

## Bid Document

| Bid Details                                                                  |                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bid End Date/Time</b>                                                     | 21-02-2022 21:00:00                                                                                                                                                                                                                                              |
| <b>Bid Opening Date/Time</b>                                                 | 21-02-2022 21:30:00                                                                                                                                                                                                                                              |
| <b>Bid Life Cycle (From Publish Date)</b>                                    | 90 (Days)                                                                                                                                                                                                                                                        |
| <b>Bid Offer Validity (From End Date)</b>                                    | 75 (Days)                                                                                                                                                                                                                                                        |
| <b>Ministry/State Name</b>                                                   | Ministry Of Education                                                                                                                                                                                                                                            |
| <b>Department Name</b>                                                       | Department Of Higher Education                                                                                                                                                                                                                                   |
| <b>Organisation Name</b>                                                     | N/a                                                                                                                                                                                                                                                              |
| <b>Office Name</b>                                                           | School Of Planning And Architecture,vijayawada                                                                                                                                                                                                                   |
| <b>Item Category</b>                                                         | Hiring of Sanitation Service                                                                                                                                                                                                                                     |
| <b>Contract Period</b>                                                       | 1 Year(s)                                                                                                                                                                                                                                                        |
| <b>Minimum Average Annual Turnover of the Bidder</b>                         | 42 Lakh (s)                                                                                                                                                                                                                                                      |
| <b>Years of Past Experience required</b>                                     | 3 Year (s)                                                                                                                                                                                                                                                       |
| <b>Past Experience of Similar Services required</b>                          | Yes                                                                                                                                                                                                                                                              |
| <b>MSE Exemption for Turnover</b>                                            | Yes                                                                                                                                                                                                                                                              |
| <b>Startup Exemption for Turnover</b>                                        | Yes                                                                                                                                                                                                                                                              |
| <b>SHG Exemption for Years of Experience and Turnover</b>                    | No                                                                                                                                                                                                                                                               |
| <b>Document required from seller</b>                                         | Experience Criteria,Bidder Turnover,Certificate (Requested in ATC)<br>*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 |
| <b>Bid to RA enabled</b>                                                     | No                                                                                                                                                                                                                                                               |
| <b>Time allowed for Technical Clarifications during technical evaluation</b> | 2 Days                                                                                                                                                                                                                                                           |
| <b>Evaluation Method</b>                                                     | Total value wise evaluation                                                                                                                                                                                                                                      |

### EMD Detail

|          |    |
|----------|----|
| Required | No |
|----------|----|

### ePBG Detail

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|                                     |                     |
|-------------------------------------|---------------------|
| Advisory Bank                       | State Bank of India |
| ePBG Percentage(%)                  | 3.00                |
| Duration of ePBG required (Months). | 14                  |

(a). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

**Beneficiary:**

Director

School of Planning and Architecture, Vijayawada, Survey No.4/4, ITI Road,Vijayawada-520008, Andhra Pradesh, India.

(School Of Planning And Architecture Vijayawada)

**Splitting**

Bid splitting not applied.

**MSE Purchase Preference**

|                         |     |
|-------------------------|-----|
| MSE Purchase Preference | Yes |
|-------------------------|-----|

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
6. 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.
7. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders

each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

#### Additional Qualification/Data Required

**Additional Scope of Work and Size of Areas to be Serviced:**[1644580409.pdf](#)

#### Hiring Of Sanitation Service ( 1 )

##### Technical Specifications

| Specification                  | Values                                                                   |
|--------------------------------|--------------------------------------------------------------------------|
| <b>Core</b>                    |                                                                          |
| Category of Resource           | Sanitation Officer                                                       |
| Number Of Working Days in Week | 6                                                                        |
| Type of Area                   | All Areas                                                                |
| Area Inclusions                | All Areas                                                                |
| Cleaning Cycle                 | Daily                                                                    |
| Cleaning Frequency             | 2                                                                        |
| Cost of consumables/Equipments | Cost of consumables to be reimbursed to service provider on actual basis |
| Machinery and Cleaning Agents  | Customised List                                                          |
| <b>Addon(s)</b>                |                                                                          |

