बिड संख्या/Bid Number: GEM/2026/B/8191247

दिनांक /Dated: 23-10-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	13-11-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	14-11-2026 17:00:00
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: buyer3.dhi.hr@gembuyer.in
वस्तु श्रेणी /Item Category	Manpower Outsourcing Services - Fixed Remuneration - Admin; Canteen Supervisor; 5th Pass , Manpower Outsourcing Services - Fixed Remuneration - Admin; Asst Cook; Not Required , Manpower Outsourcing Services - Fixed Remuneration - Admin; Cook; 5th Pass , Manpower Outsourcing Services - Fixed Remuneration - Admin; Canteen Helper; Not Required , Manpower Outsourcing Services - Fixed Remuneration - Admin; Senior Attendant; 5th Pass , Manpower Outsourcing Services - Fixed Remuneration - Admin; Snacks Counter Operator; 5th Pass , Manpower Outsourcing Services - Fixed Remuneration - Admin; Pantry Boy; Not Required , Manpower Outsourcing Services - Fixed Remuneration - Admin; Guest House Attendant; Not Required
अनुबंध अवधि /Contract Period	2 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
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

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/**Do you want to show documents uploaded by bidders to all bidders participated in bid?**	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / **Minimum number of bids required to disable automatic bid extension**	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / **Number of days for which Bid would be auto-extended**	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / **Number of Auto Extension count**	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

एडवाईजरी बैंक/Advisory Bank	HDFC Bank
ईएमडी राशि/EMD Amount	670000

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).	26

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

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

(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 :

ICAT
ICAT, Plot No. 26, Sec-3, IMT Manesar, Haryana.
(M/s. International Centre For Automotive Technology)

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes

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. **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.
2. 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

Scope of work & Job Description:1792732875.pdf

In case, the buyer wants to retain some of the existing resources then buyer is needed to upload the list of resources along with the quantity of each type or resource to be continued by the successful bidder/service provider under the new contract as per the T&C of new contract concluded on the basis of this bid along with approval of Competent Authority.:1792732886.pdf

Manpower Outsourcing Services - Fixed Remuneration - Admin; Canteen Supervisor; 5th Pass (2)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Function	Admin
List of Profiles	Canteen Supervisor
Educational Qualification	5th Pass
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
District	NA
Zipcode	NA
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Haryana , Uttar Pradesh , Delhi
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Title for Optional Allowance 1	Additional Allowance
Title for Optional Allowance 2	LWF

विवरण/ Specification	मूल्य/ Values
Designation	Canteen Supervisor

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

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

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.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 TECHNOLGY Plot No 26, Sector 3, HSIIDC, IMT-Manesar, Gurgaon 122050	2	• Basic monthly pay (INR) exclusive of GST : 28444 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 125 • EPF Admin Charges (INR Monthly) : 125 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • Optional Allowances 1 (INR Monthly) : 2500 • Optional Allowances 2 (INR Monthly) : 70 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 3000 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Asst Cook; Not Required (11)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Function	Admin
List of Profiles	Asst Cook
Educational Qualification	Not Required
Specialization	Not Required

विवरण/ Specification	मूल्य/ Values
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Haryana , Uttar Pradesh , Delhi
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Title for Optional Allowance 1	Additional Allowance
Title for Optional Allowance 2	LWF
Designation	Asst. Cook

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

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

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.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 TECHNOLGY Plot No 26, Sector 3, HSIIDC, IMT-Manesar, Gurgaon 122050	11	• Basic monthly pay (INR) exclusive of GST : 23868 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 119.34 • EPF Admin Charges (INR Monthly) : 119.34 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • Optional Allowances 1 (INR Monthly) : 1500 • Optional Allowances 2 (INR Monthly) : 70 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 2864.16 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Cook; 5th Pass (6)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Function	Admin
List of Profiles	Cook
Educational Qualification	5th Pass
Specialization	Not Required
Post Graduation	Not Required

विवरण/ Specification	मूल्य/ Values
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
District	NA
Zipcode	NA
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Haryana , Uttar Pradesh , Delhi
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Title for Optional Allowance 1	Additional Allowance
Title for Optional Allowance 2	LWF
Title for Optional Allowance 3	0
Designation	Cook

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

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

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.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 TECHNOLGY Plot No 26, Sector 3, HSIIDC, IMT-Manesar, Gurgaon 122050	6	• Basic monthly pay (INR) exclusive of GST : 26208 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 125 • EPF Admin Charges (INR Monthly) : 125 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • Optional Allowances 1 (INR Monthly) : 2000 • Optional Allowances 2 (INR Monthly) : 70 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 3000 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Canteen Helper; Not Required (12)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Function	Admin
List of Profiles	Canteen Helper
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required

विवरण/ Specification	मूल्य/ Values
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Haryana , Uttar Pradesh , Delhi
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Title for Optional Allowance 1	Additional Allowance
Title for Optional Allowance 2	LWF
Title for Optional Allowance 3	0
Designation	Helper

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

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

प्राचल/Parameter	मूल्य/Values
कोर / Core	4.54

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

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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.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 TECHNOLGY Plot No 26, Sector 3, HSIIDC, IMT-Manesar, Gurgaon 122050	12	• Basic monthly pay (INR) exclusive of GST : 21502 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 107.51 • EPF Admin Charges (INR Monthly) : 107.51 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • Optional Allowances 1 (INR Monthly) : 1200 • Optional Allowances 2 (INR Monthly) : 70 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 2580.24 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Senior Attendant; 5th Pass (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Function	Admin
List of Profiles	Senior Attendant
Educational Qualification	5th Pass
Specialization	Not Required

विवरण/ Specification	मूल्य/ Values
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Haryana , Uttar Pradesh , Delhi
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Title for Optional Allowance 1	LWF
Title for Optional Allowance 2	0
Title for Optional Allowance 3	0
Designation	Senior Attendant

