

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	30-05-2025 18:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	30-05-2025 18:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Defence
Department Name/विभाग का नाम	Department Of Military Affairs
Organisation Name/संगठन का नाम	Indian Army
Office Name/कार्यालय का नाम	*****
क्रेता ईमेल/Buyer Email	abhishekk.806a@gov.in
Item Category/मद केटगरी	Manpower Outsourcing Services - Minimum wage - Semi-skilled; Not Required; Others , Manpower Outsourcing Services - Minimum wage - Unskilled; Not Required; Others
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	10 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No

Bid Details/बिड विवरण	
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	Yes
RA Qualification Rule	50% Lowest Priced Technically Qualified Bidders
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	52768

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	14

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

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

Beneficiary/लाभार्थी :

Commanding Officer
5 Mtn Dou, Tenga Valley, West Kameng, 790116 Department of Military Affairs, Indian Army, Ministry of Defence
(Commanding Officer)

MII Compliance/एमआईआई अनुपालन

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

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
5. Reverse Auction would be conducted amongst first 50% of the technically qualified bidders arranged in the order of prices from lowest to highest. Number of sellers eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g. if 7 bids are technically qualified, then RA will be conducted amongst L-1 to L-4). In case number of technically qualified bidders are 2 or 3, RA will be between all without any elimination. If Buyer has chosen to split the bid amongst N sellers, then minimum N sellers would be taken to RA round. In case Primary products of only one OEM are left in contention for participation in RA based on lowest 50% bidders qualifying for RA, the number of sellers qualifying for RA would be increased to get at least products of one more OEM (directly participated or through its reseller) if available. Further, if bid(s) of any seller(s) eligible for MSE preference is / are coming within price band of 15% of Non MSE L-1 or if bid of any seller(s) eligible for Make in India preference is / are coming within price band of 20% of non MII L-1, then such MSE / Make in India seller shall also be allowed to participate in the RA process.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope of work & Job description:[1744468135.pdf](#)

In case, the buyer wants to retain some of the existing resources then buyer is needed to upload the list of resources along with the quantity of each type or resource to be continued by the successful bidder/service provider under the new contract as per the T&C of new contract concluded on the basis of this bid along with approval of Competent Authority.:[1744468151.pdf](#)

Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required:[1747310125.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1747310164.pdf](#)

**Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Not Required; Others
(3)**

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Semi-skilled
Educational Qualification	Not Required
Type of Function	Others
List of Profiles	Cook
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowances 1	0
Title for Optional Allowances 2	0
Title for Optional Allowances 3	0
Designation	COOK

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	*****	*****KAMENG WEST	3	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 614 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 19.95 • Provident Fund (INR per day) : 75 • Number of working days in a month : 30 • Tenure/ Duration of Employment (in months) : 12

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

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Semi-skilled
Educational Qualification	Not Required
Type of Function	Others

Specification	Values
List of Profiles	Barber
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowances 1	0
Title for Optional Allowances 2	0
Title for Optional Allowances 3	0
Designation	Barber

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परिषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परिषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	*****	*****KAMENG WEST	2	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 0 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 19.95 • Provident Fund (INR per day) : 75 • Number of working days in a month : 30 • Tenure/ Duration of Employment (in months) : 12

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

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Unskilled
Educational Qualification	Not Required
Type of Function	Others

Specification	Values
List of Profiles	Sweeper
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowances 1	0
Title for Optional Allowances 2	0
Title for Optional Allowances 3	0
Designation	Housekeeper

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	*****	*****KAMENG WEST	2	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 526 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 17.09 • Provident Fund (INR per day) : 68.38 • Number of working days in a month : 30 • Tenure/ Duration of Employment (in months) : 12

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

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Unskilled
Educational Qualification	Not Required

Specification	Values
Type of Function	Others
List of Profiles	Washer
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title for Optional Allowances 1	0
Title for Optional Allowances 2	0
Title for Optional Allowances 3	0
Designation	Washerman

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	*****	*****KAMENG WEST	2	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 526 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 17.09 • Provident Fund (INR per day) : 68.38 • Number of working days in a month : 30 • Tenure/ Duration of Employment (in months) : 12

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

1. Generic

Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address

5 MTN DOU, TENGA VALLEY, WEST KAMENG, ARUNACHAL PRADESH-790116
APJD ZONG, 5 MTN DOU, 5 KM AHEAD FROM TAWANG, ARUNACHAL PRADESH

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2. **Payment**

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

3. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

THE COMMANDING OFFICER, 5 MTN DOU
payable at
TENGA VALEEEY

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

4. **Certificates**

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

5. **Past Project Experience**

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

6. **Generic**

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

7. **Service & Support**

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

8. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

DURATION OF THE CONTRACT - Duration of the contract should 1 year, started from the date of contract order generated.

