

**बिड दस्तावेज़ / Bid Document**

<b>बिड विवरण / Bid Details</b>	
<b>बिड बंद होने की तारीख/समय / Bid End Date/Time</b>	13-04-2026 16:00:00
<b>बिड खुलने की तारीख/समय / Bid Opening Date/Time</b>	13-04-2026 16:30:00
<b>बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)</b>	30 (Days)
<b>मंत्रालय/राज्य का नाम / Ministry/State Name</b>	Ministry Of Corporate Affairs
<b>विभाग का नाम / Department Name</b>	Na
<b>संगठन का नाम / Organisation Name</b>	National Company Law Tribunal
<b>कार्यालय का नाम / Office Name</b>	Cuttack
<b>वस्तु श्रेणी / Item Category</b>	Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Graduate; Admin , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Secondary School; Others , Manpower Outsourcing Services - Minimum wage - Unskilled; Not Required; Others , Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard
<b>अनुबंध अवधि / Contract Period</b>	1 Year(s)
<b>उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service</b>	3 Year (s)
<b>इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required</b>	Yes
<b>एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Relaxation for Years of Experience and Turnover</b>	No
<b>स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years of Experience and Turnover</b>	No
<b>विक्रेता से मांगे गए दस्तावेज़ / Document required from seller</b>	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

**बिड विवरण/Bid Details**

क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/ <b>Do you want to show documents uploaded by bidders to all bidders participated in bid?</b>	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। / <b>Minimum number of bids required to disable automatic bid extension</b>	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / <b>Number of days for which Bid would be auto-extended</b>	5
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / <b>Number of Auto Extension count</b>	1
बिड से रिवर्स नीलामी सक्रिय किया/ <b>Bid to RA enabled</b>	No
बिड का प्रकार/ <b>Type of Bid</b>	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय / <b>Time allowed for Technical Clarifications during technical evaluation</b>	2 Days
अनुमानित बिड मूल्य / <b>Estimated Bid Value</b>	9002588
मूल्यांकन पद्धति/ <b>Evaluation Method</b>	Total value wise evaluation
मध्यस्थता खंड/ <b>Arbitration Clause</b>	No
सुलह खंड/ <b>Mediation Clause</b>	No

**ईएमडी विवरण/EMD Detail**

आवश्यकता/Required	No
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**ईपीबीजी विवरण /ePBG Detail**

आवश्यकता/Required	No
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बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

**एमआईआई अनुपालन/MII Compliance**

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

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

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

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

3. 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.

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

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

#### अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

**The Bidder should have executed at least X No. projects with contract value not less than (Rs) yy for each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:**Please refer our other terms and conditions uploaded in this BID

**The Bidder should have executed at least X No. projects with supply of xx..no. of manpower in each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:**Please refer our other terms and conditions uploaded in this BID

**Scope of work & Job description:**[1775123688.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.:[1775123759.pdf](https://www.mca.gov.in/portal/~/media/Ministry/Other/OtherPublications/2017/1775123759.pdf)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per complied with The Code on Wages Act:[1775123789.pdf](https://www.mca.gov.in/portal/~/media/Ministry/Other/OtherPublications/2017/1775123789.pdf)

## Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Graduate; Admin ( 8 )

### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Skill Category	Highly-Skilled
Educational Qualification	Graduate
Type of Function	Admin
List of Profiles	Administrative Operator or Office Assistant or Executive Assistant
Specialization	Commerce , Arts , Science
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	No
Name of states/ UT for geographical presence is required	Not Applicable
<b>एडऑन /Addon(s)</b>	
<b>अतिरिक्त विवरण /Additional Details</b>	
Title for Optional Allowances 1	NA
Title for Optional Allowances 2	NA
Title for Optional Allowances 3	NA
Designation	NA