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

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

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.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 TECHNOLGY Plot No 26, Sector 3, HSIIDC, IMT-Manesar, Gurgaon 122050	1	• Basic monthly pay (INR) exclusive of GST : 23868 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 119.34 • EPF Admin Charges (INR Monthly) : 119.34 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • Optional Allowances 1 (INR Monthly) : 70 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 2864.16 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Snacks Counter Operator; 5th Pass (2)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Function	Admin
List of Profiles	Snacks Counter Operator
Educational Qualification	5th Pass
Specialization	Not Required

विवरण/ Specification	मूल्य/ Values
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Haryana , Uttar Pradesh , Delhi
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Title for Optional Allowance 1	LWF
Title for Optional Allowance 2	0
Title for Optional Allowance 3	0
Designation	Snacks Counter Operator

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

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

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.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 TECHNOLGY Plot No 26, Sector 3, HSIIDC, IMT-Manesar, Gurgaon 122050	2	• Basic monthly pay (INR) exclusive of GST : 23868 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 119.34 • EPF Admin Charges (INR Monthly) : 119.34 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • Optional Allowances 1 (INR Monthly) : 70 • Optional Allowances 2 (INR Monthly) : 0 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 2864.16 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Pantry Boy; Not Required (2)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Function	Admin
List of Profiles	Pantry Boy
Educational Qualification	Not Required
Specialization	Not Required

विवरण/ Specification	मूल्य/ Values
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Haryana , Uttar Pradesh , Delhi
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Title for Optional Allowance 1	Additional Allowance
Title for Optional Allowance 2	LWF
Title for Optional Allowance 3	0
Designation	Pantry Boy

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

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

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.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 TECHNOLGY Plot No 26, Sector 3, HSIIDC, IMT-Manesar, Gurgaon 122050	2	• Basic monthly pay (INR) exclusive of GST : 21502 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 107.51 • EPF Admin Charges (INR Monthly) : 107.51 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • Optional Allowances 1 (INR Monthly) : 1200 • Optional Allowances 2 (INR Monthly) : 70 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 2580.24 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

Manpower Outsourcing Services - Fixed Remuneration - Admin; Guest House Attendant; Not Required (2)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Function	Admin
List of Profiles	Guest House Attendant
Educational Qualification	Not Required
Specialization	Not Required

विवरण/ Specification	मूल्य/ Values
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
District	NA
Zipcode	NA
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Haryana , Uttar Pradesh , Delhi
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Title for Optional Allowance 1	Additional Allowance
Title for Optional Allowance 2	LWF
Title for Optional Allowance 3	0
Designation	Guest House Attendant

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

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

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.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 TECHNOLGY Plot No 26, Sector 3, HSIIDC, IMT-Manesar, Gurgaon 122050	2	• Basic monthly pay (INR) exclusive of GST : 21502 • Bonus (INR Monthly) : 0 • EDLI (INR Monthly) : 107.51 • EPF Admin Charges (INR Monthly) : 107.51 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • Optional Allowances 1 (INR Monthly) : 1200 • Optional Allowances 2 (INR Monthly) : 70 • Optional Allowances 3 (INR Monthly) : 0 • Provident Fund (INR Monthly) : 2580.24 • ESI (INR Monthly) : 0 • Tenure/ Duration of Employment (In Months) : 24

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

1. **Generic**

   OPTION CLAUSE 25% : The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 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 25 percent with the consent of the service provider

2. **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 (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) 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 कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

अंतर्राष्ट्रीय ऑटोमोटिव प्रौद्योगिकी केंद्र

INTERNATIONAL CENTRE FOR AUTOMOTIVE TECHNOLOGY (ICAT)

जन-शक्ति (अतिथि गृह, अल्पाहार कक्ष, भोजनालय प्रबंधन सेवाओं) के लिए निविदा

TENDER FOR MANPOWER (GUEST HOUSE, SNACKS COUNTER & CANTEEN SUPERVISION SERVICES)

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

इंटरनेशनल सेंटर फॉर ऑटोमोटिव टेक्नोलॉजी
प्लॉट नंबर # 26, सेक्टर-3, एचएसआईआईडीसी, आईएमटी मानेसर,
गुरुग्राम-122050

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

निविदा संख्या : ICAT/GeM/Admin/MPS/2026-27/192

Tender No. : ICAT/GeM/Admin/MPS/2026-27/192

TABLE OF CONTENTS

Sl. No	Particulars	Page No
1.	Annexure – I: Tender Notice	3
2.	Annexure – II: Bid Form	4
3.	Annexure – III: Eligibility Criteria	5
4.	Annexure – IV: Instruction to bidders	6-11
5.	Annexure – V: Responsibilities of the successful bidder/agency	12-14
6.	Annexure – VI: Services to be provided by the Agency	15-18
7.	Annexure – VII: Vendor Information Form (VIF)	19
8.	Annexure – VIII: Checklist for minimum eligibility criteria	20
9.	Annexure – IX: Terms & Conditions w.r.t. Price Bid	21
10.	Annexure – X: Acceptance Form	22
11.	Annexure – XI: Declaration	23
12.	Annexure – XII: Undertaking	24
13.	Annexure – XIII: Earnest Money Deposit (EMD)	25
14.	Annexure – XIV: Details of Major Contracts	26
15.	Annexure – XV: Performance Bank Guarantee	27-28
16.	Annexure – XVI: Deviations Suggested	29
17.	Annexure – XVII: Bid Evaluation	30
18.	Annexure – XVIII: Disqualification Criteria	31
19.	Annexure – XIX: Financial Bid	32
20.	Annexure –XX: Format for declaration in lieu of EMD / Bid Security	33-34
21.	Annexure – XXI: Declaration In Respect of Conflict of Interest	35-38

Annexure – I

TENDER NOTICE

Subject: Tender for Engagement of Agency on Contract Basis for Manpower (Guest House, Snacks Counter & Canteen Supervision Services) for 02 years at ICAT Centre (1 & II), IMT-Manesar, Gurugram.

