



Gujarat Metrorail Corporation (GMRC) Limited  
(SPV of Govt. of Gujarat and Govt. of India)

Tender No. GMRC/Surat/ Facility Management/2026

**“Tender for Providing Facility Management, housekeeping services including housekeeping materials for Surat Office of GMRC Ltd”**

TENDER DOCUMENT Comprises of:

- Section I : Notice Inviting Tender
- Section II : Minimum Eligibility Criteria
- Section III : Tendering process
- Section IV : Instruction to Bidder
- Section V : Scope of Work and Terms and Conditions of Contract
- Annexure – 1 to 11



Issued by

Gujarat Metrorail Corporation (GMRC) Limited  
(SPV of Govt. of Gujarat and Govt. of India)

Formerly known as Metro-Link Express for Gandhinagar and Ahmedabad (MEGA) Company Ltd.

Block No.1, First Floor, Karmayogi Bhavan, Behind Nirman Bhavan,  
Sector 10/A, Gandhinagar: 382010,Gujarat, India

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Signature & Stamp of Bidder (Authorised Person from Bidder)

## Section – I, NOTICE INVITING TENDER



**GUJARAT METRO RAIL CORPORATION (GMRC) LIMITED**  
(A Joint Venture of Govt. of Gujarat and Govt. of India)  
Block No.1, First Floor, Karmayogi Bhavan, Behind Nirman Bhavan,  
Sector 10/A, Gandhinagar: 382010,  
Gujarat, India

**TENDER NOTIFICATION No: GMRC/Surat/ Facility Management/2026      Date: 29-04-2026**

E-Tender is invited from reputed and experienced agencies for the following tender:

Tender Name	Tender Fees
"Tender for Providing Facility Management, housekeeping services including housekeeping materials for Surat Office of GMRC Ltd"	INR 5,000

Interested bidders are requested to visit <https://tender.nprocure.com> for eligibility criteria, applying/ downloading the tender document. The last date and time for Bid Submissions of Tender is 15:00 Hrs on 20-05-2026.

Any alterations in Eligibility Criteria and terms of the Tender Document, or any amendment to the Tender Document, etc, will be uploaded on <https://tender.nprocure.com> and GMRC's Website [www.gujaratmetrorail.com](http://www.gujaratmetrorail.com) without any obligation or press notification or other proclamation.

**I/C -Executive Director- Surat  
GMRC**

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Signature & Stamp of Bidder (Authorised Person from Bidder)

**NOTICE INVITING TENDER**

**GUJARAT METRO RAIL CORPORATION (GMRC) LIMITED.**

(A SPV of Govt. of Gujarat and Govt. of India)

Block No.1, First Floor, Karmayogi Bhavan, Behind Nirman Bhavan,  
Sector 10/A, Gandhinagar: 382010,  
Gujarat, India

**1.1.1 Name of Work:**

**GUJARAT METRO RAIL CORPORATION (GMRC) LIMITED** invites Open Tenders under single stage, two packet system from **Agencies**, who fulfil qualification criteria as stipulated in Minimum Eligibility Criteria, for the work, “**E-Tender for Tender for Providing Facility Management, housekeeping services including housekeeping materials for Surat Office of GMRC Ltd.**”

**1.1.2 Key details :**

The details of the tenders are as follows:

A. Tender No.	GMRC/Surat/ Facility Management/2026
B. Name of Work	“Tender for Providing Facility Management, housekeeping services including housekeeping materials for Surat Office of GMRC Ltd.”
C. Estimated Cost of Work/ Services	INR 2.26 Cr. (Excluding GST)
D. Cost of Tender Document /Tender Fees	INR 5,000/- only inclusive of GST (Non-refundable)  Tender fees is to be paid online in GMRC’s account through n procurement portal while submitting the bid. No other mode of payment will be accepted. The bidder is required to mentioned the payment reference no. of successfully submission of tender fees online. (Copy of GST registration no. to be provided along with Tender fees)
E. Tender Security/Earnest Money Deposit	INR 2,26,000/- (Refundable)  Tender Security is to be submitted either online through n procurement portal or e-Bank Guarantee (e-BG) from any schedule bank in India. No other mode of payment will be accepted.  Note: Bidders to note that the payment of tender security shall be made from the account of bidder only. If Tender Security has been made from other than the account mentioned above, same shall not be accepted and all such bids shall be considered ineligible and summarily rejected.
F Last date of submission of queries / clarification from Tenderers	06-05-2026 up to 17:00 hrs. <ul style="list-style-type: none"><li>• Queries/clarifications from bidders after due date and time shall not be acknowledged.</li><li>• The interested applicants can send their queries through E-mail to <a href="mailto:mukesh.mandalia@gujaratmetrorail.com">mukesh.mandalia@gujaratmetrorail.com</a>, <a href="mailto:snehal.shah@gujaratmetrorail.com">snehal.shah@gujaratmetrorail.com</a></li></ul>
G. Last Date and time of submission of E-Tender	20-05-2026, 15:00 Hrs.

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Tender for Providing Facility Management, housekeeping services including housekeeping materials  
for Surat Office of GMRC Ltd.

H. Opening of Technical Bid	On the day of submission of Filled-In Technical Bid at 15:30 Hrs (IST)
I. Date and Time of opening of online financial bid	Will be intimated later to technically qualified bidders through e-mail/ phone.
J. Submission of Physical Copy of Technical Bid as submitted online on n proc. Portal	The physical technical bid will be required to be submitted within two working days from the date of online submission.
K. Venue of physical submission of Technical Bid  (i.e. Technical Bid comprises of Tender fees, Tender Guarantee, Technical Bid & signed copy of Tender Document, Addenda & Clarifications)	GM - Contract, GUJARAT METRO RAIL CORPORATION (GMRC) LIMITED. (A SPV of Govt. of Gujarat and Govt. of India) Block No.1, First Floor, Karmayogi Bhavan, Behind Nirman Bhavan, Sector 10/A, Gandhinagar: 382010, Gujarat, India
L Tender validity	120 days from its submission date
M. Evaluation	The agency / firm / consultant will be selected under Least Cost Selection (i.e. LCS) Basis
N. Performance Guarantee	5% of accepted value of work (LOA) in form of DD / e-BG. <b>Performance Bank Guarantee in form of physical form not acceptable i.e only e-BG (in electronic form) is acceptable.</b>
O. Contract Period	02 (Two) years from the date of award of contract / NTP and further extendable to 1 (one) year if performance of agency is found satisfactory
P. GMRC Account Details (Only for issuance / preparation of Bank Guarantee for tender security)	Name: Gujarat Metro Rail Corporation (GMRC) Limited Bank Name: State Bank of India Account No.31750803151 IFSC Code: SBIN0001355 SFMS/SWIFT: SBININBB255

As per MSEs (Micro and Small Enterprises) Act 2012 and amendment thereof, the firms registered under MSEs / NSIC (i.e. National Small Industries Corporation) are exempted in submission of Tender Fees and Tender Security subject to submission of valid registration certificate under appropriate category as applicable as on the date of tender submission.

In case the bidder who has been exempted Tender Cost / Tender Security being Micro & Small Enterprises / NSIC (i.e. National Small Industries Corporation), and;

- (i) Withdraws his Tender during the period of Tender validity; or
- (ii) becomes the successful bidder, but fails to commence the work (for whatsoever reasons) as per terms & conditions of Tender; or
- (iii) refuses or neglects to execute the contract; or
- (iv) fails to furnish the required Performance security within the specified time,

The bidder shall be debarred from participating in future tenders for a period of 1 year from the date of discharge of tender/ date of cancellation of LOA/ annulment of award of contract as the case

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may be. Thereafter, on expiry of period of debarment, the bidder may be permitted to participate in the procurement process only on submission of required Tender Cost/ tender Security.

Further the Employer may advise the authority responsible for issuing the exemption certificate to take suitable actions against the bidder such as cancellation of enlistment certificate etc.

#### 1.1.3.1 Eligible Applicants

- i. The tenders for this contract will be considered only from those tenderers (proprietorship firms, partnerships firms, companies, corporations, Limited Liability Partnership) who meet requisite eligibility criteria prescribed in Section - II. The submission in JV / Consortium is not allowed
- ii. Bidders shall not have a conflict of interest. The Bidders found to have a conflict of interest in this tender process shall be disqualified. Bidders shall be considered to have a conflict of interest, if
  - (a) Submit more than one tender for the work.
  - (b) If Bidders in two different tenders have controlling shareholders in common.
  - (c) If Bidders have common partner/s
  - (d) If Bidders having any family relation with the any employee of GMRC.
- iii. Tenderer is not blacklisted / banned by any Government department / Autonomous Organisation etc. or prosecuted by any court of law during the last 5 years.
- iv. Tenderer must not have suffered bankruptcy/ insolvency during the last 5 years. The tenderer should submit undertaking to this effect in Annexure-4.
- v. If there is any misrepresentation of facts with regards to undertaking submitted vide Annexure-4 the same will be considered as "fraudulent practice" the tenderers will be rejected and shall be debarred from participating in future tenders for a period of 1 year.
- vi. **Purchase Preference to Local Suppliers/Preference to Make In India:**

Only 'Class-I local supplier' and 'Class-II local Supplier', as defined below, are eligible to participate for the subject tender.

#### a) Definitions:

- i. 'Local content' means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all custom duties) as a proportion of the total value, in percent.
- ii. 'Class-I local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, has local content equal to or more than 50%, as defined under the Order No. P-45021/2/2017-PP(BE-II) dated 04.06.2020 issued by Department for Promotion of Industry and Internal Trade (DPIIT). Minimum local content for 'Class-I local supplier' shall be 90% for the subject tender.
- iii. 'Class-II local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, has local content more than 20% but less than 50%, as defined under the Order No. P-45021/2/2017-PP(BE-II) dated 04.06.2020 issued by Department for Promotion of Industry and Internal Trade (DPIIT).
- iv. 'Non - Local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, has local content less than or equal to 20% for the subject tender, as defined under the Order No. P-45021/2/2017-PP(BE-II) dated 04.06.2020 issued by DPIIT.

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- v. L1' means the lowest tender or lowest bid received in a tender, bidding process or other procurement solicitation as adjudged in the evaluation process as per the tender or other procurement solicitation.
- vi. 'Margin of purchase preference' means the maximum extent to which the price quoted by a class- I local supplier may be above the L1 for the purpose of purchase preference. Margin of purchase preference shall be **20%** for the subject tender.

**b) Procedure for Purchase Preference in procurement of goods or works which are divisible in nature: NOT APPLICABLE FOR THE SUBJECT TENDER**

- i. Among all qualified bids, the lowest bid will be termed as L1. If L1 is from a local supplier, the contract for full quantity will be awarded to L1.
- ii. If L1 bid is not a 'Class-I local supplier', 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the 'Class-I local supplier' will be invited to match the L1 price for the remaining 50% quantity subject to the Class-I local supplier's quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such 'Class-I local supplier' subject to matching the L1 price.
- iii. In case such lowest eligible 'Class-I local supplier' fails to match the L1 price or accepts less than the offered quantity, the next higher 'Class-I local supplier' within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly.
- iv. In case some quantity is still left uncovered on Class-I local suppliers, then such balance quantity may also be ordered on the L1 bidder.

**c) Procedure for Purchase Preference in procurement of goods or works which are not divisible in nature and in procurement of services where the bid is evaluated on price alone: APPLICABLE FOR THE SUBJECT TENDER**

- i. Among all qualified bids, the lowest bid will be termed as L1. If L1 is from a local supplier, the contract will be awarded to L1.
- ii. If L1 is not 'Class-I local supplier', the lowest bidder among the 'Class-I local supplier', will be invited to match the L1 price subject to Class-I local supplier's quoted price falling within the margin of purchase preference, and the contract shall be awarded to such 'Class-I local supplier' subject to matching the L1 price.
- iii. In case such lowest eligible 'Class-I local supplier' fails to match the L1 price, the 'Class-I local supplier' with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly.
- iv. In case none of the 'Class-I local supplier' within the margin of purchase preference matches the L1 price, the contract may be awarded to the L1 bidder.