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

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

परिषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परिषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Lingaraj Gouda	753014,National Company Law Tribunal, Corporate Bhawan, Plot No. 9(P) Sector-1, CDA, Cuttack - 753014	8	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 1008</li> <li>• Bonus (INR per day) : 83.97</li> <li>• EDLI (INR per day) : 5.04</li> <li>• EPF Admin Charge (INR per day) : 5.04</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 32.76</li> <li>• Provident Fund (INR per day) : 120.96</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Secondary School; Others ( 9 )**

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Skill Category	Semi-skilled
Educational Qualification	Secondary School
Type of Function	Others
List of Profiles	Attendant
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	No
Name of states/ UT for geographical presence is required	Not Applicable
<b>एडऑन /Addon(s)</b>	
<b>अतिरिक्त विवरण /Additional Details</b>	
Title for Optional Allowances 1	NA
Title for Optional Allowances 2	NA
Title for Optional Allowances 3	NA
Designation	NA

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

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

**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
1	Lingaraj Gouda	753014,National Company Law Tribunal, Corporate Bhawan, Plot No. 9(P) Sector-1, CDA, Cuttack - 753014	9	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 781</li> <li>• Bonus (INR per day) : 65.06</li> <li>• EDLI (INR per day) : 3.91</li> <li>• EPF Admin Charge (INR per day) : 3.91</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 25.38</li> <li>• Provident Fund (INR per day) : 93.72</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

### Manpower Outsourcing Services - Minimum Wage - Unskilled; Not Required; Others ( 3 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Unskilled
Educational Qualification	Not Required

विवरण/ Specification	मूल्य/ Values
Type of Function	Others
List of Profiles	Sweeper
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	No
Name of states/ UT for geographical presence is required	Not Applicable
<b>एडऑन /Addon(s)</b>	
<b>अतिरिक्त विवरण /Additional Details</b>	
Title for Optional Allowances 1	NA
Title for Optional Allowances 2	NA
Title for Optional Allowances 3	NA
Designation	NA

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

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

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

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

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Lingaraj Gouda	753014,National Company Law Tribunal, Corporate Bhawan, Plot No. 9(P) Sector-1, CDA, Cuttack - 753014	3	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 693</li> <li>• Bonus (INR per day) : 57.73</li> <li>• EDLI (INR per day) : 3.47</li> <li>• EPF Admin Charge (INR per day) : 3.47</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 22.52</li> <li>• Provident Fund (INR per day) : 83.16</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

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

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential

विवरण/ Specification	मूल्य/ Values
Category of Profile	Unarmed Security Guard
Category of Skills	Skilled
Gender	Male
Duty Hours in a day	8
Qualification	High School
Ex Servicemen	No
Age Limit	Up to 50 years
Years of Experience	0 - 3 years
Additional Requirements for the Security Personnel	NA
Is Geographical presence of the Service Provider registered office is required in the consignee's State	No
Name of states/ UT for geographical presence is required	Not Applicable
<b>एडऑन /Addon(s)</b>	
<b>अतिरिक्त विवरण /Additional Details</b>	
Title For Optional Allowances 1	NA
Title For Optional Allowances 2	NA
Title For Optional Allowances 3	NA

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

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

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

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

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Lingaraj Gouda	753014,National Company Law Tribunal, Corporate Bhawan, Plot No. 9(P) Sector-1, CDA, Cuttack - 753014	2	<ul style="list-style-type: none"> <li>• Tenure/ Duration of Employment (in months) : 12</li> <li>• Basic Pay (Minimum daily wage) : 918</li> <li>• Provident Fund (INR per day) : 110.16</li> <li>• EDLI (INR per day) : 4.59</li> <li>• ESI (INR per day) : 29.83</li> <li>• EPF Admin charge (INR per day) : 4.59</li> <li>• Bonus (INR per day) : 76.47</li> <li>• Optional Allowance 1 (in Rupees) : 0</li> <li>• Optional Allowance 2 (in Rupees) : 0</li> <li>• Optional Allowance 3 (in Rupees) : 0</li> <li>• Number of working days in a month : 26</li> </ul>

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

### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 50 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 50 percent. Bidders are bound to accept the revised quantity or duration.