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 Manpower (Guest House, Snacks Counter & Canteen Supervision services) for a period of 02 years at ICAT Centre (I & II), IMT-Manesar			
2.	Approximate Manpower Requirement (on daily basis) (This may vary from time to time during contract period)	Canteen Supervisor	Highly Skilled	02	Monday to Saturday (6 days in a week)
		Cook	Skilled	06	
		Assistant Cook	Semi-skilled	11	
		Canteen Helper	Unskilled	12	
		Sr. Attendant (Audi)	Semi-skilled	01	
		Snacks Counter Operator	Semi-skilled	02	
		Pantry Boy	Unskilled	02	
		Guest House Attendant	Unskilled	02	
3.	Minimum validity of tender/ bid offer	180 days from the date of Opening of tender/ bid			
4.	Earnest Money Deposit	**INR 6,70,000/- (Rupees Six Lakh Seventy Thousand 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). OR 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. (***The certificate should be valid for at least 6 months from the date of submission of bids***). OR In place of a Bid security, Bidders can submit Bid securing declaration as per Annexure XX 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.			
5.	Duration of contract	The contract shall be for a period of 24 months/ 2 year but can be terminated incase successful bidder fails to honor contract terms & conditions. In future, the contract may be renewed at the discretion of ICAT and as per Gem provision.			
6.	Performance Bank Guarantee/ Security deposit and validity	**5%** of contract value, valid up to contract period.			

Annexure – II

BID FORM

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 Manpower (Guest House, Snacks Counter & Canteen Supervision 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. We undertake to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc and the agreement will be binding on us.
3. If our Bid is accepted, we shall furnish the Security Deposit by way of a Bank Guarantee as per **Annexure – XV**, 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.
4. 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.
5. Until an agreement is signed and executed, this Bid together with your written acceptance thereof, in your notification of award shall constitute a binding contract between us.
6. We understand that you are not bound to accept the lowest or any bid, you may receive in response to this Tender Notice.

Dated this .....day of..... 2026.

Signature of

In capacity of

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

Address .....

Signature

Annexure – III

ELIGIBILITY CRITERIA

This Invitation for bid is open to the registered agencies, having experience in Manpower (Guest House, Snacks Counter & Canteen Supervision services) for a minimum period of **05 (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), please submit documentary evidence.

2. **Turnover:** The bidder must have an average annual turnover of at least 8 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. The bidder has to submit duly paid GST (return) for the previous 3 years, along with the bid.

3. **Employee strength:** The bidder must have present employee strength of at least 200 personnel on rolls with valid labour license in Delhi/NCR and should have deployed 40 manpower under single contract, in any single PSU/ Govt. Entity in last 3 years. Documentary evidence to be submitted along with technical bid.

4. **Positive Feedback:** The Bidder should have earlier provided Manpower (Guest House, Snacks Counter & Canteen Supervision services) to at least 5 (five) different firms in the last 3 F.Y and out of 05 the Bidder should have executed at least 3 similar works in State/ Central Govt./ Autonomous Institutions/ PSU's related to scope of work mentioned in the tender during last three financial years. Hence, The bidder must submit minimum 05 positive feedback accordingly.

5. Joint Venture (JV) not allowed.

6. It is desirable that the bidder have valid ISO Certification (ISO 9001 & ISO 14001.

7. It is also desirable that the bidder have OHSAS Certification.

8. 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 1.40 crore (Rupees one crore forty lakh only).

OR

b. At least 2 (two) work orders for a minimum period of 1 (one) year with minimum annual value of Rs 0.90 crore (Rupees ninety lakh only) each.

OR

c. At least 3 (three) work orders for a minimum period of 1 (one) year with minimum annual value of Rs 0.70 crore (Rupees seventy lakh 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.

Annexure –IV

INSTRUCTION TO BIDDERS

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 centre, training halls, Kitchen, Canteen, Guest House, Dormitory, Scrap yard etc

C. No. of entry points: 2 no. at each centers.

D. The Manpower (Guest House, Snacks Counter & Canteen Supervision services) required for 6 days a week.

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 also having supporting documents.

4. The bidder is expected to examine all instructions, forms, 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. 6,70,000/- (Rupees Six lakh Seventy Thousand only) along with tender document as per modes prescribed in the Notice Inviting Tender Section.**

6. 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. 6,70,000/- (Rupees Six lakh Seventy Thousand 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 ISO Certificate (ISO 9001 & ISO 14001)

v) Valid OHSAS Certificate

vi) Valid Enlistment Order /Registration certificate with appropriate Authority/necessary license as required under Contract Labour (Regulation & Abolition) Act, 1970 (Central Labour). Copy of Registration with the Labour Commissioner having jurisdiction over the territory in which service 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 Labour Commissioner.

vii) Copy of PAN Card, valid EPF, Labour Welfare Fund (if any), Policy under Workmen Compensation Act as applicable and ESIC registration particulars, GST registration Certificate.

viii) Information regarding any litigation, current or during the last five years in which the bidderwas/is involved, the opposite party(s) and the disputed amount.

ix) 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).

x) Minimum 05 (five) years of experience in executing similar kind of Guest House, Snacks Counter and Canteen Supervision 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 ofcredentials in support of their claim. (Self-attested copies of the relevant work orders are to be enclosed).

xi) 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.

xii) Duly paid GST Return for previous 3 years.

xiii) Work Orders with 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. **<u>FINANCIAL BID</u>** shall contain:

(i) Bidder must accept the minimum wages as mentioned in the Financial Bid.

(ii) ICAT provides Breakfast, tea and lunch to all manpower on subsidized rates. The shortlisted bidder will deduct Canteen charges from the wages of each personnel and will prepare wage sheet accordingly. (At present Canteen charges are Rs. 350/- per person, which may change in future and the same will be informed).

(iii) Bidder must quote their Service Charges after considering all the respective elements of bid document.

(iv) Bidder must mention the GST % to be applied as on date.

(v) Bidder must attach declaration on their letter head with technical bid regarding any deviation w.r.t. terms & conditions laid down in the additional terms & conditions (if any)/ additional charges which are not covered in the GeM financial bid.

