

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	08-06-2026 12:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	08-06-2026 12:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	30 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Finance
विभाग का नाम/Department Name	Department Of Revenue
संगठन का नाम/Organisation Name	Central Board Of Direct Taxes (cbdt)
कार्यालय का नाम/Office Name	Principal Commissioner Of Income Tax Hisar
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	ddo.prcithsr@nic.in
वस्तु श्रेणी /Item Category	Manpower Outsourcing Services - Minimum wage - Unskilled; Not Required; Others
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	3 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	2 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर के लिए एमएसई को छूट प्राप्त है / MSE Relaxation for Turnover	Yes Partial Turn over value - 2 (in lakhs)
टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है / Startup Relaxation for Turnover	Yes Partial Turn over value - 2 (in lakhs)
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details

क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	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	1
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	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Single Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
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

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/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. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.

2. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.

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 at 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 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.

5. **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. Resellers and 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 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.

6. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over 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 or
7. Short Duration Bid has been published by the Buyer with the approval of the Competent authority due to Emergent

procurement of critical products/services.

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 ea contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:The agency shall provide well-trained sweeping and cleaning labour at office of the Principal Commissioner of Income (Assessment Unit)-1, Hissar located at Aayakar Bhawan, Sector-14, Hissar on all off

Scope of work & Job description:[1780036065.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per complied with The Code on Wages Act:[1780036081.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Unskilled; Not Required; Others (2)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Value
कोर / Core	
Skill Category	Unskilled
Educational Qualification	Not Required
Type of Function	Others
List of Profiles	Sweeper
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicabl
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	Yes
Name of states/ UT for geographical presence is required	Haryana
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Title for Optional Allowances 1	0
Title for Optional Allowances 2	0
Title for Optional Allowances 3	0
Designation	Sweepers

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

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

No

अतिरिक्त विशिष्ट दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requireme
1	Raj Kumar Munjal	125001,AAYAKAR BHAWAN, SECTOR-14, HISAR	2	<ul style="list-style-type: none">• Minimum daily wage (INR) exclusive of GST : 709• Bonus (INR per day) : 0• EDLI (INR per day) 3.5• EPF Admin Charge (INR per day) : 3.5• Optional Allowance 1 (INR per day) : 0• Optional Allowance 2 (INR per day) : 0• Optional Allowance 3 (INR per day) : 0• Estimated Number of Overtime Hours per Resource per Month : 0• Remuneration per resource per hour of Overtime Hours (Including all applicable allowance etc & excluding GST) : 0• ESI (INR per day) : 23• Provident Fund (INR per day) : 85• Number of working days in a month : 26• Tenure/ Duration of Employment (in months) : 12

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

1. Generic

OPTION CLAUSE 50% : The buyer can increase or decrease the contract quantity or contract duration up to 50 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or

contract duration can only be increased up to 50 percent. Bidders are bound to accept the revised quantity or duration.

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

2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

TERMS AND CONDITIONS FOR HIRING TWO UNSKILLED WORKERS (SWEEPERS)

A. Conditions to be satisfied by the service provider/contractor-

1. That the service provider/contractor will provide the services of 01 Sweepers for house cleaning services for the office of the Pr. Commissioner of Income Tax(AU)-1, Hissar, for a period of 2 months w.e.f. the date of awarding of the contract as under-

Sr.No.	Category of Worker	No. of Workers
1.	SWEEPERS	02
	TOTAL	02

2. That the buyer shall pay to service provider/contractor as is agreed in next para.
3. That the services and compensation of services referred to in clauses 1 and 2 above are as follows-

Sr. No.	Type	Rate (In Rs.)	Commission
1.	Manpower Outsourcing Services - Minimum wage -Unskilled: Sweepers	Rs.709/-(*) + ESIC + EPF (per day) (Excluding GST)	As per bid quoted by the service provider/contractor in his/her/their tender.