### 2. Payment

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

### 3. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

### **Other Terms and Conditions Manpower Outsourcing Resourcing Service**

Those who Bid in GeM for Manpower Outsourcing Service the terms and conditions are as follows:

### **Participant Eligibility Criteria: -**

1. Registered Office should be located in any part of Eastern India for convenience of both the Parties.
2. **It is an ongoing Institution and existing Office Assistant, Multi-Tasking Staff & Housekeeping Staff, Security Guard are there for any replacement of existing Employees permission from higher authority of NCLT, Cuttack Bench is required. Hence the existing employees should not be change without prior permission of Buyer.**
3. Bidder should give an undertaking that he **should not** extract any money (cash/kin d) from the employees for providing employment.
4. Bidder should also give an undertaking that he **will not** deduct any amount from the employees other than the statutory deductions.
5. The Successful bidder has to supply uniform to MTS, Housekeeping Staff & Security Guards without charging any extra cost
  6. The successful L1 Bidder has to submit a Bank Guarantee of Rs. 7,50,000/- in the name of National Company Law Tribunal, Cuttack Bench for a period of 15 months. The final work order will be placed only after receiving the Bank Guarantee in Original in National Company Law Tribunal, Cuttack bench.
  7. The said Bank Guarantee will be revoked if any of the terms and conditions not complied during the contract period.
8. **The gist of the above documents and undertakings i.e. from Sl. No. 1 to 7 in stamp paper after notarized have to be uploaded along with other Bid documents, otherwise bidder will be technically disqualified.**

### **Supply of Uniform**

The Successful bidder has to supply uniform to MTS, Housekeeping Staff & Security Guards without charging any extra cost. Bidder should not deduct or charge any amount from the staff towards uniform. NCLT also will not pay any amount for the same, accordingly bidder has to quote the Admn/Service Charge.

1. MTS: - Shirt/Kurta & Pant, Colour:- Dark Blue Shirt/Kurta with Black Pant
2. HK Staff: -Shirt/Kurta & Pant, Colour:- Dark Green Shirt/Kurta with Dark Green Pant.
3. Security Guard: - As per Bidders Specified Uniform

### **In addition to above the following documents to be uploaded along with other Bid documents:**

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1. Valid Current Trade License for supply of labour/Manpower.
2. Labour License from Central Labour Department in same type of Job & LIN certificate issued by Ministry of Labour (Central Labour Commissioner)
3. Valid Current Licenses to engage in the Business of Private Security Agency.
4. Copy of PAN.
5. Annual Turnover documents and ITR returns of last 0-3 years.

6. Registration Certificate of EPF, ESIC, & P Tax (Company & Manpower both) & latest 3 months payment challan.
7. Registration certificate of GST and copy of GST-3B returned filed for latest 1 year.
  
8. The bidder has to submit undertaking in his letter head that he is not a defaulter in payment of EPF, ESIC, P Tax & GST in due time.
9. Work experience certificate of providing manpower during past three years in Govt./ Semi Govt./ Autonomous Organizations/PSUs & running.
10. Undertaking in stamp paper after notarized.

**If the above-mentioned documents are not uploaded then the bidder will be disqualified during Technical Evaluation.**

**Scope of work & Job Description for Office Assistant: -**

**Qualification:** Graduate Degree In any discipline

**Work:** - Supervising & Control works, maintain all registers & files, Preparation of Records & Office Notes, managing all IT & Network related issues, maintain Accounting Records, Admin Section, Stores, purchase etc. and any other work assigned from time to time.