7. Payment Terms :

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

a) Monthly bills submitted by the agency for the Manpower (Guest House, Snacks Counter & Canteen Supervision 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 Manpower (Guest House, Snacks Counter & Canteen Supervision 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 Manpower (Guest House, Snacks Counter & Canteen Supervision services) by the Agency is found unsatisfactory, the Competent Authority of ICAT shall have power to terminate the Contract. Upon such termination, the securitydeposit 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.

8. Bidder shall ensure compliance of under noted statutory obligations:

- Contact Labour (Regulation & Abolition) Act, 1970 (Central Labour).
- 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 Labour 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

9. 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.

10. Canvassing in connection with tenders/bids is strictly prohibited and the tenders/bids submitted by the bidder/bidders who resort to canvassing will be liable for rejection on that ground alone.

11. 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.

12. Bidders are requested to inspect the site/location to fully acquaint himself with the condition in regard to accessibility of site/location, nature of work, working condition, conditions affecting accommodation and movement of labour etc. required for satisfactory execution of contract.

13. Earnest Money is liable to be forfeited if the successful bidder selected for the Manpower (Guest House, Snacks Counter & Canteen Supervision services) fails to take up the work and sign the formal agreement within 07 days from the date of issue of Letter of Intent to them. The Agency shall provide a non-judicial stamp paper of appropriate value for the purpose of signing the agreement.

14. The successful bidder will be awarded the services of Manpower (Guest House, Snacks Counter & Canteen Supervision services) at ICAT premises (centre – I & II) and sign an Agreement with ICAT in the approved format on a non-judicial stamp paper of appropriate value.

15. 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.

16. Opening and Evaluation of tender/ bid document:

a) The technical bids will be opened in the first instance on the appointed date & time.

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 & 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 (except minimum wages, which will be as per the Central Govt. rule and may change time to time according to Central govt. notifications) during the period.

17. ICAT reserves the right to accept or reject any tender, and to annual the tendering process and reject all tenders 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.

18. 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.

19. 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 and prominently in (Annexure- XVI), ICAT reserves the right to reject the tender having deviations from the prescribed terms and conditions.

20. It will be the sole responsibility of the bidder alone to execute the entire contract awarded to them.

21. 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.

22. 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 evading any of his obligations under the contact.

23. 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 – XV**, 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.

24. 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 thework 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 toany 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.

25. 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 servicesstated in this contract.

26. ICAT shall not be liable for any compensation, claim or damages etc., due to anyaccident, 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.

27. Without prejudice to terms and conditions of contact, 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 contact.

28. It shall be the responsibility of the agency to comply all the provisions of various Labour laws. The agency shall faithfully discharge all the liabilities under the Labour laws.

29. The agency shall be solely responsible for compliance with all statutory laws/ rules/ regulations/orders such as PF, ESI, Labour laws, Minimum wages issued by the appropriate authorities from time to time etc. ICAT shall not be liable for anycontravention/ 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 contact at the discretion of the ICAT. Notwithstanding with this, in the event of imposition of any penalty/fine etc., by any authorities due to the non-compliance/contravention on

the partof 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.

30. ICAT may discontinue the contract at any point of time, by giving a notice at least 60days 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.

31. The agency may discontinue the contact 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 discontinue the services without serving a notice 60 daysprior 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.

32. 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.

33. The Courts of India at Gurugram will have exclusive jurisdiction to determine any unresolved dispute(s) with respect to this contact.

34. The contactor 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.

35. 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.

36. In case of any dispute arising out of this contract between the ICAT and the Agency, the matter shallbe referred to the sole arbitration of a person to be appointed by the Director, ICAT on receipt of an official request with details of the dispute, from either the ICAT or the Agency. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to the contract. The submission shall be deemed to be submission to arbitration under the Arbitration and Conciliation Act, 1996 or any statutory modifications or re-enactment thereof and of the rules made there under for the time being in force.

37. 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.

Annexure –V

RESPONSIBILITIES OF THE SUCCESSFUL BIDDER/AGENCY

1. The Agency shall ensure that all statutory wages and allied benefits like P.F., Bonus, ESI etc., as are prescribed by the Chief Labour Commissioner (Central), Ministry of Labour 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 legislations 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.

2. ICAT has fixed the minimum service 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. 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 **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 effected 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 labour engagement etc. **An affidavit on a Non-Judicial stamp paper of appropriate value** to the effect that the agency will be entirely responsible for fulfilling all the statutory obligations under different statutes like workmen compensation Act, Contract Labour (Regulation & Abolition) Act, ESI Act, PF Act, Bonus Act etc., for the personnel deployed by them for Manpower (Guest House, Snacks Counter & Canteen Supervision services) will be submitted by the agency before execution of the contract agreement. 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. **Term Insurance: Term Insurance of Rs. 3,00,000/- (Rupees three lakh only)** for all the 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.

6. Successful bidder shall provide appropriate WC & CAR Policy as per the Govt. norms before start working in ICAT.

7. **Mediclaim/ Health Insurance of Rs. 3,00,000/- (Rupees three Lakh only)** shall be done for each Guest House, Snacks Counter & Canteen Staff deployed at ICAT. The bidder shall provide the rate comparison and quotations from minimum three reputed insurance agencies and after getting final approval from ICAT authorities, Mediclaim/ Health Insurance will be done. A separate Invoice in this account will be raised by the vendor.

8. In case of any theft, loss of assets and/or disturbance done by personnel deployed for the purpose of the contract, 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.

9. The Agency shall execute a Performance Bank Guarantee as per **Annexure – XV,** from any branch at

Delhi/NCR of a Commercial 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.

10. 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 Manpower (Guest House, Snacks Counter & Canteen Supervision services) and abide by all instructions and directives issued by the authorities of ICAT in this regard.

11. ***The Agency shall maintain all relevant registers, documents which may have to be presented for inspection of the concerned Labour Authorities.***

12. 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 Canteen Supervision personnel engaged by the Agency.

13. **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. The staff can only be selected after an interview with ICAT Admin Department. If Admin Department finds the candidate not suitable for the respective post of Canteen, Snack Counter or Guest House, then he will not allow to work inside ICAT premises.

c. Once the staff finalized for any post of Canteen/ Snacks Counter/ Guest House, will not be replaced until and unless intimated by Admin department to do so.

d. 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.

e. That the Administration department-ICAT shall be at liberty to carry out surprise checks on the person so deployed by the contractor in order to ensure that persons deployed by him are doing their duties.

f. 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 worker employed.