**d) Minimum local content and verification of local content:**

- i. The 'Class-I local supplier' / 'Class-II local supplier' at the time of tender, bidding or solicitation shall be required to indicate percentage of minimum local content and provide self- certification that the item offered meets the minimum local content requirement for 'Class-I local supplier' / 'Class-II local supplier', as the case may be. They shall also give details of the location(s) at which the local value addition is made.

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ii. In case of procurement for a value in excess of Rs. 10 crores, the class-I local supplier/ class-II local supplier shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content after completion of works to the Engineer.

- iii. If any false declaration regarding local content is found, the company shall be debarred for a period of three years from participating in tenders of all metro rail companies.
- iv. Supplier/bidder shall give the details of the local content in a format attached as Annexure-9 and Annexure-10 of tender document duly filled to be uploaded along with the technical bid. In case, bidder do not upload/submit Annexure-9 and Annexure-10 of tender document duly filled along with their technical bid, supplier/bidder shall be considered as 'Non-local supplier' and will not be eligible to participate for estimated value of purchases up to Rs. 200 crores except Global tender enquiries in terms of Clause 3(b) of Order No. P-45021/2/2017- PP(BE-II) dated 04.06.2020 issued by Department for Promotion of Industry and Internal Trade (DPIIT).

**e) Complaints relating to implementation of Purchase Preference**

Fees for such complaints shall be Rs. 2 Lakh or 1% of the value of the local item being procured (subject to maximum of Rs. 5 Lakh), whichever is higher. In case the complaint is found to be incorrect, the complaint fee shall be forfeited. In case, the complaint is upheld and found to be substantially correct, deposited fee of the complainant would be refunded without any interest.

**v. Bidder from a country, which shares a land border with India**

I. 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 (i.e. Department for Promotion of Industry and Internal Trade – DPIIT). The detail circular may be referred on this website : <https://doe.gov.in/procurement-policy-divisions>.

II. "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.

III. "Bidder from a country which shares a land border with India" for the purpose of this Order means:

- (a). An entity incorporated, established or registered in such a country; or  
(b). A subsidiary of an entity incorporated, established or registered in such a country; or  
(c). An entity substantially controlled through entities incorporated, established or registered in such a country; or  
(d). An entity whose beneficial owner is situated in such a country; or  
(e). An Indian (or other) agent of such an entity; or  
(f). A natural person who is a citizen of such a country; or  
(g). A consortium or joint venture where any member of the consortium or joint venture falls under any of the above

IV. The beneficial owner for the purpose of (iii) above will be as under:

1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.

Explanation-

a. "Controlling ownership interest" means ownership of or entitlement to more than twenty-five per cent. of shares or capital or profits of the company;

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b. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or

2. Voting agreements;

In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;

3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;

4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;

5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

V. An Agent is a person employed to do any act for another, or to represent another in dealings with third person.

VI. The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

**Notes to Bidders:**

- (1) The tenderer may download the tender document along with Addendum (if any) from(n)Procurement's site <https://tender.nprocure.com> and GMRC's Website [www.gujaratmetrorail.com](http://www.gujaratmetrorail.com). The interested tenderer shall submit the same with tender submittal untampered, duly signed and stamped on each page.
- (2) Any alterations in Eligibility Criteria and terms of the Tender Document, or any amendment to the Tender Document, etc. will not be published in the newspapers but the same will be uploaded on (n)Procurement and GMRC website, as mentioned above.
- (3) The tenderers may obtain further information/clarification, if any, in respect of these tender documents from the office of Managing Director, [Attn: GM (Contract.)], Gujarat Metro Rail Corporation (GMRC) Limited, formerly known as Metro-Link Express for Gandhinagar and Ahmedabad (MEGA) Company Ltd., Block No.1, First Floor, Karmayogi Bhavan, Behind Nirman Bhavan, Sector 10/A, Gandhinagar – 382010, Gujarat, India, Gujarat.Contact No. 079-232-48572, Extension 526 / 527 email id:, [mukesh.mandalia@gujaratmetrorail.com](mailto:mukesh.mandalia@gujaratmetrorail.com), [snehal.shah@gujaratmetrorail.com](mailto:snehal.shah@gujaratmetrorail.com)
- (4) The Tender Document comprises of following documents;
  - Section – I, Notice Inviting Tender
  - Section – II, Minimum Eligibility Criteria
  - Section – III, Tendering Process
  - Section – IV, Instruction to Bidder
  - Section – V, Terms and Conditions of Contract
  - Annexure – 1 to 11
- (5) GMRC reserves the right to accept or reject any or all proposals without assigning any reasons. No tenderer shall have any cause of action or claim against the GMRC for rejection of his proposal.

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- (6) GMRC also does not bind itself to accept the lowest rate. GMRC shall award of work after evaluation looking into feasibility, capacity and competency of the agency.
- (7) If any Scheduled event(s) of tender activity falls on public holiday, then the same will be conducted on the next working day at the same mentioned time. Our Contact person for this tender is GM (Contract.) with mail-ID [mukesh.mandalia@gujaratmetrorail.com](mailto:mukesh.mandalia@gujaratmetrorail.com) [snehal.shah@gujaratmetrorail.com](mailto:snehal.shah@gujaratmetrorail.com) Telephone +91 79 23248572, Extension 526/ 527

**Help Desk Link for E-Tendering: -**

**In case bidders need any clarifications or if training required to participate in online tenders, they can contact (n) Procure Support team:-**

(n)Code Solutions - Division of GNFC Ltd.,  
(n)Procure Cell  
304, GNFC Infotower, S.G. Road  
Bodakdev, Ahmedabad - 380054 (Gujarat)  
Toll Free : 7359 021 663  
Email: [nprocure@ncode.in](mailto:nprocure@ncode.in)

**Operating System & System Requirements: -**

Computer: Win 8.1 or higher  
Java Runtime Environment (JRE) : Ver 1.8 and above  
Full Administrative Rights: For Network/ Corporate User  
PKI Component: 32 Bit /64 Bit  
Supported Browser: Google Chrome/ Microsoft Edge/ Mozilla Firefox (Preferably Latest Version)  
Internet Connection: Preferably High Speed  
Digital Signature Certificate Legally valid class 3.

**New DSC Purchase & Renewal L: 079 – 66743289/ 66743300 / 200**

Email Id :	<a href="mailto:dscsupport@ncode.in">dscsupport@ncode.in</a>
	<a href="mailto:dscsales@ncode.in">dscsales@ncode.in</a>

**DSC Support Toll Free Number: 7359-021-663** (n) Procure Bidding Manuals:  
<https://tender.nprocure.com/support>

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## Section – II, MINIMUM ELIGIBILITY CRITERIA

1. Tenderer should possess a minimum of continuous five (5) years of experience for similar work in India in any Central Govt./State Govt./PSUs/Public company/reputed Private Limited company.
2. Work Experience : The tenderers will be qualified only if they have successfully completed work(s) during last seven (7) years ending last day of the month of tender submission as given below:
  - (i) At least one “similar work”\*\*of value of Rs. 90.40 Lacs  
OR
  - (ii) Two “similar works” \*\*each of value of Rs. 56.50 Lacs  
OR
  - (iii) Three “similar works”\*\*each of value of Rs. 45.20 Lacs

\*\*Similar Nature of Work for this contract includes providing Manpower for Facility Management especially for office work, Housekeeping services & providing materials for housekeeping services to any Central/State Govt./PSU/ Public Limited Company/ Private Company.”

The similarity and suitability of the experience shall be assessed by GMRC on the basis of documentary proof furnished by Bidders. The tenderer shall attached the details of work executed by them in the Performa prescribed in Annexure 2 (A) and 2(B). Non-Submission or missing of any documentary evidence shall be liable for Bid rejection.

### 3. Financial Standing

The Average Annual Turnover of last 3 Financial Years (FY 2022-23, 2023-24 & 2024-25) of the bidder should be minimum **Rs. 90,40,000/- (Rupees: Ninety Lakh Forty Thousand Only)**. The Turnover should be certified by the Statutory Auditor/Chartered Accountant.

Financial data for latest last three audited financial years has to be submitted by the tenderer in Annexure- 2(C) along with audited balance sheets. The financial data in the prescribed format shall be certified by Chartered Accountant with his stamp bearing his membership number and signature. In case audited balance sheet of the last financial year is not made available by the bidder, he has to submit an affidavit certifying that ‘the balance sheet has actually not been audited so far’ in Annexure- 8. In such a case the financial data of previous ‘2’ audited financial years will be taken into consideration for evaluation.

### 4. Submission of Undertaking by the Bidder on the following as per Annexure 4:

- No existing litigation.
- Not blacklisted, terminated by any client in India during last five years.
- The bidder never filed any law suits or requested arbitration with regard to any Contract within the last five years
- No judgment, claim, arbitration proceeding or suit pending or outstanding Against the bidder or its officers
- Bankruptcy was never filed by the bidder, its subsidiaries or its parent

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Companies

- The bidder was never cited by any regulatory agency for a safety violation in the last five years.

Notes:

1. The Bidder are advised to submit his Technical Bid both in Online and Physical in spiral / binder book with index, page numbering, sign and stamp on each and every page.
2. In case of insufficient Bidders and the said qualifications, GMRC shall reserve right to dilute the criteria at its discretion for selection of a suitable agency for the work.

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## Section – III, TENDERING PROCESS:

Gujarat Metro Rail Corporation (GMRC) Limited (herein after referred to as GMRC or GMRC Ltd), A Special Purpose Vehicle (SPV) of Government Of India (GoI) and Government Of Gujarat (GoG) invites offer through E-Tendering in 2 (two) bids systems from reputed / authorized / experienced firms / companies engaged in the business of Providing Facility management for office work & Housekeeping Services including material.

Tender is invited in two parts i.e. **(1) Technical Bid (online and physical form) (2) Financial bid (online form only)**.

**(1) Technical Bid (online at <https://tender.nprocure.com> and physical form)**

Technical Bid shall be submitted in three separate Envelope duly completed in all respects. These three envelopes will be wrapped in an outer envelope addressed to designated officer, duly super scribing on top the Tender Notice No., Tender No., name of the work, time and date of submission. The envelope should also bear the name and address of the Tenderer.

**Envelope – 1**, should marked as “Tender Fees and tender security ”,

**Envelope – 2**, should marked as “Qualification cum Technical Bid” containing Documents as mentioned in Annexure –6. **The submissions in Envelope – 2 are to be given in spiral / binder book with index, page numbering.**

**Envelope – 3**, should marked as “Tender Document” containing the unfilled copy of Tender Document signed and stamp as token of acceptance of all terms and conditions mentioned in tender document

**Hence, the outermost envelope/package will contain three sealed inner envelopes.**

The name of the Proforma / Envelope to be mentioned clearly in words Envelope – 1, “Earnest Money(Tender Security) and Tender Fees”, Envelope – 2, “Qualification cum Technical Bid” and Envelope – 3 “Tender Document” as the case may be on the top of the respective Proforma / Envelope.

These three envelopes to place in a single cover clearly written on the top as “**Tender for Tender for Providing Facility Management, housekeeping services including housekeeping materials for Surat Office of GMRC Ltd.**” which should be submitted both online and physical form on or before the last date and time of tender submission. **Late submission of tenders will not be accepted.**

The Bid duly completed in all respects with the inscription as mentioned above should be submitted on or before the last date and time of submission to **GM (Contract)** at office address mentioned in the NIT, Key details.