Activity Schedule

1.General terms and conditions for cook attendant/Support Staff.

(a) Contractor shall details semi skilled/unskilled personal in shifts i.e Day & Night shifts for adequate coverage of services for 24 Hrs as follows :-

- (i) Morning Bed Tea at 0430 hrs.
- (ii) Breakfast between 0630 to 0800 hrs.
- (iii) Morning Tea & Snacks at 1045 hrs.
- (iv) Lunch between 1300 to 1430 hrs.
- (v) Evening Tea & Snacks at 1630 hrs.
- (vi) Dinner between 1930 to 2200 hrs.

Note:- menu will be broadly Indian vegetarian & Non vegetarian dishes including snacks, soups, mughlai, dishes as well as south Indian as per weekly bill of fare of the mess.

- (b) Personal Protective Equipements.

Ser No	Cat	Color	Qty	Quality
(i)	Dress code	white apron cotton with head gear & black jacket during winters	02	Cotton Fabric
(ii)	Leather Shoes	Black	02	Make -Bata/Liberty/Action
(iii)	Hand Gloves cook	Transparent Plastic	30	

- (c) Scope of service to be provided by the contractor for minimum 03 x Cook/Chef

Ser No	Requirement	Qty	QRs (Gen)
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			(i) Predominantly Indian incl South dishes
			(ii) Familiar with cooking appliances, steam cooking plant & chapatti maker Machine.
			(iii) Clean utensils /crocery/cutlery being used on daily.
			(iv) Help during purchase/collecting of raw mtrl of fresh & dry variants.
			(v) Maint an acct of person who had their meals,balance persons left & serve hot meals to all personals.
			(vi) All dry ration materials will be cleaned & checked before issuing.
(aa)	Cook (Male)	03	(vii) All vegetables & fruits will be washed as per instructions before cutting & chopping
			(viii) All chopped vegetables will be placed in containers & kept covered.
			(ix) All cooked & uncooked food will be covered refrigerated.
			(x) All refrigerators/deep freezers will be cleaned/once in a week
			(xi) No stale food will be served. Optimum hygiene & sanitation will be ensured in discharging duties.
			(xii) Cleaning of mess premises incl cook house & dinning hall is part of services to be provided.
			(xiii) staff provided will ensure conservation of water & electricity.

(d) Medical Check Up. Medical check up of subject personnel by Regd Doctor declaring them fit to undertake cooking tasks will be done for each month under arrangement of the contractor. The staff will be well groomed & ensure good personal hygiene.

(e) Provisions which will be ensure by administration:-

- (i) All cooking implements.
- (ii) Utensils, Crocery & cutlery.
- (iii) Electric, Water & covered place for cooking.
- (iv) Detergents, Cleaning solutions & water for washing utensils & cleaning mess/dinning area, No rent will be levied on contractor.

2. General terms and conditions for Barber/Dresser.

(a) Following services are reqd from Barber/Dresser:-

- (i) Hair Cut
- (ii) Hair cut with Zero cut Machine.
- (iii) Shaving
- (iv) Head Massage
- (v) Grooming/trimming of facial hairs incl arm pits.
- (vi) Any other grooming services in consultation with administration.

(b) Time for services.

<u>Ser No</u>	<u>Trades</u>	<u>Semi skilled/un skilled</u>	<u>No of man power</u>	<u>Time</u>	<u>Remarks</u>
				0800 h	
				to	
(i)	Dresser/Barber	semi skilled	02	1300 h	all 07 working days in a week, Sunday/Holiday will be a working day at 02.
				1330 h	Service locations - APJD Tawang & 5 Mtn DOU, Teng a.
				to	
				1630 h	

(c) **Personal productivity equipment** Contractor shall compulsorily provide all the below mtrls/eqpt so that work may be carried out smoothly. In failure to provide the below, manpower will not be allowed to start the work & will be marked absent.

<u>S. No</u>	<u>Cat</u>	<u>Color</u>	<u>Qty</u>	<u>Quality</u>
(i)	Dress Code	Pant (Black) + Shirt (White) + Jacket in winter (Black)	05 Sets	Cotton fabric
(ii)	Lather shoe	Black	02	Make- Bata/liberty/Action

(d) Scope of service to be provided by the contractor for 01 x Barber/Dresser.