14. All personnel should be trained in their respective services, bear good conduct, physically fit with good eye sight & hearing power and be able to read, write Hindi/ English language. 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.

15. The Selected Agency should get the "Police Verification" done of all the 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.***

16. 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.**

17. All personnel deployed by the agency in ICAT shall be in neat & clean dress, while performing duty at ICAT premises.

18. 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.

19. ICAT shall have no responsibility for providing living accommodation to the personnel deployed by the Agency.

20. 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 ***In the event*** as may be due under the contract terms.

21. **PENALTY**

In the event of any deficiency in the Manpower (Guest House, Snacks Counter & Canteen Supervision 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. 2,000/- for each offence, with removal of the offender
2	Unsatisfactory performance, individual complaint	Rs. 1,000/- per instance
3	Adverse report by adhoc Committee for inspection	Rs. 1,000/- per instance
4	Complaints are not registered or not redressed	Rs. 5,000/- per instance
5	For any other breach, violence or contravention of any terms and conditions	Minimum Rs. 1,000/- 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 07th of every month)	Rs. 10,000/- then additional Rs. 1000/- per day up to salary disbursement.

22. **TENURE AND VALIDITY**

The contract shall be for a period of 24 months/ 2 years. In future, the contract may be renewed at the discretion of ICAT & as per the prevailing T&C of GeM. ***However, in the event of such renewal of the contract, the service charges of the agency shall not be revised. However, the liability due to revision of minimum wages and statutory duties & taxes from time to time, shall only be considered for revision.***

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

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

Annexure –VI

SERVICES REQUIRED TO BE PROVIDED BY THE AGENCY

The Agency is required to provide manpower for Guest House, Snacks Counter & Canteen Supervision service for operation, maintenance and supervision of Guest House, Snacks Counter, kitchen and dining area. Before tendering, the Tenderer should inspect the site/ location to fully acquaint himself with the condition in regard to accessibility of site/ location, nature of work, working condition, conditions affecting accommodation and movement of labour etc. required for satisfactory execution of labour contract. No claim whatsoever on such account shall be entertained by the Employer in any circumstances. The Canteen staff deployed by the agency should be courteous to the staff and visitors in the campus, in order to maintain a conducive atmosphere in the campus.

Illustrative nature of work required to be done by the contractor are us under:

SCOPE OF WORK:

Snacks Counter, Guest House & Canteen Supervision

1. Details of jobs to be carried out daily

1.1 Morning breakfast – Preparing & serving morning breakfast at 8:00 hrs. on all working (from Monday to Saturday) to employees (approx. 450 staff at Centre-I & 150 at Centre-II). Morning breakfast will be served on snacks trolleys which are placed at different locations in the premises at Center-I & II.

1.2 Tea/ Coffee – Preparing & serving tea/ coffee two times at 11:00 hrs & 15:30 hrs daily on all working days (from Monday to Saturday) to employees (approx. 450 staff at Centre-I & 150 at Centre-II). It will be served on snacks trolleys which are placed at different locations in the premises at Center-I & II.

1.3 Lunch – Preparing & serving lunch at 12:45 hrs. on all working (from Monday to Saturday) to employees. Lunch will be served in Canteen.

1.4 Evening snacks- Preparing & serving evening snacks & tea/coffee at 18:00 hrs. on all working (from Monday to Saturday) to employees. It will be served in Canteen.

1.5 Dinner - Preparing & serving dinner 20:00 hrs. on all working (from Monday to Saturday) to employees. It will be served in Canteen. Dinner will be prepared according to requirement and quantity will be decided by Administration.

1.6 ICAT canteen follows standard menu to be decided by Administration from time to time. Menu shall be rotated periodically. The menu list shall be drawn fortnightly/monthly and prior approval must be obtained from the Administrative In-Charge. Any last-minute changes in the menu shall be carried out only on approval from the Admin In-Charge.

1.7 Any new brand / additional menu shall be used/ introduced only after obtaining approval of Administration.

1.8 Any changes in the timings will be as approved by the concerned authorities and the same will be intimated.

1.9 Food is served through counters on self-service basis. However, the used plates will be taken out from the dining tables through trolleys or carat to the dish wash area.

1.10 Maintain Snacks Counter neat & clean.

1.11 Prepare Tea / Coffee / Juice / Shakes etc. and serve the customer in proper manner.

1.12 Maintain proper accounting of the sales and submit the cash collection in the Finance Department on daily/ weekly basis.

1.13 Maintain stock register for snacks counter.

1.14 For Guest House, maintain guest register and stock register.

1.15 Keep the Guest House neat clean and in presentable condition.

1.16 Take care that all the Bedsheets, pillow covers, quilt etc are neat & clean.

2. General miscellaneous work

2.1 To prepare and serve fresh and wholesome meals/snacks/beverages to the employees of ICAT and such others as approved by ICAT as per the instructions received from the ICAT authorized official on the basis of the requirement.

2.2 To arrange for supply of water and tea/snacks, in the meetings and to the official guests on call basis.

2.3 Conference room service for meetings, get-together and parties in and outside the Campus

2.4 Pantry services at the corporate office, Conference Room and Reception

2.5 The timings can be changed as and when required by ICAT and late night service may be required during exigency.

2.6 Etiquette and manners - Be polite to Employees / Guests Service with a smile Good posture.

2.7 Personal Hygiene, Appearance and Grooming - To prevent food contamination Precaution against illness (self and others).

2.8 Clean habits - smoking, chewing tobacco, betel nut / pan, etc. are prohibited in the ICAT premises while on duty.

2.9 Use of neat & clean dress

2.10 Clean and properly cut & trimmed hair & nails

2.11 Timely cleaning of crockery/cutlery and periodic replacement.

2.12 Proper serving of Meals/ snacks in plates.

2.13 Cleaning of utensils, Guest House, Snacks Counter, kitchen, store rooms and cooking equipment properly.

2.14 The agency and their staff members shall be responsible for removing used utensils, cleaning and maintaining the same in proper condition, Similarly, all canteen equipment, gadgets etc, should be cleaned properly daily and kept in a ready to use condition.