The successful bidder of the tender shall have to submit a Performance Guarantee in the form of DD/Pay Order/Fixed Deposit/ **e-BG (Bank Guarantee in electronic form)** of **5% of Contract Value** to be drawn in favour of “**GMRC Limited**” and payable at Gandhinagar/Ahmedabad, within 21 days from the issuance of LOA (Letter of Acceptance) with a validity of 60 days beyond the expiry of contract agreement.

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In case, the successful agency has commenced the work from the date of LoA (Letter of Acceptance) but fails to submit the Performance Bank Guarantee (PBG) within the stipulated timeline, a penalty of INR 500 per day shall be imposed, subject to a maximum period of 60 days. If the agency does not submit the PBG within this extended period, the employer will forfeit the EMD and levy the penalty for non-submission of Performance Bank Guarantee (PBG). Further, the employer will discontinue the work / service and cancel the Letter of Award (LoA) issued by GMRC.

Each and every page of these submission (i.e. Technical Bid, Envelope – 1 to 3) must be signed, stamped by the authorised person of the Agency.

The bidder to ensure that submission of Technical Bid is to be made Online at <https://tender.nprocure.com> & in Physical form. The physical technical bid will be required to be submitted within two working days from the date of online submission. There shall not be any change to technical bid submitted Online & Physical. In case of any discrepancy in bidder's submission of Technical Bid between physical and online form, the Technical Bid submitted online will prevail and will be considered for evaluation.

## **(2) Financial bid (online)**

**Financial Bid is not to be submitted in physical form** as it has to be filled up on portal **online** at <https://tender.nprocure.com> . Financial Bids of those bidders who qualify in the Technical evaluation as per the criteria laid down in the document shall only be opened online.

The tender form for the financial bid is prescribed in tender document as 'Online financial proposal' at **Annexure - 3**.

The power to accept a tender is vested with GMRC, which does not bind itself to accept the lowest tender and reserves itself the authority to reject any or all of the tenders received without assigning any reason. All tenders wherein any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected. Canvassing in any form in connection with tender is strictly prohibited and the tender submitted by the bidders who resort to canvassing will be liable for rejection. The bidder shall sign and stamp each page of the tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid.

The Bidder shall fill up the information in the **Annexure-1** enclosed at the end of this document in clear and legible terms. Annexures will also have to be signed and stamped by the bidder through its authorized signatory only. The tender forms shall be rejected if it is not complete in any aspect. The bidders are advised to check the website of (n)Procurement and GMRC Ltd. regularly for any amendments, if any.

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Signature & Stamp of Bidder (Authorised Person from Bidder)

## Section – IV, INSTRUCTION TO BIDDERS

**(1) ONE BID PER BIDDER:**

Each bidder shall submit only one tender either by himself/herself as sole. The submission in JV / Consortium is not allowed.

**(2) COST OF BID:**

The bidder shall bear all costs associated with the preparation and submission of the bid and GMRC will in no case, shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

**(3) AMENDMENT TO BID DOCUMENT:**

At any time, prior to the date of submission of bids, the GMRC Ltd. may for any reason, at its discretion, whether at its own initiative or in response to a clarification by a prospective bidder, modify the bid documents by amendments. The amendments/Corrigendum will be notified on GMRC / (n)Procurement website (i.e. <https://tender.nprocure.com>) and these amendments will be abiding to the bidders. Bidders are advised to visit GMRC / (n)Procurement website regularly for updates in this regards.

**(4) EXTENSION OF TIME:**

In order to give prospective bidders required time to take the amendments into action in preparation of their bids, GMRC Ltd. may at its discretion extend the timeline for submission of bid suitably.

**(5) VISIT TO OFFICES / SITE OFFICES:**

The bidder is advised to visit GMRC office (in working hours) by himself/herself and the costs of visiting shall be borne by the bidder.

**(6) LANGUAGE:**

Bids and all accompanying documents shall be in English as far as possible.

**(7) FORM OF BID:**

The Form of Bid shall be completed in all respects and duly signed and stamped by an authorized and empowered representative of the Bidder. If the Bidder is partnership firm/company, the Form of Bid shall be duly signed by an authorized representative **who must demonstrate authority** for the same with an acceptable documentary proof. Signatures on the Form of Bid shall be witnessed and dated.

**(8) CURRENCIES OF BID AND PAYMENT:**

The bidder shall submit price bid / offer in Indian Rupees and payment under this contract will be made in Indian Rupees only.

**(9) RIGHT TO VARY QUANTITIES:**

GMRC reserves the right at the time of award of the contract or during the contract period to increase or decrease the quantity in the schedule of requirements without any change in unit price quoted by bidder which shall be abiding to bidder.

**(10) RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:**

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GMRC Ltd. does not bind itself to accept lowest or any other bids and has the right to cancel the bidding process and reject all bids or some bids or single bid at any time prior to award of the contract without assigning any reasons whatsoever and without thereby incurring any liability to the affected bidder/bidders on the grounds for the company's action.

**(11.2) Tender Fee and Earnest Money Deposit (EMD)**

**Tender Fees:** - INR 5,000/- only inclusive of GST (Non-refundable)

Tender fees is to be paid online in GMRC's account through n procurement portal while submitting the bid. No other mode of payment will be accepted. The bidder is required to mentioned the payment reference no. of successfully submission of tender fees online. (Copy of GST registration no. to be provided along with Tender fee).

**Tender Security/EMD** of Rs. INR 2,26,000/- (Rupees : Two Lakh Twenty Six Thousand only).

Tender Security is to be submitted either online through n procurement portal or e-Bank Guarantee (e-BG) from any schedule bank in India. No other mode of payment will be accepted.

Note: Bidders to note that the payment of tender security shall be made from the account of bidder only. If Tender Security has been made from other than the account mentioned above, same shall not be accepted and all such bids shall be considered ineligible and summarily rejected.

The e-Bank Guarantee to be drawn in favour of "Gujarat Metro Rail Corporation (GMRC) Limited", payable at Gandhinagar/Ahmedabad and validity must be for 180 days (120 + 60 days) from the last date of bid submission.

(11.3) Technical bid without EMD, Tender fees shall be summarily rejected.

(11.4) EMD of the unsuccessful bidders will be returned to them after Issue of LOA to successful Bidder.

(11.5) No interest will be paid to the bidders on EMD submitted.

(11.6) EMD of the successful bidder shall be returned on receipt of Performance Guarantee and after signing the Contract Agreement.

(11.7) EMD shall be forfeited if the bidder withdraws his bid during the period of Tender validity.

(11.8) EMD shall be forfeited if the successful bidder refuses or neglects to execute the contract or fails to furnish the required Performance Guarantee within the time frame specified by GMRC Ltd.

**(11.9) The Technical Bid should consist of the following documents as per Annexure-6:**

- a. Signed & stamped copy of PAN card of the Agency/Firm/Company under Income Tax Act. Self attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm/any other firm and if partnership firm/company, names addresses and telephone numbers of all Directors/Partners along with **Annexure-1**.
- b. Signed & stamped copy of valid Registration Number of Agency under Shop & Establishment Act.
- c. Signed & stamped copy of GST registration number and GST return data of last 3 months.
- d. Proof of Annual turnover of last three financial years as stated in Minimum Eligibility Criteria. It should be supported by audited P&L statement or Balance sheet copy or CA certificate of the turnover.
- e. Experience Certificates with summary in tabulated form - List with documents from the concerned organizations on its letterhead along with necessary contact details as mentioned in **Annexure-2**; and a satisfactorily work completion certificate to be provided compulsorily.
- g. **Annexure-4 (Undertaking)**

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Signature & Stamp of Bidder (Authorised Person from Bidder)

**(12) THE FINANCIAL BID SUBMISSION (ONLINE ONLY): -**

Financial Bid is not to be submitted in physical form as it has to be filled up on the online portal <https://tender.nprocure.com>. Financial Bids of those bidders who qualify in the Technical evaluation as per the criteria laid down in the document shall only be opened online.

The tender form for the financial bid in Proforma prescribed in tender document as 'Online financial proposal' in **Annexure 3**.

(12.1) The financial bid submitted by bidder shall remain valid and open for acceptance 120 days from the date of bid submission.

(12.2) Bid Prices:

The Bidder shall quote Rate in Financial Bid (Annexure-III).

Bid Offer Covers Bidder's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of work/services.

(12.3) Bidders are advised to visit and assess the scope and requirements under the tender consciously. Rates so offered by a bidder shall be assumed to have been quoted after comprehensive assessment of the scope, quality and quantity of the items. The terms, conditions and notes under this chapter are guiding and thus bidder/s are advised to make its own assessment and after then to quote.

(12.4) It shall be the responsibility of the bidder / tenderer to ensure that this tender is submitted in Technical Bid and Financial bid in online form on e-tendering portal <https://tender.nprocure.com> only, before the deadline of submission. Non submission of any one of the above submission shall be considered as non-responsive and liable to be summarily rejected. The Physical copy of Technical Bid will be received/accepted if bidder will submit in online bid in nProcurement only.

**(13) BID OPENING AND EVALUATION:**

- (13.1) The tender committee of GMRC will open the Technical / Financial Bids in the presence of the Bidders or of their representatives who choose to attend at the appointed place and time.
- (13.2) The bid of any bidder who has not complied with one or more of the conditions prescribed in the tender document will be summarily rejected.
- (13.3) Conditional Bids will also be summarily rejected.
- (13.4) To assist in the examination, evaluation and comparison of Financial Package, the GMRC may ask Tenderers individually for clarification of their tenders, including breakdowns of prices. The request for clarification and the response shall be in writing or by Tele-fax, but no change in the price or substance of the tender shall be sought, offered or permitted except as required to confirm correction of arithmetical errors discovered by the Engineer/ Employer during the evaluation of tenders.

Financial bids of only the technically qualified bidders will be opened online.

It may be noted that Non-submission of Tender fees & Tender Guarantee will liable to reject the tender submission.

**Overall L1 will be calculated as mentioned below with reference to Annexure-3, where,**

**To derive overall Lowest 1 (L1), "Final Bid amount in INR (Excluding GST) i.e sum of Table A and Table B**

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(13.5) Deleted

**(14) ISSUANCE OF LETTER OF ACCEPTANCE (LOA) AND AWARD OF CONTRACT:**

- (14.1) Prior to the expiration of the bid period, GMRC will notify the successful bidder in writing by issuing Letter of Acceptance (LOA) through e-mail that its bid has been accepted.
- (14.2) The issuance of Letter of Acceptance (LOA) shall constitute the intention of GMRC to enter into an agreement with the successful bidder.
- (14.3) Upon issuance of LOA, the successful bidder shall submit Performance Guarantee of 5% of Contract value in conformity with the bid documents, in stipulated time period which is within 21 days from the issuance of LOA). Thereafter a contract in accordance with the tender terms will be executed between the successful bidder and GMRC on suitable stamp and after that EMD will be released.
- (14.4) In absence of Contract Agreement, The duly accepted Letter of Acceptance signed by authorized parties (i.e. GMRC & Agency) shall be treated as Contract Agreement.

**(15) CANCELLATION OF LETTER OF ACCEPTANCE:**

Failure of the successful bidder to comply with the requirement of submission of Performance Guarantee in the form of Bank Guarantee (e-BG only) / Demand Draft in stipulated time (within 21 days of issuance of LOA) shall constitute sufficient ground for the cancellation of the acceptance of bid and forfeiture of the EMD, in such case GMRC may make the offer to any other bidder at its only discretion or may call for new bids.

**(16) POST BID CLARIFICATION:**

No post bid clarification at the initiative of the bidders shall be entertained. Any effort by the bidders to influence the GMRC in its bid evaluation, bid comparison or award of the contract shall be resulted into rejection of the entire bid.

**(17) Clarification of Tenders**

To assist in the examination, evaluation and comparison of tenders, the Employer may, at his discretion, ask any tenderer for clarification of his tender, including breakdown of unit rates. The request for clarification and the response shall be in writing or by facsimile, but no change in the price or substance of the tender shall be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the tenders.