##### Additional Specification Documents

##### Consignees/Reporting Officer and Quantity

| S.No. | Consignee/Reporting Officer | Address                                                                                                                   | Number of Resources | Additional Requirement                                                                                                                                                                              |
|-------|-----------------------------|---------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | S SAI DIWAKAR NAIK          | 520008,School of Planning and Architecture, Vijayawada. Survey No.4/4, ITI Road,Vijayawada-520008, Andhra Pradesh, India. | 1                   | <ul style="list-style-type: none"> <li>Minimum Wage Per Month Per Resource (Including ESI,PF,ELDI, PF Admin Charge, and relieving charges if applicable) in INR exclusive of GST : 19849</li> </ul> |

#### Hiring Of Sanitation Service ( 39 )

##### Technical Specifications

| Specification                  | Values                                                                   |
|--------------------------------|--------------------------------------------------------------------------|
| <b>Core</b>                    |                                                                          |
| Category of Resource           | Sweeper                                                                  |
| Number Of Working Days in Week | 6                                                                        |
| Type of Area                   | All Areas                                                                |
| Area Inclusions                | All Areas                                                                |
| Cleaning Cycle                 | Daily                                                                    |
| Cleaning Frequency             | 2                                                                        |
| Cost of consumables/Equipments | Cost of consumables to be reimbursed to service provider on actual basis |
| Machinery and Cleaning Agents  | Customised List                                                          |
| <b>Addon(s)</b>                |                                                                          |

### Additional Specification Documents

### Consignees/Reporting Officer and Quantity

| S.No. | Consignee/Reporting Officer | Address                                                                                                                   | Number of Resources | Additional Requirement                                                                                                                                                                              |
|-------|-----------------------------|---------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | S SAI DIWAKAR NAIK          | 520008,School of Planning and Architecture, Vijayawada. Survey No.4/4, ITI Road,Vijayawada-520008, Andhra Pradesh, India. | 39                  | <ul style="list-style-type: none"> <li>Minimum Wage Per Month Per Resource (Including ESI,PF,ELDI, PF Admin Charge, and relieving charges if applicable) in INR exclusive of GST : 17685</li> </ul> |

### Buyer Added Bid Specific Terms and Conditions

#### 1. Service & Support

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

#### 2. Generic

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

#### 3. Certificates

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

#### 4. **Generic**

Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.

#### 5. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

1. As per the Govt. of India OM No. F.9/4/2020-PPD dated 12th November 2020, bidders are requested to submit a "Bid Security Declaration" accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the tender documents **(Mandatory)**.

2. Bidders are required to submit latest/recent non-blacklisting undertaking certificate on the letter head of their firm stating that there firm/agency/company/organization has not been blacklisted by any Central/State Govt./PSU/Autonomous bodies **(Mandatory)**.

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#### 6. **Generic**

Duration of the service contract may be extended up to 6 months beyond the initial contract duration (subject to satisfactory performance and mutual consent).

#### 7. **Past Project Experience**

For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:

- a. Purchase Order copy along with Invoice(s) with self-certification by the bidder that supplies against the invoices have been executed.
- b. Execution certificate by client with order value.
- c. Any other document in support of order execution like Third Party Inspection release note, etc.

#### 8. **Payment**

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

#### 9. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of School of Planning and Architecture, Vijayawada. payable at Vijayawada.. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

#### 10. **Generic**

Supplier shall ensure that the Invoice is raised in the name of Consignee with GSTIN of Consignee only.

#### 11. **Generic**

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

## Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specification and / or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents / clauses shall also be null and void. If any seller has any objection / grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions](#), conditons stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in 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.

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.

**---Thank You---**