**Experience:**0-3 Years.

**Scope of work & Job Description for Multi-Tasking Staff: -**

**Qualification:** Secondary

**Work:** - Cleaning & Dusting, Making Tea & Coffee, Maintaining Dak Register, Arranging Files in Court & registry, managing all IT & Network related issues, maintain all the registers & files, Preparing & dispatching of letter, Maintain Accounting Records, Admin Section, Stores, purchase etc. and any other work assigned from time to time.

**Experience:**0-3 Years.

**Scope of work & Job Description for Housekeeping: -**

**Qualification:** Under matriculate

**Work:** - Sweeping & Cleaning Office Premises/Toilets etc., any other work assigned from time to time.

**Experience:**0-3 Years.

**Scope of work & Job Description for Security Guard: -**

**Qualification:** Minimum Higher Secondary

**Work: - KNOWLEDGE OF WORK:**

Knows how to perform security Guard duties: Monitor & assess security situations, r

respond appropriately, seek outside assistance, diffuse dangerous situations, maintain peace and order.

- Understands the standards for security enforcement and performs routine guard functions in conformance with organizations requirements and sound safety.
- Maintains security & safety equipment & protective devices in sound operating order.

### **QUALITY OF WORK:**

- Performs all duties and functions productively and to the required standard of security enforcement. Always with neatly dressed uniform.
- Maintains records of people movement within organization premises before and after closing.
- Takes pride in workmanship and performance of tasks does not allow enthusiasm for authority to impede public and customer relations
- Quantity of work: Maintains and process all security tasks, as scheduled, to the required standard, without exception.
- Maintains the established security procedure: issuance and control over badges, restriction over parking, admittance to premises, and the like
- Maintains an up-to-date telephone listening of all security related agencies: fire, Police etc.

### **PROBLEM ANALYSIS:**

- Resolves inquiries and complaints within defined authority.
- Assists staff in resolving unusual security problems and challenges.
- Consider pros and cons of possible solutions and offers options to supervisor before proceeding.
- Considers security problems as a challenge and opportunity.

### **JUDGEMENT:**

- Knows when to refer difficult situations to supervisor or local law enforcement agency.
- Offers appropriate suggestions to assist management in resolving maintenance problems.
- Always thinks through situation before offering suggestions or opinions
- Treats conflict as misunderstandings: offers positive alternative to resolve situation.

**In addition to above general works as applicable to OA, MTS, Housekeeping**

**Staff & Security Guards, they have to obey and carryout the instruction given by the Higher Authority from time to time**

**AFFIDAVIT**

I \_\_\_\_\_ (Name) S/O \_\_\_\_\_ Proprietor/ Partner/ Director of \_\_\_\_\_ (Company Name), having registered office \_\_\_\_\_ (address) do hereby solemnly affirm and state as follows: -

1. I am competent to swear this affidavit on behalf of M/s. \_\_\_\_\_ (Name and address of the company)
- 2.
3. **NCLT, Cuttack Bench is an ongoing Institution and existing Office Assistant, Multi-Tasking Staff & Housekeeping Staff, Security Guard are there for any replacement of existing Employees permission from higher authority of NCLT, Cuttack Bench is required. Hence the existing employees should not be change without prior permission of Buyer.**
4. I **should not** extract any money (cash/kind) from the employees for providing employment.
5. I **will not** deduct any amount from the employees other than the statutory deductions.
6. I have to supply uniform to MTS, Housekeeping Staff & Security Guards without charging any extra cost
7. If I will be L-1 then I will submit a Bank Guarantee of Rs. 7,50,000/- in the name of National Company Law Tribunal, Cuttack Bench for a period of 15 months. The final work order will be placed only after receiving the Bank Guarantee in Original in National Company Law Tribunal, Cuttack bench.
8. The said Bank Guarantee will be revoked in case of any of the terms and conditions not complied during the contract period without informing to me/us

**Date:  
Bidder with Seal**

**Signature of the**

## अस्वीकरण/Disclaimer

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

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

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

**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 [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---**