**(18) Fraud and Corrupt Practices**

- 18.1 The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this tender, the **GMRC** shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "**Prohibited Practices**") in the Selection Process. In such an event, the **GMRC** shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the **GMRC** for, *inter alia*, time, cost and effort of the **GMRC**, in regard to the tender, including consideration

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and evaluation of such Applicant's Proposal.

18.2 Without prejudice to the rights of the **GMRC** under Clause 3.1 hereinabove and the rights and remedies which the **GMRC** may have under the LOA or the Agreement, if an Applicant or Consultant, as the case may be, is found by the **GMRC** to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOA or the execution of the Agreement, such Applicant or Consultant shall not be eligible to participate in any tender or tender issued by the **GMRC** during a period of 2 (two) years from the date such Applicant or Consultant, as the case may be, is found by the **GMRC** to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

18.3 For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:

- (a) **"corrupt practice"** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the **GMRC** who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the **GMRC**, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of the **GMRC** in relation to any matter concerning the Project;
- (b) **"fraudulent practice"** means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- (c) **"coercive practice"** means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;
- (d) **"undesirable practice"** means (i) establishing contact with any person connected with or employed or engaged by the **GMRC** with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- (e) **"restrictive practice"** means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

#### 19. Statutory Compliance with Laws, Regulations and Orders:

The Agency shall comply with all applicable Indian Laws, decree, rules and regulations of government or any authorised agencies of any government in India and maintain valid record for verification of the statutory authorities as well GMRC Limited as and when required.

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## **20 Settlement of Disputes and Arbitration**

(a) In case any dispute or difference whatsoever arises between the parties hereto in respect of or relating to or touching this tender and Contract from the tender, then the parties shall try to settle every such dispute or differences amicably. Any such dispute or differences, which the parties cannot resolve in an amicable manner, shall be finally settled in accordance with the Arbitration and Conciliation Act, 1996 & amended vide the Arbitration & Conciliation (Amendment) Act, 2015 & 2019 and further subject to GMRCL internal conciliation/mediation policy or any other statutory amendment or modification or re-enactment thereof. In case the dispute remains unresolved in Conciliation then;

(b) Arbitration procedures under the provisions of “The Arbitration and Conciliation Act – 1996” including statutory modification or re-enactment or amendment thereof or as may be mutually decided amongst the parties by way of separate agreement for finalization of modalities of arbitration process within 30 days from the date of completion of the procedure mentioned in 9 (a) above.

*(Note:- Alternatively, in order to expedite the dispute resolution process, the parties may by mutual consent also resort to the dispute resolution guidelines as laid down by Ministry of Finance, Government of India vide O.M No No.F. 11212024-PPD dated 03.06.2024 or any other amendment or modification as carried out in the said O.M from time to time.*

*Pursuant to Government Gazette Notification (yet to be notified), giving effect to implementation of Section 61 read with Sixth Schedule of Mediation Act, 2023, all reference to ‘conciliation’ procedures referred herein shall be replaced and referred to as ‘Mediation’ procedures as stipulated under the Mediation Act, 2023 or as per any other statutory amendment or modification or re-enactment thereof.)*

## **21. MISCELLANEOUS:**

(21.1) The bidder is expected to examine all the instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result into rejection of the bid.

(21.2) GMRC may terminate the contract if it is found that the contractor/agency is black listed on previous occasions by any of the Government Departments/ Institutions/ Local Bodies/ Municipalities/ Public Sector Undertakings, etc. If the work completion certificate submitted by the bidder contains any negative/adverse remark, in that case the bidder will not qualify for the technical evaluation and the bid will be summarily rejected. Non submission of satisfactory work completion certificates will also lead to disqualification for the technical evaluation and the bid will be summarily rejected. The satisfactory work completion certificate submitted by bidder shall also include remarks of its respective clients/principal employer about no levying financial penalty or other major penalty to the bidder during his contract tenure. If any kind of financial penalty or any other major penalty levied to the bidder by its previous clients/principal employer is found, in such case the bidder will be disqualified at Technical Bid Evaluation stage.

(21.3) The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender Document.

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(21.4) The Bidder shall check all the pages of tender document and in the event of discovery of any discrepancy or missing pages, the bidder shall inform GMRC and shall ensure to get all the details on time.

(21.5) Bidder, who desire to avail further clarification in any aspect of the mentioned tender may submit query on clarification at [mukesh.mandalia@gujaratmetrorail.com](mailto:mukesh.mandalia@gujaratmetrorail.com) [snehal.shah@gujaratmetrorail.com](mailto:snehal.shah@gujaratmetrorail.com) within 10 days from the date of issuance of the tender. The clarifications and amendments, if needed will be issued within 5 days from the last date of query submission date. Queries after the stipulated time period i.e.10 days from the date of issuance shall not be considered in any case.

(21.6) The decision taken by GMRC will be final and abiding to all the bidders in any aspect of the mentioned tender and the bidder shall have no claim in any form against GMRC Ltd.

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## Section – V, SCOPE OF WORK and TERMS & CONDITIONS OF CONTRACT:

(Hereinafter successful bidder is referred to as agency or service provider)

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### **A. Scope of Work**

The scope of work includes Manpower deployment, Materials & Machinery Requirement for House Keeping Services. Manpower are required for multitasking office work, preparation of Tea/Coffee, cleaning, sweeping & mopping of floor, common area, wash rooms, Vacuum cleaning of Carpets, Dusting of Furniture & Equipment, Carpentry-Plumbing hands-on jobs, Pest control coordination, cleaning of window façade, walls, ceiling with telescopic mop etcetera. Such cleaning activities shall be done with the help of equipment like vacuum cleaners, scrubber, sweeping or other appropriate machines as mentioned in Appendix-II.

**(1.1) Manpower:** The Agency has to provide efficient workforce as per requirement of GMRC to maintain the offices and sites up to the best corporate standards. Quality needs to be ensured up to the satisfaction of the GMRC officials. Initial manpower requirement of GMRC is mentioned in Appendix-III.

- (a) The agency shall deploy supervisor, office boy, housekeeper whose antecedents should thoroughly verified, including character and police verification and other formalities. In order to maintain quality services and minimize operation problems, the agency must rotate the staff once in six months with prior written intimation and approval of GMRC.
- (b) Deployed personnel shall be polite, courteous, well behaved and shall be dressed properly at the time of duty. The agency shall at its own cost, provide 3 sets of uniforms, 1 pair black shoes, one black belt and I-card, from day 1 of contract period. Without uniform entry shall not be permitted in the office premises. All manpower so deployed by agency will perform their duty in proper uniform and grooming standards all the times.
- (c) Personnel shall be properly immunized before or during the course of employment ensuring that no individual is suffering from any chronic or communicable disease.
- (d) The Agency shall also appoint Field Officer at its own cost who will monitor manpower deployed and the daily activities to be performed at all offices and sites of GMRC. He/She will also be responsible to take necessary actions towards the smooth execution of the daily activities performed at GMRC. He/She shall ensure complaints/service calls are getting closed or resolved in stipulated time period.
- (e) The agency shall employ good and reliable personnel with robust health and clean record preferably within the age group of 21 to 45 years to carry out the job contract. In case any of the personnel so engaged by the agency is not found suitable by GMRC, GMRC shall have the right to ask for replacement without giving any reason thereof and the agency shall on receipt of a written/oral communication in this regard will have to replace such personnel immediately.
- (f) After entering into contract agreement, the agency shall submit an undertaking to GMRC that the staff deployed by agency for the work shall not have any claim in any form with GMRC with respect to employment in GMRC offices and sites. The agency shall be responsible for any disputes of any kind including wages or any other service condition. The agency shall be fully responsible for any

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- compensation or any claim of the labour deployed by them for the work at GMRC offices or sites. Any personnel engaged by the Agency under this contract shall not be employee of GMRC in any case and there will be no employer-employee relationship between GMRC and the personnel so engaged by Agency.
- (g) The Agency will be responsible to provide extra manpower in case of any emergency or as per requirement raised by GMRC time to time for any location in Gujarat. All the manpower shall work six days a week. In case of any emergency or requirement by GMRC, manpower should be available on Sundays and holidays during the contract period.
- (h) The job of minor shifting of furniture items and other items will also be done by the personnel engaged by the agency for the referred job as and when required.
- (i) Necessary police/background verification of the deployed staff is mandatory and a copy of the same is to be submitted to GMRC Admin Department.
- (j) The agency shall maintain a register containing details of the complaints received from GMRC and the actions taken for the same along with daily reports.
- (k) The agency shall submit daily report of the duties performed signed by its supervisor at the end of the day duly signed by admin official for all sites/offices.
- (l) Each person under each category so deployed at GMRC shall be with prior consent of GMRC with respect to credential of a person. GMRC, at its discretion, may examine credential of each/all persons so proposed and after an examination; a suitable decision will be given. The agency shall be solely bound to follow decision of GMRC in this regard.
- (m) The Agency is bound to bear all the loss incurred due to inefficiency, negligence or intentional damage done by the manpower deployed to record/employees/services/tangible and intangible assets of GMRC. GMRC will take necessary actions against the agency in such cases and agency may be penalized accordingly.

**(1.2) Tools/Equipment & Housekeeping Materials:**

- a) The building & its surroundings areas shall always be kept neat and clean as well as hygienic and disinfected with the help of cleaning materials, tools and equipment mentioned in Appendix-I and Appendix-II. Weekly and monthly schedule shall be prepared by agency for the activities to be performed periodically to ensure desired standards set by GMRC. Reports in this regards shall be submitted along with monthly invoice.
- b) Details of House-keeping materials with specific brand are mentioned in Appendix-I for reference which shall be used by agency. Approximate quantity are given for reference only which may be consumed in a month as per current practice, however quantity may increase or decrease as per requirement of GMRC from time to time to maintain desired standards.
- c) Agency is required to provide equipment as mentioned in Appendix-II during the contract period which shall be exclusively used for GMRC offices and sites. All the cost with respect to equipment purchase or rent, supply, installation, transportation etcetera shall be borne

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by agency only. After completion of contract, agency is required to take all its equipment back with the period of one month. For any damage to any of the equipment shall be the responsibility of the agency. Agency is required to ensure timely repairing in case of break-down at its own cost. All the equipment is required to be operational at all the times with the desired standards. In case of major break-down of machines, agency has to replace equipment/machine at its own cost.

- d) All the general & special tools & tackles such as Auto Scrubber, sweeping machine, multipurpose vacuum cleaner, heavy duty folding platform truck trolley, carpet shampoo machine, Glass Cleaning Kit, buffing machines, water suction machines, telescopic window glass cleaner, dustbins (80 ltr, 120 ltr), big size Ladder 6 feet, 8 feet and 24 feet etcetera with safety belts shall be used for cleaning the premises as required and shall be arranged by the agency at own cost and to be issued to the staff deployed by agency at GMRC to execute the job of cleaning. The list is attached in Appendix-II for equipment and list of House-keeping material is mentioned in Appendix-I.
- e) All required machines & equipment must be placed at GMRC premises and to be used exclusively for GMRC offices and sites.
- f) Agency has to supply house-keeping materials as mentioned in Appendix-I only. In case of non-availability of house-keeping materials in the market, agency has to supply equivalent or popular brand with prior approval of GMRC officials.

