Strength <ul style="list-style-type: none"> • Up to 500 pax deployed in Delhi/NCR : 00 points • Above 500 and up to 750 pax deployed in Delhi/NCR : 14 points • Above 750 and up to 1000 pax deployed in Delhi/NCR : 18 points • Above 1000 pax deployed in Delhi/NCR : 20 points 	20

Note: The minimum eligibility criteria to qualify in Technical Bid evaluation is 70 points (as explained in the above table).

DISQUALIFICATION CRITERIA/ अयोग्यता मानदंड

Any Bid failing in demonstrating any of the following shall be directly rejected:

1. Ability to fulfil the basic scope, as mentioned in Annexure-III “Eligibility Criteria”. ICAT can ask bidders to produce sufficient proof of trained & certified resources (security personnel) for deploying the same.
2. Capability of the Bidder Company/Agency/Entity for undertaking the assignment, by
 - 2.1 Not demonstrating relevant experience in the field of security, watch & ward services
 - 2.2 Not demonstrating technical capability/ expertise in the field of security, watch & ward services
 - 2.3 Not having the necessary financial strength in order to cope with the order with sufficient guarantees
 - 2.4 Not providing the necessary documents as per tender requirements.

Additionally, ICAT could reject any Bid, if:

1. The bidder is not fulfilling the terms & conditions mentioned in the tender document i.e. from Annexure – 1 to Annexure - XX.
2. The bidder or any of its partners /directors etc. have been black listed/ debarred by any of the government agencies or department.
3. The bidder have been found guilty of commission of acts of moral turpitude or convicted for any economic offence or for violation of any labor laws etc. by any court or any authority appointed to enforce any labor laws or regulations including PF/ESI authorities.
4. In case, the bidder failed to produce or submit the document proof of duly paid GST (return) for the previous 3 years, along with the bid.
5. Any of the contract awarded to the bidder by any organization have been terminated in the past 3 years on account of violation of laws or deficiency of services or breach of contract.
6. Even if a single response is unsatisfactory from references submitted then the bidder may be disqualified. Any internal references from NAB & its Centres including ICAT, shall be deemed considered for the purpose of satisfactory reference even without being submitted in the bid.



Declaration In Respect of Conflict of Interest
हितों के टकराव (Conflict of Interest) के संबंध में घोषणा

Tender No. ICAT/GeM/Admin/SW&WS/2026-27/90

Tender Detail: Engagement of Agency on Contract Basis for providing Security, Watch & Ward Services at ICAT Centre (I & II), IMT-Manesar

Sr. No.	Particulars		
1	Name of Firm		
2	Office Address Phone No. Fax No. Email ID		
3	Works Address as per Vendor Registration Phone No. Fax No. Email ID		
4	Type of Firm	Private Limited Company / Public Limited Company / Limited Liability Partnership (LLP) / Partnership Firm / Proprietor Firm <i>(Tick whichever is applicable)</i>	
5	CIN / LLPIN of Firm		
6	GST No. of Firm		
7	Names of all Directors/LLP Partners/ Partners / Proprietors of Bidder Firm with DIN (if any) and full address (as on the bid submission date)		
	Full Name	DIN	Full Residential Address

The details of Legal Representative / Agent of the Bidder Firm are as under:

Full Name of Legal Representative / Agent	
Whether employee of Bidder-Firm or not? (Yes/No)	
Designation	
Office Address	
Office Land-Line Nos.	
Mobile No.	
Email ID	
Whether acting as Legal Representative / Agent in any other Private Limited Company or Public Limited Company or Limited Liability Partnership (LLP) or Partnership Firm or Proprietor Firm? If yes, give names.	

WE HEREBY DECLARE AND CONFIRM THAT no bid has been submitted for the quoted item by any other Private Limited Company or Public Limited Company or Limited Liability Partnership (LLP) or Partnership Firm or Proprietor Firm in which any relative of any Director or Partner or Proprietor of Bidder Firm is a Director, Partner or Proprietor. The word "relative" is defined as under:

The Companies Act, 2013 Sec 2(77) "relative", with reference to any person, means anyone who is related to another, if—

- (1) they are members of a Hindu Undivided Family;
- (2) they are husband and wife; or
- (3) A person shall be deemed to be the relative of another, if he or she is related to another in the following manner, namely:-
 - a. Father including step-father,
 - b. Mother including step-mother,
 - c. Son including step-son,
 - d. Son's wife,
 - e. Daughter,

- f. *Daughter's husband,*
- g. *Brother including step-brother,*
- h. *Sister including step-sister.*