2.15 Contractor shall entirely be responsible for proper and trouble-free catering during the period of contract. In case of loss, inadequate / improper maintenance/ inadequate service, the contractor shall be held responsible and deductions shall be made from the monthly bills as per the assessment of the ICAT. They shall be binding on the contractor.

2.16 All the employee of the contractor posted in the canteen shall be first interviewed and screened by the ICAT representative before being posted in the ICAT canteen. Only approved staff shall be allowed to work in the canteen. The contractor shall be responsible for the proper conduct of his staff. Any misconduct by Contractor's staff shall not be tolerated and Administration In-Charge shall have the right to remove the canteen employee. It would be the responsibility of the contractor to provide immediate replacement.

2.17 The Contractor and his personnel shall strictly follow the Security Procedure of ICAT.

2.18 All cooking must be in standardized stainless steel of best quality (like SS 304), brass or in cookers. Cooking in Aluminum or Hindalium utensils shall not be permitted.

2.19 Vegetables must be cooked like home style cooking only.

2.20 Dal boiled/steamed made in cooker and then fried properly to be served.

2.21 The contractor shall be held responsible for any act of omission or commission, on part of his employees, in case of any deficiency of service. contaminated/adulterated/unhygienic food/ food beyond expiry date being served and any complications (civil/as per IPC) and consequences thereafter shall be the sole responsibility of the contractor.

2.22 Kitchen to be kept clean always and should be washed after cooking every meal with water and soap solution.

2.23 Guest House to be kept clean, always and all the necessary toiletries stock should be maintained.

2.24 Snack Counter to be kept clean, always and the cash collection should be deposited in the Admin/ Finance on daily / weekly basis (as directed) along with the proper accounting.

3. Manpower

3.1 The number of manpower subject to requirement of ICAT. At present the minimum manpower requirement for smooth operations of canteen services shall be:

3.2 Supervisor : 2 Nos.

3.3 Head Cook : 6 Nos.

3.4 Asst. Cook : 11 Nos.

3.5 Kitchen Helpers : 12 Nos.

3.6 Sr. Attendant (Audi) : 1 Nos.

3.7 Snacks Counter Operator : 2 Nos

3.8 Pantry Boy : 2 Nos.

3.9 Guest House Attendant : 2 Nos.

3.10 **Supervisor** must have minimum 5 Years of experience of handling similar type of work in any corporate/MNC environment (Diploma in Hotel Management will be additional qualification). He must have thorough knowledge of catering service, VIP Service, maintenance of stores, kitchen and canteen related activities. He shall be responsible for maintaining all the assets and he shall maintain the kitchen equipments in the canteen by periodically getting them serviced. He shall ensure general cleanliness and hygiene of the canteen staff. He shall be responsible for extending canteen services.

3.11 **Cook** must have minimum 5 Years of experience of handling similar type of work in any corporate/MNC environment. The cooks should be able to prepare South Indian, North Indian, Chinese, and Continental dishes. The cooks shall be available at all times.

3.12 **Asst. Cook** must have minimum 3 years of experience in similar work in any corporate/MNC environment & should be able to prepare South Indian, North Indian, Chinese, and Continental dishes.

3.13 **The helpers** must be generally conversant in Hindi and English, smart & well behaved (Experience in similar capacity in a canteen/hotel will be additional qualification).

3.14 **The Sr. Attendant (Audi)** must have minimum 3 Years of experience of handling similar type of work in any corporate/MNC environment. Must be well conversant in Hindi and English, smart & well behaved (Experience in similar capacity in a Auditorium / Guest House/ Hotel / convention centers will be additional qualification). He will be responsible for cleaning & hygiene in the Auditorium and VIP lounge and for VIP Pantry. He has to maintain utility stock and will maintain stock register for consumables, guest register as applicable.

3.15 **The Snacks Counter Operator** must have minimum 3 Years of experience of handling similar type of work in any corporate/MNC environment. Must be well conversant in Hindi and English, smart & well behaved (Experience in similar capacity in a Snacks Counter/ Guest House/ Hotel will be additional qualification). He will be responsible for cleaning and hygiene in the Snacks Counter. He has to maintain utility stock and will maintain stock register, Sell record etc. Keep the Snacks Counter in well condition. He should be able to prepare Tea, Coffee, Cold Coffee, Juice, shakes etc. and serve customers in well manner.

3.16 **The Pantry Boy** must be generally conversant in Hindi and English, smart & well behaved (Experience in similar capacity in a canteen/hotel will be additional qualification). He will be responsible for cleaning and hygiene in the Snacks Counter. Keep the Snacks Counter in well condition. He should be able to prepare Tea, Coffee, Cold Coffee, Juice, shakes etc. and serve customers in well manner.

3.17 **The Guest House Attendant** generally conversant in Hindi and English, smart & well behaved. He will be responsible for cleaning and hygiene in the Guest house. He has to maintain utility stock and will maintain stock register, guest register etc. Keep the Guest house in well condition. He should be able to

prepare Tea, Coffee, Cold Coffee etc. and serve guests in well manner. Cleaning of bed sheets, pillow covers and curtains will be his scope of work.

3.18 Before deployment of his staff, Contractor shall ensure that their police verification is complete. Report to be submitted to the ICAT Administration In-Charge.

3.19 The contractor would be responsible for submitting medical reports of all his employees at ICAT offices every six months from the Govt. Hospital or Medical Officer approved by ICAT to ensure that only medically fit employees are on the job.

4. ICAT will provide:

4.1 The procurement of all the raw material, vegetable, milk & milk products, cooking gas etc. will be done by ICAT.

4.2 ICAT will provide canteen raw material (ration) as per the requirement of the canteen menu and the number of diets to be prepared. The required quantity will be decided by the supervisor engaged by the agency and the same will be procured by ICAT and issued to the supervisors for preparation of the meals/breakfast and snacks etc.