**(2) Activities to be performed:**

The job of sanitation and dusting is to be carried out on floor and surrounding areas of GMRC offices and sites as detailed in charter of 9 hours duties including one-hour lunch and tea breaks. **The daily effective duty hours for all manpower shall be of 8 hours. Overtime shall be calculated for the extra duty hours exceeding 9 hours per day for all categories except drivers whereas overtime shall be calculated above 10 hours per day which includes traveling time from the residence of designated GMRC official to HO. Overtime shall be paid to agency as per prevailing laws. At present, overtime rate is double the wages which will be calculated on hourly basis. Upper limit for overtime shall be 48 hours per person per month which is applicable to all categories. Agency has to ensure the overtime to outsourced manpower will be given within the limit prescribed in prevailing labour laws.**

- a) **Supervisor** shall be responsible to maintain service standards and decorum of all offices and sites by ensuring daily attendances of all the staff, ensuring execution of daily/weekly/monthly schedules of cleaning, resolving complaints and shall be prompt to act on suggestions of GMRC officials. He is responsible to monitor efficiency and effectiveness of staff deployed by agency on daily basis and shall report to GMRC admin with daily checklist and reports. In case of other repair and maintenance job, Supervisor has to engage external technician if required with prior written approval of GMRC officials to resolve maintenance related jobs.

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- b) Supervisor shall be responsible to deploy the required number of persons with knowledge of pesticide control, carpentry, plumbing work etcetera from time to time as required by GMRC for hands-on job.
- c) Supervisor will ensure thorough execution of daily routine, task allocation as per instructions given by GMRC in day-to-day operations for Multi-tasking office boy, Drivers and Housekeepers.
- d) Supervisor will check every nook and corner of premises and responsible to ensure cleanliness of all the offices and sites of GMRC as per desired standards.
- e) Supervisor will be responsible to maintain all records of service calls, complaints and shall ensure resolutions of all service requests raised by GMRC officials.
- f) Supervisor will ensure all the arrangements regarding to meetings including tea/snacks services.
- g) Quarterly activity of Carpet shampooing/washing to be performed by the agency and supervisor will submit report duly signed by GMRC Admin.
- h) **Office Boy** so deployed by agency shall be experienced and qualified/trained for all the office works (scanning, filing, printing, inward/outward entries, servicing of tea/coffee etcetera).
- i) Office boys shall be responsible for dusting of workstations, computers, furniture, files and other office items/equipment on daily basis before office hours of GMRC officials.
- j) Office boy will Prepare and serve Tea/Coffee and Water and Other refreshments as instructed by GMRC officials apart from his daily routine jobs.
- k) **Housekeepers** are responsible to clean entire premises/floor area by sweeping, swabbing and mopping on daily basis throughout the day.
- l) Housekeepers are responsible to clean Urinals, Toilets, and Wash Basin at all the times throughout the day and shall ensure daily cleaning of Glasses, Walls, Equipment, Machines, Instruments etcetera.
- m) Daily Disposal of waste/trash must be done by housekeepers. Housekeepers must keep drainage, surroundings and common area neat and clean throughout the day.
- n) All the staff deployed by agency at GMRC must follow instructions of admin officials for daily activities. All the tasks or jobs or activities so given by Admin officials must be executed by staff deployed by agency. Other jobs or activities may be given to staff from time to time as per requirement of GMRC apart from jobs/activities mentioned above for supervisor, office boy, drivers and housekeepers which shall be abiding to agency.

## **B. TERMS & CONDITIONS OF CONTRACT**

### **1. Contract Period**

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The initial contract shall be valid for a period of Two (2) Year which is further extendable by One (1) year at a time subject to review and satisfactory performance of the Agency, Solely upon the discretion of GMRC.

## 2. Payment Terms

- a) The agency shall be solely responsible for making payment of monthly salaries and other admissible allowances to the personnel so deployed at GMRC at the agreed rates on or before 5th of every subsequent month.
- b) The Agency is required to make the payment of the salary/wages to their employees through Cheque/Bank Transfer only and copy of the same shall be submitted to GMRC along with monthly invoice.
- c) The Agency shall follow the prevailing norms pertaining to Employee Provident Fund, Employee State Insurance and Professional Tax. Challan copies along with Bank Transition Slips and ECR record shall be submitted by agency along with monthly invoice.
- d) The agency is fully responsible to make payment to the deployed manpower as per the latest norms of any other admissible allowances under any law in force.
- e) In case of rate revision by labour department on minimum wages during the contract period, difference amount (if higher than current minimum wages) may be reimbursed by GMRC to agency accordingly on request. However, Agency has to ensure payment to deployed staff as per the latest rate revision to comply with the law.
- f) Payments shall be made on monthly basis within 15 working days after submission of statutorily complied bills in the succeeding months. The Agency shall submit the bills before 5th of every subsequent month along with the following documents. After submission of valid documents only payment will be processed by GMRC.
  - 1) Attendance Sheet Records (Site wise and Shift wise)
  - 2) Wages Register (as per norms of contract labour act)
  - 3) PF/ESI and Professional Tax Challans duly paid by the agency along with Bank Transition Slip
  - 4) PF/ECR File and ESI contribution Statement
  - 5) Daily Report Summary duly signed by GMRC admin.
  - 6) Valid Contract Labour License Copy for GMRC Ltd.
- g) The agency has to make payment to its manpower deployed at GMRC before 5th of every month. Payment to the agency staff by the agency will not depend on the clearance of the bill submitted at GMRC Limited. If agency fails to make payment to its manpower deployed at GMRC before 5th of every month, it will be viewed as a service lapse and suitable penalty as decided by Competent Authority of GMRC Limited may be deducted from its monthly invoice/bill.
- h) GMRC shall have prerogative to raise the wages at its discretion at any point of time during the contract period. GMRC will review the performance of each person so deployed from time to time and may hike wages of any person to appreciate his/her performance. GMRC thereby intends to retain suitable person/s at its discretion. Agency, in this regard, shall be

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bound to follow the decision of GMRC and must make payment accordingly.

- i) Overtime shall be calculated for the extra duty hours exceeding stipulated duty hours for all categories and shall be paid to agency as per prevailing laws at the rate of double the wages on hourly basis. Upper limit for overtime shall be 48 hours per person per month for all categories.

### **3. Penalty**

- a. In case of failure to book tickets by agency or to deliver tickets within the stipulated time, resulting in cancellation of the trip of the employee of GMRC, the agency shall be liable to bear the cancellation charges of all the air/train tickets as levied by airline and in addition, pay a penalty of Rs.5000/- per booking (Rupees Five Thousand Only), in such event, Travel Agency will not be entitled to a service charge and repetition of such failure will invite termination of contract.
- b. In case of wrong entry of name/flight/train/date of travel etc., as communicated by the executing authority resulting in the modification of air/railway tickets, all cancellation/modification charges levied by the airline/railway shall be borne by the agency. In such an event, Travel agency will not be entitled to service charges on the transaction.
- c. In case of failure by the agency in cancellation of air/train tickets as per instruction of GMRC, only the cancellation charges as applicable will be paid by GMRC to the agency, charges of tickets to be borne by agency.
- d. In case of any failure on the part of the agency to book and deliver the air/train tickets, booking of hotels and service delivery of vehicles as per the itinerary/booking in time, the additional cost if any, for procurement of the air/train tickets, booking of hotels and vehicles from other sources would be recovered from the running bills of the agency. Repetition of such failure may invite termination of the contract.
- e. In the event of failure of service obligations by agency due to absenteeism of their employees or otherwise, GMRC may make alternative arrangement for the services to be provided under the contract and the cost thereof shall be debited to the agency.
- f. The agency shall be fully responsible for any theft, burglary, fire or any other mischievous deed by its engaged staff, vehicle drivers or hotel staff, a suitable amount of penalty as decided by GMRC officials will be deducted from the agency's monthly bill/performance guarantee.
- g. In case of agency fails to comply with any statutory provisions/taxation liability under appropriate law, and as a result thereof GMRC under any obligations, monetary or otherwise, suitable cost will be recovered from agency through outstanding bills/security deposit of the agency. Also such type of repeated failures may call for termination of the contract.

### **4. Deduction for Exceptions**

- a) In case of any of the agency's personnel deployed under the contract is (are) absent or fails to report in time and agency is unable to provide suitable substitute in time, a penalty equal to double the wages (per day) of the number of manpower absent on that particular day

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shall be levied by GMRC and the same shall be deducted from the agency's bill.

- b) In case of agency fails to disburse the salary to their staff on time i.e. on or before 5th of subsequent month, 2% penalty of total bill amount will be deducted by GMRC. In case of repetitive incidents, suitable amount of penalty as decided by Competent Authority of GMRC will be deducted from the agency's monthly bill and performance guarantee shall be forfeited.
- c) If agency fails to provide required documents at the time of submission of invoice every month, 2% penalty of total bill amount will be deducted by GMRC. In case of repetitive incidents, suitable amount of penalty as decided by CAO, GMRC will be deducted from the agency's monthly bill and performance guarantee shall be forfeited.
- d) In case of agency fails to deliver insufficient housekeeping materials as per monthly requirement for all offices of GMRC, a penalty of Rs. 5000/- (Rupees Five Thousand Only) shall be imposed to the agency and the same shall be deducted from the Agency's subsequent bill. In case of repetitive incidents for the same, GMRC may terminate the contract.
- e) In case of agency supply house-keeping materials other than mentioned items in appendix-I without prior approval of GMRC officials, a penalty of Rs. 5000/- (Rupees Five Thousand Only) shall be imposed to the agency and the same shall be deducted from the Agency's subsequent bill. In case of repetitive incidents for the same, GMRC may terminate the contract.
- f) In case of any public complaint received which is attributable to misconduct/ misbehaviour of the agency's personnel, and is assessed as true by GMRC administration, a penalty of Rs.5,000/- (Rupees Five Thousand Only) for each such incident shall be levied and the same shall be deducted from The Agency's bill and on repetition of the same GRC may terminate the contract.
- g) If as a result of post payment audit, any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the contract, it shall be recovered by GMRC from the agency's subsequent bills without consent of the agency.
- h) GMRC will deduct the statutory tax, penalties, if applicable etc. from each bill from time to time if required.
- i) Rs.1000/- (Rupees One Thousand Only) per day will be deducted if any working day's report is missing along with the monthly bill/invoice or not signed off by GMRC officer in case of unsatisfactory work.
- j) Rs.1000/- (Rupees One Thousand Only) per day per person will be deducted if any staff of agency is not in proper grooming standards or without uniform or without ID card.
- k) If any repetitive lapses are found in the performance of the duty by the agency or on any particular incident negatively affecting the working of GMRC, a suitable amount of penalty as decided by Competent Authority of GMRC Limited will be deducted from the agency's monthly bill/performance guarantee.

## 5. Performance Guarantee

The Agency shall deposit Performance Guarantee @ 5% of Contract value within 21 calendar days from the date of issuance of LOA, in the form of DD / Bank Guarantee **(e-BG only)** from

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nationalized bank from its branch in Gandhinagar / Ahmedabad valid for a period of Ninety days after the date of completion of all contractual obligations. In case of extension of contract period the Bank Guarantee is to be extended further as per the requirement of GMRC. This Bank Guarantee shall be released only after 90 Days from the date of expiry of the contract.

**6. Waste Disposal Management:**

The agency will ensure collection, mechanized, screening/segregation of dry and wet garbage in the earmarked area. The agency will also ensure segregation of bio degradable and non-bio degradable garbage. Finally, the agency will arrange for disposal of garbage at such a place as may be permissible.

**7. Sub-Contracting**

The Agency shall not sub-contract any part or whole part of the rate contract or any activity mentioned in the tender to any sub-contractor.

**8. Change in Terms and Conditions/contract**

GMRC shall reserve all rights to make changes in the terms and condition or variation in the mentioned contract/tender by a notice in writing to the agency. The agency shall be abiding for the same and no representation in the said manner will be allowed / entertained.