<u>S. No</u>	<u>Reqmt</u>	<u>Qty</u>	<u>QRs (Gen)</u>	<u>Remarks</u>
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		(i) The hair cut given to the combatant must include machine hair cut of one-inch length or as per the standard set by the org.	
		(ii) The length of hair on top of the head must not be more than one inch after providing the hair cut.	
		(iii) Normal roll register to be put up to Administrator Officer on next day clearly indicating who all combatants have taken haircut.	
		(iv) The contractor shall use new blade on each combatant every time hair cut is given.	
		(v) The contractor shall use neat, clean and hygienic scissors, comb, hairbrush, towel etc to provide hair cut.	
		(vi) Minimum 2 hair cuts for each combatant in a month.	
		(vii) Arm pits to be cleaned by trimmer post every hair cut.	
		(viii) Moustache must not go down of the upper lip.	
		(ix) Clean & fresh aprons, towels should be used for each customer instruments should be sterilized in hot boiling water or disinfectant.	(a) Age between 18 Yrs to 45 Yrs
		(x) Standard and reputed companies products should be used. These products should not cause adverse reaction to any type.	(b) Medically & Physically fit
(a) Barber/ a) Dresser	02	(xi) All the eqpt used in service of combatants will be kept neat and clean without any stain etc. Care should be taken to avoid injury to customers via sharp objects during salon/process.	(c) The site/location electricity & water will be provided by the administration
		(xii) The site of employment for barber is primarily the hair cutting salon in unit. However, the staff may be required to provide hair cutting service anywhere within unit premises in field condition/open conditions due to administrative reason	
		(xiii) The preparation of site, service arrangement and arrangement of the required tools & accessories are to be ensured by the contractor & staff employed. The contractor has to ensure a hygienic setup at the salon.	
		(xiv) The contractor will ensure absolute hygiene and cleanliness of the salon compound and surroundings with proper waste disposal in harmony with unit.	
		(xv) Security of salon premises, eqpt, fittings and fixtures, furniture etc. is the responsibility of the contractor. Any damage to the unit infrastructure by the contractor or replaced at contractors cost.	
		(xvi) Blade, Oil, Powder, Tissue papers, Toiletries for shaving/cutting.	
		(xvii) Cutting machines manual & auth machine of reputed brands/specs.	

(d) Medical Check Up. Medical check up of subject personnel by Regd Doctor declaring them fit to undertake Barber/Hair cutting tasks will be done for each month under arrangement of the contractor.

(e) **Provisions which will be ensure by administration:-**

- (i) Location covered rent free.
- (ii) Water & Electricity.
- (iii) Furniture.

3. Scope of work/job of work for house keeper/sweeper.

(a) The scope entails the service provider to provide manpower and resources at the buyer premises to maintain cleanliness and hygiene of the buyers premises as under:-

S. No Area Type

- (i) Indoor Area (like line, Varanda stair case etc.)
- (ii) High intensive area (Like Toilet/wash room of gurd post and line)
- (ii) Outdoor area (like drain in vicinity of living area lawns play ground, Garages, parking road inside the campus etc.)

(b) The service scope would include the [followings:-](#)

(i) Wiping of the glass door on all entrances.

(ii) Cleaning the entire common area at a convenient time without hindering the occupants movement which includes sweeping, mopping, scrubbing and buffing etc.

(iii) Periodical wiping of the entire side walls-marble/granite /tiles/ wooden panels.

(iv) Periodical dusting or vacuuming and wiping of all fixture and furniture in all entrance lobbies.

(v) Keeping the signage clean and visually clear.

(vi) Sweeping and smooth brushing of the floor removal of all dirt etc throughout the day.

(vii) Dusting and wiping of all the DSC Guard Post and cleaning of drains in vicinity.

(viii) Collection of all waste materials and its disposal as per instructions of the buyer department.

(xi) Cleaning of rugs and carpets on door mats floors with vacuum cleaner.

(x) Cleaning of Fans (Ceiling/Pedestal/wall mounted with duster/eqpts).

(xi) Cleaning of furniture with appropriate agent so as not to create any mark/damage to furniture.

(c) The service provider will provide the necessary equipment required for execution of the service along with the eqpt listed below at their [cost:-](#)

S.

**Items
No**

Remarks

Portable Pressure Pump with water tank on mobile platform for wet cleaning of 40 x isolated guard post and toilets therein. Service provider has to be mobile platform/veh/tractor/ trolley mounted arrangement.

(a) daily wet cleaning for toilets in 11 x isolated guard post over a distance of 03 KMs once a day.