(*) Note: The minimum wages are fixed considering Memo No. HKRNL/Finance/1683 dated 12.09.2018 issued by Haryana Kaushal Rozgar Nigam Limited, Panchkula, Haryana.

4. The Income-tax department does not bind itself to accept the lowest bid. **The Agency bidding for bid must have its principal place of working (Headquarters) and regional office in Hisar district of Haryana State.** This office presently has persons already engaged for the same duties and is satisfied with their performance. Hence, the service provider preferably employ / select out of the said persons who are experienced and well-adjusted to the work requirements of this office.
5. The service provider/contractor should have at least 02 **year experience** in providing housekeeping services in any Central Government office and the experience certificate should be attached with technical bid.
6. The service provider/contractor should be registered with ESIC & EPF authorities and certified copies of proof thereof should be provided along with the technical bid.
7. The workers/staff deployed by service provider/contractor shall not claim any absorption in the department in future. They shall be the employees of the service provider/contractor and shall never be considered as employees of the department i.e. there will be no employer-employee relationship between the employees of the service provider/contractor and the department.

tment.

8. The persons supplied by the service provider/contractor should not have any adverse records/criminal cases against them. The service provider should make adequate enquiry into the character and antecedents of the person whom they are recommending. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment after investigation by the local police, collecting proof documents like driving license/bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to this office. The service provider will not charge any registration fee from each new contract (Daily wages) employee at the time of initial engagement.
9. The service provider will also ensure that the personnel deployed are medically fit and keep in record a certificate of their medical fitness.
10. The Service Provider shall withdraw such employee(s) who are not found suitable by the order of the Pr. Commissioner of Income Tax(AU)-1, Hissar for any reasons immediately on receipt of such a request from the O/o the Pr. Commissioner of Income Tax(AU)-1, Hissar.
11. The service provider shall engage necessary persons as required by this office from time to time. The said persons engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their salary/wages every month through ECS and provide a proof of doing so to this office. The service provider will provide proof of receipt of wages by the workers before the end of each month. There is no Master-Servant relationship between the employees of the service provider and the O/o the Pr. Commissioner of Income Tax(AU)-1, Hissar and further that the said persons of the service provider shall not claim any absorption in the O/o the Pr. Commissioner of Income Tax(AU)-1, Hissar on any ground whatsoever.
12. The service provider's personnel's shall not claim any benefit /compensation /absorption /regularization of services from / in the O/o the Pr. Commissioner of Income Tax(AU)-1, Hissar or any other Government Office under the provisions of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 or any other Law/Act/Rule/Regulation etc. passed by the Central, State, Municipal and Local Government agency or authority. Undertaking from the service provider's personnel to this effect shall be submitted by the service provider to the O/o the Pr. Commissioner of Income Tax(AU)-1, Hissar.
13. The service provider's personnel shall not divulge or disclose to any person, any details of the office, operational process, technical know-how, security arrangements, administrative/ confidential matters as all these matters are of confidential/ secret nature.
14. The service provider's personnel should be polite, cordial, positive and efficient, while performing the assigned work and their actions shall promote goodwill and enhance the image of the Pr. Commissioner of Income Tax(AU)-1, Hissar. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by the service provider.
15. That the persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of O/o the Pr. Commissioner of Income Tax (AU)-1, Hissar.
16. The office of the Pr. Commissioner of Income Tax(AU)-1, Hissar may require the service

ider to remove from the office, any person or persons, employed by the service provider may be incompetent or for his/her/their misconduct or due to any other reason whatsoever the service provider shall, forthwith comply with such direction and shall replace such person immediately.