**9. Termination**

- a. If The Agency fails to perform its duties/functions satisfactory as expected by GMRC, GMRC reserves the right to terminate the contract with agency at any point of time. In no event shall the agency be entitled to any prospective profits or consequential losses because of such termination.
- b. The Contract shall be considered as terminated in the event of the death of the owner of the agency and their legal heir will not have any right/claim towards the same. However, the legal heirs of the owner of the agency may continue working as per contract specifications for next three months. GMRC may complete the process to appoint the new agency during the mentioned period.
- c. If Agency does not desire to continue the contract, in such case, it has to give three months' notice in advance to the Company and its security deposit will be forfeited.
- d. In addition to the any provision of this contract, GMRC can terminate the contract without providing any reason to the agency by giving notice in one month in advance. No compensation shall be paid to the agency for the residual period after the cancellation of contract.

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- e. Failure by The Agency to comply with any statutory requirements and terms and conditions of this tender during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any future tender by GMRC. In such a case, the security deposit will also be forfeited.
- f. In case of repetitive lapses in fulfilling the contractual obligations, GMRC may terminate the contract without giving any notice towards the same.

#### **10. Statutory Compliance with Laws, Regulations and Orders:**

The Agency shall comply with all applicable Indian Laws, decree, rules and regulations of government or any authorised agencies of any government in India and maintain valid record for verification by the statutory authorities as well GMRC Ltd as and when required.

#### **11. Applicable Law**

The contract and the relationship of the parties hereunder shall be governed by and interpreted in accordance with the laws of India and parties hereby agree to submit to the jurisdiction of the Indian Courts. For legal matter, disputes, if any, the court of the jurisdiction shall be Gandhinagar, Gujarat.

### **APPENDIX – I**

#### **APPROXIMATE PER MONTH CONSUMPTION OF HOUSE-KEEPING MATERIALS**

<b>Sn.</b>	<b>Material Name</b>	<b>Unit</b>	<b>Approx. Qty. Per Month</b>
1	Johnson Diversy Taski - R1 Or Equivalent Bathroom Cleaner	Ltr	7
2	Johnson Diversy Taski - R2 Or Equivalent Floor Cleaner	Ltr	7
3	Johnson Diversy Taski - R3 Or Equivalent Glass Cleaner	Ltr	7
4	Harpic 10X 500ML Toilet Cleaner	Ltr	40
5	Dettol Hand Wash Pump 250-ML	Each	15
6	Dettol Hand Wash Refill 250-ML	Ltr	15
7	Colin Desktop & Computer Cleaner 500-ML	Each	15
8	Pril Dish wash Liquid 500-ML	Each	10
9	Hit Spray 500-ML Black	Each	20
10	Ariel Washing Powder 1KG	Kg	7
11	Kiwi Dranex Drain Cleaner (4 pouch = 1 Box)	Box	20
12	Clorox Bleach	Ltr	30
13	Walker Acid 1LTR	Ltr	20
14	Naphthalene Balls	Kg	10
15	Odonil Freshener	Each	35
16	Airwick Room Freshener With Automatic Machine (One Time)	Each	35

Signature & Stamp of Bidder (Authorised Person from Bidder)

Tender for Providing Facility Management, housekeeping services including housekeeping materials for  
Surat Office of GMRC Ltd.

17	Airwick Room Freshener Refill	Each	35
18	Godrej Room Freshener 270-ML	Each	30
19	Godrej Air Pocket	Each	20
20	Gala Cobweb Brush	Each	7
21	Gala Carpet Brush	Each	7
22	Gala Dustpan With Brush	Each	7
23	Gala Feather Brush	Each	6
24	Gala Floor Duster (Pochha)	Each	7
25	Gala Floor Wiper Medium/Large	Each	3
26	Garbage Bag Big 30 X 44	Pkt	40
27	Garbage Bag Small	Pkt	35
28	Gala Glass Wiper	Each	7
29	Gala Kitchen Wiper	Each	3
30	Princeware Bucket Big	Each	3
31	Princeware Bucket Small	Each	4
32	Princeware Tumbler Small	Each	3
33	Gala Hard Broom Big	Each	1
34	Gala Plastic Soft Broom	Each	12
35	Gala Plunger	Each	6
36	Gala Wet Mop Set	Each	10
37	Gala Wet Mop Refill	Each	15
38	Gala Dry Mop Set	Each	10
39	Gala Dry Mop Refill	Each	15
40	Scotch Brite Toilet Brush	Each	10
41	Scotch Brite Big	Each	15
42	Scotch Brite Small	Each	15
43	Scotch Brite Bottle Cleaning Brush	Each	7
44	Scotch Brite Steel Scrubber	Each	15
45	Nylon Scrubber of Popular Brand	Each	15
46	Toilet Roll of Popular Brand	Each	60
47	Paper Napkin of Popular Brand	Pkt	70
48	Tissue Paper Dispenser of Popular Brand (As and when require)	Each	30
49	M Fold Tissue Paper of Popular Brand (Box Of 1300 Pieces)	Box	30
50	Rubber Hand Gloves of Popular Brand	Pair	15
51	Safety Mask of Popular Brand	Each	70
52	Chex Duster of Popular Brand	Each	35
53	Yellow Duster of Popular Brand	Each	30

**\* In case of equivalent or popular brand, prior written consent of GMRC admin is required.**

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**APPENDIX – II**  
**Requirement of Equipment for House-keeping of sites/offices**

<b>Sn.</b>	<b>Equipment Required</b>	<b>Qty. Required</b>
1	Scrubber Dryer Machine	01
2	Sweeping Machine	01
3	Big Size 24 Feet Step Ladder With Safety Belt	02
4	Multipurpose Vacuum Cleaner Machine	02
5	Telescopic Window Glass Cleaner	05
6	150 Kg Heavy Duty Folding Platform Truck Trolley	05
7	Office Steel Basket Black	30
8	Dustbins 120 Ltr	15
9	Cleaning Signage Set	05
10	Carpet shampoo machine/buffing machine (as & when required)	

\*All mentioned equipment and tools will be allotted to deployed staff at GMRC to execute house-keeping job during the contract period and will be used exclusively for GMRC sites/offices only.

**APPENDIX-III**  
**Initial Manpower Requirement of GMRC**

<b>Sr. No.</b>	<b>Location &amp; Area of Offices / Sites</b>	<b>Supervisor (Skilled)</b>	<b>Office Boy (Semi Skilled)</b>	<b>Housekeeper (Unskilled)</b>	<b>Total</b>
1	Dream City, Metro Bhavan, Ground Floor (Area 14208.35 Sq.Ft.)	1	8	4	<b>13</b>
2	Dream City, Metro Bhavan, 3rd Floor (Area 16910.09 Sq.Ft.)	0	12	5	<b>17</b>
3	Dream City, Admin Building, 2nd Floor (Area 23303.84 Sq.Ft.)	0	15	5	<b>20</b>
	<b>Total</b>	<b>1</b>	<b>35</b>	<b>14</b>	<b>50</b>

**Total Sq.Ft. Area of all Offices:- 54422 Sq.Ft.**

Signature & Stamp of Bidder (Authorised Person from Bidder)

**ANNEXURE – 1, Contact Details**

1	Name & Address of Firm/Agency	
	Telephone No. of Owner/Authorized Person of Agency	
2	Registration No. of the Firm/ Agency	
3	Name, Designation, Address and Telephone No. of Authorized Person of Firm / Agency to deal with (Dedicated Resource for GMRC to coordinate with)	
4	Please specify as to whether Bidder is sole proprietor / Partnership Firm. Name, Address and Telephone No. of all Director / Partners should specified.	
5	PAN Card Number issued by Income Tax Department	
6	GST No.	
7	<b>Details of Tender Fees</b>	
	a) Amount	
	b) Instrument No.	
	c) Date of Issue	
	d) Name of Issuing Authority	
	<b>Details of EMD</b>	
	a) Amount	
	b) Instrument No.	
	c) Date of Issue	
	d) Name of Issuing Authority	

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

**(Signature of the bidder) Name, Designation and Address with seal**

**Note:**

1. The bidder is advised to attach necessary copy document with reference to SN 1 to 7 of Annexure – 1 (i.e. Contact Details).

Signature & Stamp of Bidder (Authorised Person from Bidder)

## ANNEXURE – 2, Experience & Financial Details

### ANNEXURE – 2 (A), Work Experience

Experience Details of **providing Manpower for Facility Management especially for office work, Housekeeping services & providing materials for housekeeping services** with value of Rs.90.40 lakhs or more to be mentioned in below table with work completion certificate.

Sr. No	Name of Organization	Contract Period	Total Contract Value	Work Completed till date	Page No. of work completion certificate
1					
2					
3					

### ANNEXURE – 2 (B), Work Experience

Experience Details of **providing Manpower for Facility Management especially for office work, Housekeeping services & providing materials for housekeeping services** with value less than Rs.56.50 lakhs and more than Rs.45.20 lakhs to be mentioned in below table with work completion certificate.

Sr. No	Name of Organization	Contract Period	Total Contract Value	Work Completed till date	Page No. of work completion certificate
1					
2					
3					

- No contract details to be mentioned for less than Rs.27 lakhs contract value.
- For any incomplete information or wrong information in the above table shall be resulted in to summarily rejection of technical bid.

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**ANNEXURE – 2 (C) Financial Detail**

Description	FINANCIAL YEARS		
	2024-25	2023-24	2022-23
Annual Turnover (in INR)			
Average Annual Turnover (in INR)			
Name of Chartered Accountant (CA)			
Seal & Signature of CA			
Membership No. of CA			
UDI No. of CA			

**Note:**

1. The bidder is advised to attach the documentary evidence (i.e. LOA, Completion certificate etc.) along with filled Annexure – 2 (A), as mentioned above.
2. In case audited balance sheet of the last financial year (i.e. 2024 – 25) is not made available by the bidder/agency, he has to submit an affidavit certifying that ‘the balance sheet has actually not been audited so far’. In such a case the financial data of previous ‘2’ audited financial years will be taken into consideration for evaluation.
3. The financial data in above prescribed format, Annexure – 2 (B) shall be certified by Chartered Accountant in original under his signature, stamp and membership number.

Signature & Stamp of Bidder (Authorised Person from Bidder)

**ANNEXURE – 3, Submission of Financial Bid Online**

**FINANCIAL BID FORMAT (TO BE SUBMITTED ONLINE ONLY)**

<b>A. BILL OF QUANTITIES (BOQ) – Manpower (As per latest minimum wages of GOG wef 01-10-2025)</b>											
S/N	Description of item	Manpower Quantity	Quantity (Number of months in 2 years)	Minimum Wages including VDA (MW) per day as per law	Leave per day (4.81% of D)	Bonus (8.33% of D)	PF Contribution (@13%)	ESI Contribution (@ 3.25%)	Total Minimum wages amount payable Per day per person	Total Minimum wages amount payable Per Month and 26 days in a month	TOTAL 02 YEAR PAYMENT (subject to minimum wages modification as per change in law) (Rounded Off)
A	B	C	D	E= 4.81% of D	F=8.33% of D	G=13% of D	H=3.25% of (D+E+F)	I= (D+E+F+G+H)	J= 26*I	K=B*C*J	
1	Supervisor (Skilled)	1	24	522.50	25.13	43.52	67.93	19.21	678.29	17635.65	4,23,255.51
2	Office Boy (Semi-Skilled)	35	24	510.50	24.56	42.52	66.37	18.77	662.72	17230.62	1,44,73,718.32
3	House-keeper (Unskilled)	14	24	500.50	24.07	41.69	65.07	18.40	649.73	16893.09	56,76,079.15
(I)	Gross amount of 02 years payment (subject to minimum wages modification as per change in law for item no 1& 2) In Figures (Round off)										<b>2,05,73,053</b>
(II)	Service Charge as per notification(No. F.6/1/2023-PDD) Department of Expenditure, Ministry of Finance (3.85%)										<b>7,92,062.54</b>
(III)	<b>Total Manpower after service charges</b>										<b>2,13,65,115.54</b>
(IV)	Administrative charges and Profit Margin in Percentage (in figure) (Only first two digits after decimal will be considered, without any rounding off for third and more digits) <b>Bidders should quote at Par or above i.e zero/Positive figure only.</b>										<b>Quote-1 in %</b>
(V)	Administrative Charges and Profit Margin Amount in INR = Total of BOQ (I)* Administrative Charges and Profit Margin in Percentage (IV)										System Calculate = (I) * Quote-1 in % (IV)
<b>A. Sub Total of Table-A: Value of Man power excluding GST</b>											System Calculate = (III+V)