4.3 Vegetables as per requirement on daily basis has to be decided by the supervisor and the same will be procured by ICAT and issued to the supervisors for preparation of the meals/breakfast and snacks etc.

4.4 Equipments like Bain Marie, Fridge, walk-in-freezer, cooking equipment, burners, exhaust chimneys, utensils for cooking, mixers/grinder, toaster, sandwich maker, dosa plate, atta kneading machine, griller, pulveriser, etc., will be provided by ICAT which should be maintained by the contractor in good condition. An inventory of the same shall be maintained. Any loss or damage to the same beyond normal wear & tear should be adequately compensated by the contractor. The decision of ICAT shall be final with regard to the extent of such loss/damage. Responsibility for maintenance and proper upkeeping of the infrastructure provided by ICAT shall be of the contractor.

4.5 Fumigation/pest control shall be carried out by ICAT on regular basis.

Annexure –VII

VENDOR INFORMATION FORM

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	

Annexure –VIII

CHECKLIST FOR MINIMUM ELIGIBILITY CRITERIA

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 photocopy)		
4.	GST Registration No. (Please enclose self- attested photocopy of certificate)		
5.	Labour License no. and validity under various sections of Labour laws (of state & Central Govt.) (please enclose self-attested photocopy of certificate/ Registration)		
6.	EPF Registration No (please enclose self- attested photocopy of certificate)		
7.	ESI Registration No. (Please enclose self- attested photocopy of certificate)		
8.	Declaration on the bidders letter head to be provided term and Mediclaim insurance of INR 3 Lakh each to the staff.		
9.	Proof of Experience as per Annexure III		
10.	Proof of Registered Office in Delhi/NCR as per Sr. no. 1 of Annexure-III		
11.	Proof of ISO Certification as per Sr. no. 2 of Annexure-III		
12.	Proof of OHSAS Certification as per Sr. no. 3 of Annexure-III		
13.	Proof of Turnover for the last three financial years 2022-23, 2023-24 & 2024-25 as per Sr. no. 5 of Annexure-III		
14.	Proof of Present Employee Strength and deployed 40 manpower under single contract, in any single PSU/ Govt. Entity as per Sr. no. 3 of Annexure-III		
15.	Proof of References as per Sr. no. 4 of Annexure-III		
16.	Proof of GST Returns for previous 3 years (i.e. 2023-24, 2024-25 & 2025-26) as per Sr. no. 2 of Annexure-III. Self-attested photocopies of G.S.T Return to be provided.		
17.	Proof of Bidder's Capability as per Sr. no. 9 of Annexure-III		
18.	Organization Chart to be provided as per Sr. 4 of Annexure XVI		
19.	Self-attested photocopies of Income Tax Return (I.T.R) for the last 3 years (i.e. 2022-23, 2023-24 & 2024-25).		
20.	Declarations to be submitted as per Annexure XI		
21.	Undertaking to be submitted as per Annexure XII		
22.	Details of the Draft of EMD (Name of the Bank, D.D. No, Date, Amount).		

Signature of the authorized personName:
Seal:
Date:
Place:

Annexure –IX

TERMS & CONDITIONS W.R.T. PRICE BID

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. ICAT provides Breakfast, tea and lunch to all manpower on subsidized rates. The shortlisted bidder will deduct Canteen charges from the wages of each personnel and will prepare wage sheet accordingly (At present Canteen charges are Rs. 350/- per person, which may change in future and the same will be informed).

3. 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.

4. Successful agency/ contractor has to enter into agreement with the ICAT as per detailed terms and conditions and to submit 5% of Total Contract amount in the form of Bank Guarantee to ICAT, which shall bear no interest.

5. 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.

6. 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.

7. 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 month etc after the statutory deduction as applicable.

8. Bidders are advice to mention their GST % while quoting their price bid.

9. All tenders/ bids must be submitted along with attested valid copies of their Contract Labour (R&A) Act (Central Labour), 1970 & Central Rules, 1971 license, Shop Act/ Establishment Certificate, EPF, ESI, GST Registration Certificate, Professional Tax EnrolmentCertificates, 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 w.r.t. terms & conditions laid down in the additional terms & conditions (if any)/ additional charges which are not covered in the GeM financial bid.

Annexure –X

ACCEPTANCE FROM THE AGENCY/ CONTACTOR

I have gone through the terms and conditions of the tender documents and the same acceptable to us. I know that the all Guest House, Snacks Counter & Canteen Supervision personnel deployed by the agency in ICAT shall be in neat & clean dress, while performing duties in ICAT.

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 Labour (R&A) Act, 1970 & Central Rules, 1971 License (Central Labour).
( ) 2. Copy of valid shop Act License/ Establishment Certificate.
( ) 3. Memorandum of Association (MOA) and Certificate of Incorporation (COI)
( ) 4. Copy of E.P.F. Registration with Code No.
( ) 5. Copy of E.S.I. Registration with Code No.
( ) 6. Copy of valid GST Registration Certificate.
( ) 7. Copy of valid professional Tax enrolment Certificates.
( ) 8. Copy of Agency and Proprietor PAN Cards.
( ) 9. Copy of three years latest Income Tax Return/ Clearance Certificate.
( ) 10. List of Present clients list along with contact details and copies of agreement.
( ) 11. Copy of relevant notification of Chief Commissioner of Labour (Central) reg wages
( ) 12. Copies of credentials such as Letter of Intents, work completion certificates for Manpower (Guest House, Snacks Counter & Canteen Supervision Services) rendered by the agency
for the past 5 years
( ) 13. Others. (Please Specify).

Annexure –XI

*{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

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

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

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/ Labour Department/ Company/ Institute/Entity/ Agency etc.