17. The service provider has to provide Photo identity Cards to the persons deployed by it carrying out the work. These cards are to be constantly displayed by their persons & if lost to be reported immediately.
18. The service provider shall ensure proper conduct of their persons in office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work etc.
19. The transportation, food, medical and other statutory requirements in respect of the personnel of the service provider shall be the sole responsibility of the service provider.
20. That the service provider/contractor will be wholly and exclusively responsible for paying wages to the persons engaged by it in compliance of all the statutory obligations under the existing legislation as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund Act, ESI Act etc. and the O/o the Pr. Commissioner of Income Tax(AU)-1, Hisar shall not incur any liability of the service provider for any expenditure whatsoever on the persons employed by the service provider on account of any such statutory obligation. The service provider will have to provide particulars of EPF, ESI of its employees engaged in the O/o the Pr. Commissioner of Income Tax(AU)-1, Hisar on monthly basis, along with bill submitted for payment.
21. The service provider/contractor should have valid service tax registration/ GST and PAN which is to be quoted in the sealed quotation and it should never be defaulter to make payment thereof.
22. The service provider will submit the bill, in triplicate in respect of a particular month in the first week of the next month along with copies of receipts towards EPF/ESI/Services Tax (if applicable) for the previous month and copies of attendance register(s). The payment will be received by the third week of the following month after deduction of taxes deduction at source as per the laws in force.
23. At the time of submission of bill for payment, the contractor/service provider should submit the proof for the previous payment made towards statutory liabilities. The service provider/contractor shall make only statutory deduction from the wage paid to the persons. Payments shall be made only to the contracting agency and on monthly basis as per the services.
24. Payments to the service provider would be strictly on certification by the officer with the person deployed is attached that his services were satisfactory and his attendance was as per the bill referred by the service provider.

25. No wage/remuneration will be paid to any person for the days of absence from duty.
26. The service provider will have to provide the required number of additional persons for the entire period also, in case of any exigencies, as per the requirement of this office i.e. O/c Commissioner of Income Tax(AU)-1, Hissar.
27. The service provider shall provide a substitute well in advance if there is any probable person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
28. The service provider shall be contactable at all times and message sent by phone or WhatsApp/Special Messenger from O/o the Pr. Commissioner of Income Tax(AU)-1, Hissar to the service provider shall be acknowledged immediately on receipt, on the same day. The service provider shall strictly observe the instructions issued by O/o the Pr. Commissioner of Income Tax(AU)-1, Hissar in fulfillment of the contract from time to time.
29. The O/o the Pr. Commissioner of Income Tax(AU)-1, Hissar shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.
30. That the service provider/contractor on its part and through its own resources shall ensure that the goods, materials and equipment's etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its employees, etc. If the O/o the Pr. Commissioner of Income Tax(AU)-1, Hissar suffers any loss or damage on account of negligence, default or theft on the part of the employees of the service provider, then the service provider shall be liable to reimburse to the Pr. Commissioner of Income Tax(AU)-1, Hissar for the same. The service provider shall be held by the O/o the Pr. Commissioner of Income Tax(AU)-1, Hissar fully indemnified against any such loss or damage.
31. The O/o the Pr. Commissioner of Income Tax(AU)-1, Hissar shall maintain attendance registers in respect of the staff deployed by the service provider/contractor on the basis of which wages/remuneration will be disbursed in respect of the staff at the approved rates/DC rates monthly.
32. The successful bidder will enter into an agreement with this office for supply of suitably qualified manpower as per requirement of this office on these terms and conditions. The agreement will be valid for the period 12 months w.e.f. the date of awarding of contract and shall continue to be in force in the same manner unless terminated in writing. However, in case the contract has been given at minimum wages, the minimum wages will be revised so that they are not less than the minimum wages decided by the Government of Haryana for Hissar from time to time.
33. The service provider shall not assign, transfer, pledge or subcontract the performance of its services without the prior written consent of this office.