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<b>B. BILL OF QUANTITIES (BOQ)- Consumables</b>					
<b>S.no</b>	<b>Description of Item</b>	<b>Quantity (Number of months in 2 years)</b>	<b>Estimated amount of House keeping material including Machinery per month @ INR 0.98 per Sq. Ft (i.e 54,442 x 0.98)</b>	<b>Amount to be quoted by bidder in figure for House keeping material including Machinery per month</b>	<b>Total 02 year payment = Amount quoted by bidder*24 months</b>
4	House keeping material including Machinery (as per Appendix-I & Appendix-II of Section-V) and total Sq.Ft. Area -54422 Sq.Ft (Approx.)	24	53,333.56	<b>Quote-2 (in INR)</b>	System Calculate = (24*bidder's quote-1)
<b>B: Cost of House keeping material including Machinery (as per Appendix-I &amp; Appendix-II of Section-V) for 24 months and total Sq.Ft. Area - 54422 Sq.Ft (Approx.)</b>					<b>System Calculate = (24*bidder's quote-1)</b>
<b>Final Bid amount in INR (Excluding GST)- Table A + Table B</b>					<b>System Calculate = (A+B)</b>

**Notes:**

- Present BOQ is based on wages notified by the Government of Gujarat (zone-I) of Minimum Wages Act.
- **Miscellaneous Charges: Providing Uniform & Uniform allowance, HRA and other mandatory/customary facilities to all workmen as per applicable instruction /Prevalent laws like rest room etc.**
- In case of revision (increase or decrease) either in minimum wages and/or ceiling of Wage/Salary limit for payment of EPF and ESI etc, and/or in the percentage value of contribution towards EPF and ESI etc by government (state) then the contractor will be reimbursed revised statutory charges/wages etc (i.e. BOQ will be suitably modified). All payments that are statutory, are paid with the provision that they are transferred to workmen in to without any deduction whatsoever. Any default in payment of wages less than statutory wages etc and claim of such wages etc from GMRC will be treated as fraudulent practice and action shall be taken against contractor for such fraudulent act in terms of contract/Indian Contract Act/Other applicable Law.

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- The bid quote-1, shall also include Workers uniform cost and other Labour cost as per labour Act, Administrative charges, Profit margin etc. The bid quoted (quote-2) by the bidders shall be the value of consumables / Chemicals as per Appendix-I & Appendix-II of Section-V, excluding applicable taxes such as GST etc. All Bidders are advised to check the GMRC's requirements of machineries / Tools / equipments and bid in quote-2 (in INR). **If a tenderer quotes Negative percentage or offers rebate/concession/ discount for Item No. 1 to 3 OR quotes Negative/Zero value for Item No. 4 of BOQ, then his Financial Bid shall be treated as non-responsive and will not be considered.**
- Monthly payment will be made on actual supply of consumables mentioned in as per Appendix-I & Appendix-I of Section-V, excluding applicable taxes such as GST etc. All bidders are advised to carefully examine the consumables requirement considering uninterrupted supply of required consumables and inflation rates during the contract period.
- The payment against the PF and ESI contributions made by the Contractor for Workers/Supervisors shall be reimbursed to the Contractor only after submission of proof that it has been credited to their PF/ESI accounts.
- Please read instructions/conditions given in "Instructions for filling up BOQ" carefully before quoting rates.
- **In case, two or more agencies quoting the same percentage/Price, then the agency having highest average annual turnover will be preferred for award of work.**
- The GST will be reimbursed based on the invoice of GST paid to the concerned authority by the contractor.
- This is a Rate – Contract. The payment will be done as per actual.

## ANNEXURE – 4, Undertaking

(ON NON JUDICIAL STAMP PAPER OF APPROPRIATE VALUE)

To,  
GMRC Limited,  
Block No. 1, 1<sup>st</sup> Floor, Karmayogi Bhavan,  
Sector-10 A, Gandhinagar – 382 010

Name of the Firm / Agency \_\_\_\_\_

Dear Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of prevailing the valid registration as Travel Agency with Government of India / Gujarat under prevailing motor vehicle Act, to provide services to your esteemed organization.
4. I/We confirm that we have not been levied financial penalty or any major penalty in the past by any of our client/principal employer and also declare that our agency doesn't have any existing litigation, not blacklisted and terminated by any client in India during last five years.
5. I / We hereby solemnly affirm and declared that My / Our firm / Company / Business entity is not blacklisted / Banned by any Government department / Autonomous Organisation etc. or prosecuted by any court of law during last five years.
6. I/We confirm that we never filed any law suits or requested arbitration with regard to any contract within the last five years. No judgment, claim, arbitration proceeding or suit pending or outstanding against us or our officers. Bankruptcy was never filed by us, our subsidiaries or our parent companies.

Date : \_\_\_\_\_

**Name & Signature of Authorised Signatory**

Note:

1. The above mentioned submission must be in ORIGINAL.

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Signature & Stamp of Bidder (Authorised Person from Bidder)

## ANNEXURE – 5, PERFORMANCE SECURITY (GUARANTEE) BY BANK

Tender No: GMRC/Surat/ Facility Management/2026

FORM OF BANK GUARANTEE FOR TENDER SECURITY / GUARANTEE

(To be stamped in accordance with the Stamp Act of the Country of Issuing Bank)

To,

**The Managing Director**

[Attn: -GM (Contract)]

Gujarat Metro Rail Corporation (GMRC) Limited

(SPV of Govt. of Gujarat and Govt. of India)

Block No.1, First Floor, Karmayogi Bhavan, Behind Nirman Bhavan,

Sector 10/A, Gandhinagar: 382010, Gujarat, India

Corporate Identification No (CIN): U60200GJ2010SGC059407

**WHEREAS** \_\_\_\_\_ (Name and address of the Agency) (hereinafter called “the Agency”) has undertaken, in pursuance of LOA No.: \_\_\_\_\_ for “**Tender for Tender for Providing Facility Management, housekeeping services including housekeeping materials for Surat Office of GMRC Ltd.**” (hereinafter called “the Contract”)

**AND WHEREAS** it has been stipulated by the Client in the said Contract that the Agency shall furnish the Client with a Bank Guarantee from an Indian Scheduled Bank (excluding Cooperative Banks) or from a scheduled Foreign Bank as defined in Section 2(e) of RBI Act 1934 read with Second Schedule for the sum specified herein as security its due and faithful performance of its obligations in accordance with the Contract.

**AND WHEREAS** we \_\_\_\_\_ [Insert name and address of Bank] having registered office at \_\_\_\_\_ and having the branch at \_\_\_\_\_ (herein after referred to as the “Bank”), which expression shall unless repugnant to the context of the meaning thereof, include its successors, administrators, executors and assigns do hereby agree to give the Agency such a Bank Guarantee.

### NOW THEREFORE

1. We hereby affirm that we are the Guarantor and responsible to the Client, on behalf of the Agency up to a total of INR \_\_\_\_\_/- (Indian Rupees \_\_\_\_\_ Only), such sum being payable in the types and proportion of currencies in which the Contract Price is payable and we hereby unconditionally, irrevocably and without demur undertake to immediately pay at Gandhinagar / Ahmadabad Branch to the Client, upon its first written demand and without cavil or argument any sum or sums within the limits of INR \_\_\_\_\_/- (Indian Rupees \_\_\_\_\_) as aforesaid without the Client needing to prove or to show grounds or reasons for its demand for the sum specified therein.

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2. The Client shall have full rights whatsoever to encash this Bank Guarantee at any time during the validity of the guarantee and the Agency shall have no right or claim whatsoever in the matter of encashment of the Bank Guarantee amount by the Client and any disputes / claim whatsoever in this regard shall only be settled by means of arbitration as provided for in the Contract and the Client's decision as to what amount is due to the Client from the Bank against the guarantee and as to Agency has committed breach of contract or not, shall be final and binding on the guarantor-Bank and the Agency shall have no right to interfere with the same and the Bank shall have full rights in terms of the guarantee to make immediate payments against the Bank Guarantee to the Client without the consent of the Agency and without referring the matter to the Agency.
3. The Bank further agrees that the Client shall be the sole judge as to whether the Agency is in default in due and faithful performance of its obligations during the Contract Period under the Contract and its decision that the Agency is in default shall be final, and binding on the Bank, notwithstanding any differences between the Client and the Agency, or any dispute between them pending before any court, tribunal, arbitrators or any other authority or body, or by the discharge of the Agency for any reason whatsoever.
4. In order to give effect to this Guarantee, the Client shall be entitled to act as if the Bank were the principal debtor and any change in the constitution of the Agency and/or the Bank, whether by way their absorption with any other body or corporation or otherwise, shall not in any way or manner affect the liability or obligation of the Bank under this Guarantee.
5. It shall not be necessary, and the Bank hereby waives any necessity, for the Client to proceed against the Agency before presenting to the Bank its demand under this Guarantee.
6. The Client shall have the liberty, without affecting in any manner the liability of the Bank under this Guarantee, to vary at any time, the terms and conditions of the Contract or to extend the time or period for the compliance with, fulfilment and/or performance of all or any of the obligations of the Agency contained in the Contract or to postpone for any time, and from time to time, any of the rights and powers exercisable by the Client against the Agency and either to enforce or forbear from enforcing any of the terms and conditions contained in the Contract and/or the securities available to the Client, and the Bank shall not be released from its liability and obligations under these presents by any exercise by the Client of the liberty with reference to matters aforesaid or by reason of time being given to the Agency or any other forbearance, indulgence, act or omission on the part of the Client or of any other matter or thing whatsoever which under any law relating to the sureties and guarantors would but for this provision have the effect of releasing the Bank from its liability and obligations under this Guarantee and the Bank hereby waives all of its rights under any such law.
7. This Guarantee is in addition to and not in substitution of any other guarantee or security now or which may hereafter be held by the Client in respect of or relating to the Contract or for the fulfilment, compliance and/or performance of all or any of the obligations of the Agency under the Contract.
8. Courts at Ahmedabad/Gandhinagar, Gujarat, India shall have exclusive jurisdiction for contesting legal cases arising out of encashment of the Guarantee.
9. The Performance Security should be valid up to 06 months after "the date of completion of work". The Client will issue the certificate of completion of work. Further, if the date of commissioning / completion is extended, for whatsoever reason, the Bank Guarantee for Performance shall be suitably extended at the Agency's cost in order to meet the validity period as and when required. The pendency of any dispute or arbitration or other proceedings shall not affect this Guarantee in

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any manner.

10. The Bank undertakes not to revoke this Guarantee during its currency, except with the previous express consent of the Client in writing and declares and warrants that it has the power to issue this Guarantee and the undersigned has full powers to do so on behalf of the Bank.
11. Any notice by way of request, demand or otherwise hereunder may be sent by post addressed to the Bank at its above referred branch, which shall be deemed to have been duly authorized to receive such notice and to effect payment thereof forthwith, and if sent by post it shall be deemed to have been given at the time when it ought to have been delivered in due course of post and in proving such notice, when given by post, it shall be sufficient to prove that the envelope containing the notice was posted and a certificate signed by an officer of the Client that the envelope was so posted shall be conclusive.
12. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to INR \_\_\_\_\_ (Indian Rupees \*\*\*\*\* only). The Bank shall be liable to pay at either Gandhinagar or Ahmedabad Branch (mention complete Branch Address of Bank in Gandhinagar / Ahmedabad where guarantee will be payable) the said amount or any part thereof only if the Client serves a written claim on the Bank in accordance with paragraph 9 hereof, on or before [(indicate date)]

The guarantee is issued by Mr./Ms. \_\_\_\_\_ who is/are authorised by the Bank.