Signature :

Name :

Designation :

Name of the Agency :

Address of the bidder :

Date :

Place :

Annexure –XII

UNDERTAKING

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 Manpower (Guest House, Snacks Counter & Canteen Supervision 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 PARTICUALRS

Number of Demand Drafts/Bank Guarantee's enclosed :

Demand Draft / Bank Guarantee particulars :

Sl. 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 :

DETAILS OF MAJOR CONTRACTS

Details of major contracts with Central Government, State Governments, PSUs/ Nationalized Banks/Reputed Private Firms handled by the tendering Agency for providing Manpower (Guest House, Snacks Counter & Canteen Supervision services) during the last five (5) 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:

Annexure – XV

PERFORMANCE SECURITY BOND FORM

(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

Deviations Suggested

[The Bidder must declare and justify here any modification or improvement to the Conditions of Contract proposed to in the interest of ICAT. Such suggestions should be concise and to the point. In case, the Bidder does not want to suggest any deviation, this section must contain a statement indicating "No Deviation Suggested"]
[The Bidder shall use the following template in order to explain the deviations, and fill and include in the current document as many templates as deviations appear in his offer with regards to Requirements expressed in this tender. The Bidder shall be required to furnish a separate sheet as per the following template for each deviation suggested.]

Requirement ID (as specified in the Form d0 - Checklist):	*[Requirement ID (or range of IDs) this deviation is referring to on the checklist]*
Subject	**Minimum Requirement appearing on the Checklist and TCC**
	[Please copy the requirement on the TCC or Checklist d0 form]
Proposed Specification	
[Explain in detail what alternative solution are you proposing]	
Reasons for the proposed solution to be superior than initial requirement	
[Give clear reasons why you think the proposed solution is better than the Requirement expressed in TCC and Checklist]	

Annexure – XVII

BID EVALUATION

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** • Less than Rs. 8 cr • Rs. 8 cr and up to Rs. 10 cr • Above Rs. 10 cr and up to Rs. 15 cr • Above Rs. 15 cr	: 00 points : 14 points : 18 points : 20 points	20
2.	Bidder's Past Experience: **Providing Manpower (Guest House, Snacks Counter & Canteen Supervision services)** • Below 5 years • 5 years and up to 7 years • Above 7 years and up to 10 years • Above 10 years	: 00 points : 14 points : 18 points : 20 points	20
3.	Customer Positive Feedback: • Less than 5 (five) no. of positive feedback/ reference • 5 (five) and up to 7 (seven) no. of feedback/ reference • 8 (eight) and up to 10 (ten) no. of feedback/ reference • Above 10 (ten) no. of feedback/ reference	: 00 points : 14 points : 18 points : 20 points	20
4.	About the **company/agency/entity**: • The Registered Office in Delhi/NCR • More than 3 similar works executed in State/ Central Govt./ PSU's • ISO 9001 Certificate • ISO 14001 Certificate • OHSAS	: 10 points : 05 points : 02 points : 02 points : 01 points	20
5.	Details of Manpower deployed at present**: Strength** • Up to 200 pax deployed in Delhi/NCR • Above 200 and up to 250 pax deployed in Delhi/NCR • Above 250 and up to 300 pax deployed in Delhi/NCR • Above 300 pax deployed in Delhi/NCR	: 00 points : 14 points : 18 points : 20 points	20

Note: The minimum eligibility criteria to qualify in Technical Bid evaluation is 76 points (as explained in the above table). In case, during the financial bid evaluation, if more than 1 bidder becomes L1 bidder, then the Points from the Technical Bid evaluation will be referred to finalize a L1 bidder. ICAT management decision will be final in this regard.

DISQUALIFICATION CRITERIA

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 "Terms and Conditions".

2. Capability of the Bidder Company/Agency/Entity for undertaking the assignment, by

2.1 Not demonstrating relevant experience in the field of Manpower (Guest House, Snacks Counter & Canteen Supervision services)

2.2 Not demonstrating technical capability/ expertise in the field of Manpower (Guest House, Snacks Counter & Canteen Supervision 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 – I to Annexure - XXI.

2. The bidder or any of its partners /directors etc. have been blacklisted/ 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 labour laws etc. by any court or any authority appointed to enforce any labour 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 centers shall be deemed considered for the purpose of satisfactory reference even without being submitted in the bid.

Annexure – XIX

FINANCIAL BID

Name of the work: "Manpower (Guest House, Snacks Counter & Canteen Supervision services) at ICAT, Manesar"

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

Table-1

Manpower (Canteen Supervision service)						
(Minimum wages are calculated on 26 Days)						
S. No.	Particular	Rate	Supervisor (Highly Skilled)	Cook (Skilled)	Asst. Cook (Semi-Skilled)	Helper (Unskilled)
1	Basic Pay (Monthly)		28444	26208	23868	21502
2	PF (Capped at statutory wage ceiling of ₹25,000/-")	12%				
3	EDLI	0.50%				
4	EPF Admin charges	0.50%				
5	ESI	0%	0	0	0	0
6	Additional Allowance	Fix	2500	2000	1500	1200
7	LWF	Fix				
8	Non mandatory compliance		NA	NA	NA	NA

Table-2

Manpower (Guest House & Snacks Counteer)						
(Minimum wages are calculated on 26 Days)						
S. No.	Particular	Rate	Sr. Attendant (Semi-Skilled)	SC Operator (Semi-Skilled)	Pantry Boy (Unskilled)	GH Attendant (Unskilled)
1	Basic Pay (Monthly)		23868	23868	21502	21502
2	PF (Capped at statutory wage ceiling of ₹25,000/-")	12%				
3	EDLI	0.50%				
4	EPF Admin charges	0.50%				
5	ESI	0%	0	0	0	0
6	Additional Allowance	Fix	0	0	1200	1200
7	LWF	Fix				
8	Non mandatory compliance	s	NA	NA	NA	NA

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 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)**.
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. In case, more than 1 bidder quotes same rate (service charge) in the financial bid, then the decision for selection of successful bidder will lies with ICAT management and the decision of ICAT management will be final in this regard

Signature and seal of the Agency/ Contactor

Annexure – XX

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 on ……day 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

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

Tender No. ICAT/GeM/Admin/MPS/2026-27/192

Tender Detail: FOR MANPOWER (GUEST HOUSE, SNACKS COUNTER & CANTEEN SUPERVISION SERVICES)

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

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