34. The service provider/contractor shall disburse the monthly salary/wages of the workers on the 7th Day of the succeeding month.
35. The agreement can be terminated by either party by giving one month's notice in advance. If the service provider/contractor fails to give one month's notice in writing for termination of the Agreement, then one month wages etc. and any amount due to the service provider shall be deposited with the O/o the Pr. Commissioner of Income Tax(AU)-1, Hissar shall be forfeited.
36. On the expiry of the agreement as mentioned above, the service provider/contractor shall withdraw all its personnel and clear their accounts by paying them all their legal dues. In any dispute on account of the termination of employment or non-employment of personnel, it shall be the entire responsibility of the service provider/contractor to pay the same.
37. In the event, if any dispute arises, touching any of the clauses of the agreement, the same will be referred to the Pr. Commissioner of Income Tax(AU)-1, Hissar whose decision shall be binding on both the parties.
38. The service provider/contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. Failure of it will attract forfeiture of outstanding dues as well as the termination of their contract and getting the work done through some outside service provider/contractor at their cost and risk, during the remaining period of contract.
39. Initially, the Sweepers would be finalized only after personal interaction and background check by the department.
40. All statutory compliances related to the employment of the Sweepers need to be adhered to by the service provider/contractor.
41. Dedicated Sweepers is to be provided to the department, any change would be permitted only in exceptional circumstances, on prior permission.
42. Payment shall be made by the O/o the Pr. Commissioner of Income Tax(AU)-1, Hissar at the end of every month on presentation of the bill. However, no interest is payable on delay in payment.
43. The service provider shall be solely responsible for any/all disputes between him and the sweepers deployed by him. The Department will not entertain any such dispute and there shall be no claim or liability against the Office of the Pr. Commissioner of Income Tax(AU)-1, Hissar or any of its officers on this account. The service provider will keep the Office of the Pr. Commissioner of Income Tax(AU)-1, Hissar indemnified against all actions.

44. Tender is likely to be rejected because of non-fulfillment of any of the above terms with any advance notice.
45. If at any stage, it is found that any of the details, documents furnished by the bidder misleading/fabricated, his/her bid would be liable for cancellation without intimation to tenderer.
46. The service provider/ contractor will have to specify the amount to be charged by it for Service charges/commission for providing the Sweepers. It may be noted that in order to deter frivolous bids and disguised charges/deduction from wages of personnel, service providers bidding at 0% commission shall be disqualified.
47. Schedule of Requirement- An affidavit (or the stamp paper of Rs. 100/-) is required to be submitted by the successful Service provider at the time of award of contract regarding that the persons employed by the contractor shall be the employees of the Service provider for all intents and purposes and in no case employer-employee relationship between the contractor and O/o the Pr.Commissioner of Income Tax(AU)-1, Hissar shall accrue implicitly or explicitly and the Service provider shall solely be responsible for providing all the statutory benefits (as per relevant laws) e.g. EPF, ESI to eligible Staff employed by it. The affidavit should contain a declaration that Service provider shall make payment of compensation under the Workmen's Compensation Act 1923 or any other applicable Acts or Enactments in case of death of any of its workers will be paid by the Service provider. The affidavit should also contain a declaration that the Service provider shall take care of all other statutory liabilities in the most sincere manner and shall solely be responsible for the same.

B. Conditions for Sweepers-

1. The workers have to be physically fit and free of any communicable disease to carry out work.
2. The workers have to be neatly dressed.

Scope of work & Job description -

A. Sweepers-

The agency shall provide well-trained sweeping and cleaning labour at office of the Pr. Commissioner of Income (Assessment Unit)-1, Hissar located at Aayakar Bhawan, Sector 1, Hissar on all office working days during office hours and if required as per specific requirements by Controlling Officer at any time and day due to urgent work including Saturdays, Sundays and National holidays.

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IMPORTANT NOTE

- Bidder should ensure that the following documents are part of the **QUALIFYING-cum-QUALIFYING BID:**

1. Copy of PAN CARD/AADHAR
2. Copy of Service Tax/GST Registration Certificate
3. Copy of Registration Certificate with EPF
4. Copy of Registration Certificate with ESI
5. Any other proof required in the tender document.

Note:- The buyer reserves the right to extend the contract further subject to satisfactory performance of the service provider/contractor.

3. Buyer Added Bid Specific ATC

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

अस्वीकरण/Disclaimer

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

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ

with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations a 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 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 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 or 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---