SIGNATURE AND SEAL OF THE GUARANTOR \_\_\_\_\_

NAME OF BANK -----

ADDRESS -----

DATE -----

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### ANNEXURE – 6, Guidelines for Technical Bid Submission

**Below mentioned Documents to be submitted in Technical Bid along with covering page of below check list**

<b>Sr No.</b>	<b>Documents to be Submitted</b>	<b>Yes or No</b>	<b>If Yes, Page no.at</b>
<b>1.</b>	Technical Bid		
<b>a</b>	<b>Envelope – 1 (i.e. Tender fees and EMD)</b>		
<b>b</b>	<b>Envelope – 2 (i.e. Qualification cum Technical Bid)</b>		
<b>c</b>	Signed & stamped copy of all document as mentioned in Minimum Eligibility Criteria.		
<b>d</b>	Signed & stamped copy of valid Registration Number of Agency under as per Shop & Establishment Act.		
<b>e</b>	Signed & stamped copy of GST registration number and PAN		
<b>g</b>	Proof of Annual turnover of last three financial years supported by audited P&L statement or Balance sheet copy or CA certificate of the turnover.		
<b>h</b>	Annexure -2A & 2B (i.e. Experience Details) Experience Certificates with summary in tabulated form - List with documents from the concerned organizations on its letterhead along with necessary contact details as mentioned in Annexure-2 Annexure -2C - Financial Detail (Average Annual Turnover for last 3 year)		
<b>i</b>	Annexure-1 (i.e. Contact Details)		
<b>j</b>	Annexure-4 (i.e. Undertaking) in Original		
<b>k</b>	Annexure-7 (i.e tender security)		
<b>l</b>	Annexure-8 (i.e Affidavit for Unaudited Balance Sheet)		
<b>m</b>	Annexure-9, 10 & 11		
<b>n</b>	<b>Envelope – 3 (i.e. Unfilled Signed and Stamped Tender Document)</b>		

Note :

1. The bidder are advised to submit the Envelope –2 in spiral / binder book with index, page numbering, sign and stamp on each and every page of the Bid.
2. The submission in loose papers may hamper the evaluation process, hence bidder are requested to submit their bid as per above note.

Signature & Stamp of Bidder (Authorised Person from Bidder)

Annexure-7

FORM OF BANK GUARANTEE FOR TENDER SECURITY / GUARANTEE

(To be stamped in accordance with relevant Stamp Act, if any, of the country of issuing bank)

B.G.No. \_\_\_\_\_, Dated:.....

- 1 In consideration of you, Gujarat Metrorail Corporation (GMRC) Limited, a company incorporated under the Companies Act, 1956 and having its \_\_\_\_\_ registered office at Block No.1, First Floor, Karmayogi Bhavan, Behind Nirman Bhavan, Sector 10/A, Gandhinagar: 382010, Gujarat, India (hereinafter referred to as the "Employer", which expression shall unless it be repugnant to the subject or context thereof include its, successors and assigns) having agreed to receive the Tender of \_\_\_\_\_ (a company registered under the Companies Act, 1956) and having its registered office at \_\_\_\_\_ (and acting on behalf of its Consortium, \_\_\_\_\_ wherever applicable) (hereinafter referred to as \_\_\_\_\_ the "Tenderer" which expression shall unless it be repugnant to the subject or context thereof include its/ their executors, administrators, successors and assigns), for Contract "**Tender for Providing Facility Management, housekeeping services including housekeeping materials for Surat Office of GMRC Ltd.**" [hereinafter referred to as "the Works"] pursuant to the Tender No: GMRC/Surat/ Facility Management/2026, dated \_\_\_\_\_ issued in respect of the Works and other related documents including without limitation the draft Contract Agreement (hereinafter collectively referred to as "Tender Documents"), we- \_\_\_\_\_(Name of the Bank) having our registered office at \_\_\_\_\_ and one of its branches at (hereinafter referred to as the "Bank"), at the request of the Tenderer, do, hereby, irrevocably, unconditionally and without reservation guarantee the due and faithful fulfilment and compliance of the terms and conditions of the Tender Documents by the said Tenderer and unconditionally and irrevocably undertake to pay forthwith to the Employer an amount of INR. \*\*\*\*\* ( Indian Rupees \*\*\*\*\* only) (hereinafter referred to as the "Tender Security") as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Tenderer if the Tenderer shall fail to fulfil or comply with all or any of the terms and conditions contained in the said Tender Documents.
- 2 Any such written demand made by the Employer stating that the Tenderer is in default of the due and faithful fulfilment and compliance with the terms and conditions contained in the Tender Documents shall be final, conclusive and binding on the Bank.
3. We, the Bank, do hereby unconditionally undertake to pay the amounts due and payable under this Tender Guarantee without any demur, reservation, recourse, contest or protest and without any reference to the Tenderer or any other person and irrespective of whether the claim of the Employer is disputed by the Tenderer or not, merely on the first demand from the Employer stating that the amount claimed is due to the Employer by reason of failure of the Tenderer to fulfil and comply with the terms and conditions contained in the Tender Documents including failure of the said Tenderer to keep its Tender open during the Tender validity period as set forth in the said Tender Documents for any reason whatsoever. Any such demand made on the Bank shall be conclusive as regards amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding INR. \*\*\*\*\* (Indian Rupees \*\*\*\*\* only).

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Signature & Stamp of Bidder (Authorised Person from Bidder)

4. That this Guarantee commences from the date hereof and shall be irrevocable and remain in force till: \_\_\_\_\_ and it should be payable to either Gandhinagar / Ahmedabad branch office of particular bank.
  - a. The Tenderer, in case its Tender is accepted by the Employer, executes a formal agreement after furnishing the Performance Guarantee from a Scheduled Commercial Indian Bank based in India (excluding Cooperative Banks) or from a scheduled Foreign Bank as defined in Section 2(e) of RBI Act 1934 read with Second Schedule.
  - b. Sixty days after the date of validity or the extended date of validity of the Tender, as the case maybe
5. We, the Bank, further agree that the Employer shall be the sole judge to decide as to whether the Tenderer is in default of due and faithful fulfilment and compliance with the terms and conditions contained in the Tender Documents including, inter alia, the failure of the Tenderer to keep its Tender open during the Tender validity period set forth in the said Tender Documents, and the decision of the Employer that the Tenderer is in default as aforesaid shall be final and binding on us, notwithstanding any differences between the Employer and the Tenderer or any dispute pending before any Court, Tribunal, Arbitrator or any other Employer.
6. The Tender Security shall not be affected by any change in the constitution or winding up of the Tenderer or the Bank or any absorption, merger or amalgamation of the Tenderer or the Bank with any other person.
7. In order to give full effect to this Guarantee, the Employer shall be entitled to treat the Bank as the principal debtor. The Employer shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee from time to time to vary any of the terms and conditions contained in the said Tender Documents or to extend time for submission of the Tenders or the Tender validity period or the period for conveying acceptance of Letter of Acceptance by the Tenderer or the period for fulfilment and compliance with all or any of the terms and conditions contained in the said Tender Documents by the said Tenderer or to postpone for any time and from time to time any of the powers exercisable by it against the said Tenderer and either to enforce or forbear from enforcing any of the terms and conditions contained in the said Tender Documents or the securities available to the Employer, and the Bank shall not be released from its liability under these presents by any exercise by the Employer of the liberty with reference to the matters aforesaid or by reason of time being given to the said Tenderer or any other forbearance, act or omission on the part of the Employer or any indulgence by the Employer to the said Tenderer or by any change in the constitution of the Employer or its absorption, merger or amalgamation with any other person or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of releasing the Bank from its such liability.
8. Any notice by way of request, demand or otherwise hereunder shall be sufficiently given or made if addressed to the Bank and sent by courier or by registered mail to the Bank at the address set forth herein.
9. We undertake to make the payment on receipt of your notice of claim on us addressed to [name of Bank along with branch address] and delivered at our above branch which shall be deemed to have been duly authorised to receive the said notice of claim.
10. It shall not be necessary for the Employer to proceed against the said Tenderer before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank, notwithstanding any other security which the Employer may have obtained

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from the said Tenderer or any other person and which shall, at the time when proceedings are taken against the Bank hereunder, be outstanding or unrealised.

11. We, the Bank, further undertake not to revoke this Guarantee during its currency except with the previous express consent of the Employer in writing.
12. The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorised and has full power to execute this Guarantee for and on behalf of the Bank.
13. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to INR. \*\*\* ----- ( Indian Rupees \*\*\*\*\* ---- only). The Bank shall be liable to pay the said amount or any part thereof only if the Employer serves a written claim on the Bank in accordance with paragraph 9 hereof, on or before [\*\*\* (indicate date falling 60 days after the Tender Validity Date)].

Signed and Delivered by ..... Bank

By the hand of Mr./Ms. ...., its ..... and authorised official.  
(Signature of the Authorised Signatory) (Official Seal)

**Annexure- 8**

**(Affidavit for Unaudited Balance Sheet)**

***(On a non-judicial stamp paper of appropriate value)***

**(To be filled by the bidder\* in case their Balance Sheet for F.Y. 2024-2025 has not been audited. If the Balance sheet for F.Y. 2024-25 has been audited then the bidder need not to fill this form or may simply write “NOT APPLICABLE”)**

I,..... (Name and designation of Authorised signatory) of.....(Name of Company/Firm/Proprietorship/Partnership) hereby confirm that the Balance sheet for Financial year i.e. **F.Y. 2024-25** has actually not been audited/ or under finalization so far.

**Signature of authorized signatory on behalf of Tenderer**

## Annexure- 9, FORM OF TENDER

### (Undertaking as per Clause 1.1.3)

We hereby jointly and severally certify in accordance with clause '9.a' of the Order no. P- 45021/2/2017-PP (BE-II) of Ministry of Commerce and Industry, Department for Promotion of Industry and Internal Trade (DPIIT) {formerly Department of Industrial Policy and Promotion (DIPP)}, Government of India dated 28.05.2018, that the item(s) offered meets the minimum local content of 90% (as specified in Clause 1.1.3). **The details including name of vendor, location and percentage of local content is enclosed as Annexure-10.**

We acknowledge that false declaration by the tenderer regarding local value addition including payments to be made to their vendors for local value addition shall be treated as a fraudulent practice for which the tenderer or its successors can be debarred for a period up to three years along with such other actions as may be permissible under the law.

**In cases of procurement for a value in excess of Rs. 10 crores**, we also undertake to submit a certificate from statutory auditor or cost auditor of the company (in the case of companies) or from a practising cost accountant or practising chartered accountant (in respect of suppliers other than companies) giving the percentage of local content, in accordance with clause '9.b' of the Order no. P- 45021/2/2017-PP (BE-II) of Ministry of Commerce and Industry, Department for Promotion of Industry and Internal Trade (DPIIT) {formerly Department of Industrial Policy and Promotion (DIPP)}, Government of India dated 28.05.2018, after completion of works to the Engineer.

STAMP & SIGNATURE OF AUTHORISED SIGNATORY

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#### Note :

1. This annexure need to be submitted only if bidder wants to avail the purchase preference as specified in Clause 1.1.3 of NIT.

## Annexure – 10

**Performa for Submission of the List of the Goods, Works & Services Tentatively Proposed to be Offered with Local Value Addition**

S.No.	Description of Items (Goods/Works/Services)	Vendor	Location	% of Local content

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Signature & Stamp of Bidder (Authorised Person from Bidder)

## Annexure – 11

Tax Breakup as included in the Rate  
DETAILS OF TAXES AND DUTIES INR: Indian Rupees

Not Used

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Signature & Stamp of Bidder (Authorised Person from Bidder)