WE FURTHER DECLARE THAT we have carefully read and understood the clause relating to 'Conflict of Interest' of Tender No. _____ . The detailed Clause is as under:

"A bidder shall not have conflict of interest with other bidders for particular quoted item. Such conflict of interest can lead to anti-competitive practices to the detriment of Procuring Entity's interests. The bidder found to have a conflict of interest shall be disqualified. A bidder may be considered to have a conflict of interest with one or more parties in this bidding process for particular quoted item, if:

- a) *they have proprietor/ partner(s)/ Director(s) in common; or*
- b) *they receive or have received any direct or indirect subsidy/ financial stake from any of them; or*
- c) *they have the same legal representative/ agent for purposes of this bid; or*
- d) *they have relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder; or*
- e) *bidder participates in more than one bid in this bidding process. Participation by a bidder in more than one Bid will result in the disqualification of all bids in which the parties are involved. However, this does not limit the inclusion of the components/ sub-assembly/ assemblies from one bidding manufacturer in more than one bid.*
- f) *in cases of agents quoting in offshore procurements, on behalf of their principal manufacturers, one agent cannot represent two manufacturers or quote on their behalf in a particular tender enquiry. One manufacturer can also authorize only one agent/ dealer. There can be only one bid from the following:*
 - 1. *The principal manufacturer directly or through one Indian agent on his behalf; and*
 - 2. *Indian/ foreign agent on behalf of only one principal.*
- g) *a Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Bid;*
- h) *In case of a holding company having more than one independently manufacturing units or more than one unit having common business ownership / management, only one unit should quote. Similar restrictions would apply to closely related sister companies. Bidders must proactively declare such sister/ common business/ management units in same/ similar line of business.*
- i) *Bidder shall not act in contravention/ violation to the provisions of competition act, as amended from time to time."*

We hereby certify that our Firm M/s. _____ do not have any conflict of interest with other bidders for this tender.

We hereby declare and confirm that the above information and particulars are true and correct.

For (Firm Name)

Signature of Director/Partner/Proprietor/ Authorized Signatory

Authorized Signatory Name:

Place:

Date:

Stamp / Seal of Firm

FINANCIAL BID/ वित्तीय बोली

Name of the work: “Security, Watch & Ward Services at ICAT, Manesar”

(Please read carefully the Terms & Conditions of tender, before filling up Financial Bid)

Manpower (Security watch & ward service)					
(Minimum wages are calculated on 26 Days in a month)					
S. No.	Particular	Rate	Supervisor (Highly Skilled)	Security Guard (Skilled)	Gunman (Highly Skilled)
1	Basic Pay # (Monthly for 8 Hrs. Shift/ Day)		28444	26208	28444
2	Gun Allowance		0	0	2000
3	PF	12%	3413.28	3144.96	3413.28
4	EDLI (Maximum contribution is Rs. 75/- and base is Rs. 15000/-, if basic and DA is more than Rs. 15000/- as per month days)	0.50%	75	75	75
5	EPF Admin charges	0.50%	142.22	131.04	142.22
6	ESI/ WCA/ Medclaim/ Health Insurance & Term Insurance*	At actual			
7	LWF	Fixed	68	68	68
8	Uniform	Fixed	150	150	150

***The agency should provide Medclaim/ Health Insurance coverage of Rs. 5 Lakhs (Rupees five lakhs) & Term Insurance of Rs. 5 Lakhs (Rupees five lakhs) issued by any reputed Insurance Company/agency. Declaration for the same has to be furnished along with the bid.**

Note:

1. ICAT has fixed the minimum service charges as 4.543% (3.85% minimum service charge fixed by the Govt. plus GST) and any bidder quote less than that for service charge, the bid will be rejected.
2. Any other payments likewise Uniforms, Leave Salary, etc., should be met by the contractor only, ICAT has no liability towards the above.
3. The service charges to be filled up in GeM.
4. Payments shall be made on the basis of the rates in price bid quoted by the Agency.
5. ‘#’ strictly as per the latest Minimum Wage Notification of CLC (Central) as revised from time to time.
6. The payment will be made only for the number of working days in a month.
7. In additional, GST % to be mentioned separately as applicable.
8. ICAT requires above manpower on 24X7 basis. Leave adjustment will be the part of the vendor.
9. In case, more than 1 bidder quotes same rate (service charge) in the financial bid, then L-1 bidder will be selected by GeM on random basis.

Signature and seal of the Agency/ Contractor