(b) Please visit the location before bidding to calculate service charges correctly.

- (i) Duster Cloth
- (ii) Bamboo Brooms
- (iii) Toilet Brush
- (iv) Vacuum Cleaner (Good Brand and capacity upto min 80 ltr)
- (v) Bucket/Basket
- (vi) Mop Wringer Trolley
- (vii) Glass Wiper
- (viii) Hard Brooms

- (ix) Soft Brooms
- (x) Floor Wiper
- (ix) Feather Brush
- (x) Dust Bins
- (xi) Carpet Brush
- (xii) Dust Bins
- (Xiii hand Brush
)
- (Xiv Carpet Brush
)
- (xv) Telescopic Rod
- (xvi Kentucky Mop
)
- (xvi Gloves
i)
- (xvi Safety Shoes
ii)
- (xix All required cleaning/mopping material/disinfectants, chemicals, solutions, solvents, acids, fresheners, etc will be catered/provided by contractor.
)

Time for services:-

S. No	Trades	Semi Skilled Unskilled	No of Man power	Time	Remarks
(i)	House keeper/Sweeper	Semi Skilled	02	0800 h to 1330 h 1330 h to 1630h	07 working days in a week, Sunday/Holiday will be a working day. Service locations - APJD Tawang & 5 Mtn DO U, Tenga.

Time limit is laid down as per labour law however, It is responsibility of the service provider that complete scope of work for each day is completed by its staff within the allotted time, else the liability for completion of the daily scope will rest with the service provider and additional equipment or resources will have to be deployed by service provider to complete the scope even after the timings failing which penal clause have already been mentioned elsewhere in the documents.

(d) **Medical Check Up.** Medical check up of subject personnel by Regd Doctor declaring them fit to undertake House keeper/Sweeper tasks will be done for each month under arrangement of the contractor.

(e) **Provisions which will be ensure by administration:-**

- (i) Location covered rent free.
- (ii) Water & Electricity.

4. Scope of work/job of work for Washerman/washer.

- (a) Responsible for washing and ironing of uniform as per org standards.
- (b) Responsible for marking uniforms individually to prevent mixing of uniform of Combatants.
- (c) operates and maintain washing machine dryer, iron and other electrical equipment in charge.
- (d) Responsible for maintaining different bins for soiled and clean uniforms.

- (e) Responsible for using good quality cleaning agent for washing of uniforms.
- (f) Report immediate to the superiors in case any valuable items like cash, jewellery, credit/debit cards etc found in uniforms of combatants.
- (g) Responsible for delivery uniforms punctually to combatants.
- (h) Responsible to collect combat/civil dress from combatants with proper counting.
- (j) Responsible for picking up and delivery of in house guest laundry.
- (k) Responsible for delivery all guest items punctually, accurately and in a professional and courteous way.
- (l) Responsible for proper stocking of uniforms in racks.
- (m) Responsible for maintenance of hygiene and sanitation of equipment as well as surrounding area.
- (n) **Time for services** Timing to be followed strictly by the [contractor:-](#)

S. No	Trade	Semi Skilled	Unskilled	No of Manpower	Time	Remarks
(i)	Washer			02	0800 h to 1300 h 1330 h to 1630h	07 working days in a week, Sunday/Holiday will be a working day. Service provided at 2 locations APJD, Tawang and 5 Mtn DOU, Tenga.
	(Male)					

Time limit is laid down as per labour law however, It is responsibility of the service provider that complete scope of work for each day is completed by its staff within the allotted time, else the liability for completion of the daily scope will rest with the service provider and additional equipment or resources will have to be deployed by service provider to complete the scope even after the timings failing which penal clause have already been mentioned elsewhere in the documents.

Note:- The service provider will provide the all items mentioned below at their own cost for Washerman/washer.

S. No	Items	Qty	Remarks
(a)	Electric Iron	01	The site/location for executing the task, electricity & water would be provide by the administration.
(b)	Washing machine	01	The site/location for executing the task, electricity & water would be provide by the administration.
(c)	Dryer	01	The site/location for executing the task, electricity & water would be provide by the administration.
(d)	Standing Iron	01	The site/location for executing the task, electricity & water would be provide by the administration.
(e)	Consumable items (Washing powder, vanish, softening agent)	01	The site/location for executing the task, electricity & water would be provide by the administration.

Medical Check Up. Medical check up of subject personnel by Regd Doctor declaring them fit to undertake House keeper/Sweeper tasks will be done for each month under arrangement of the contractor.

(e) **Provisions which will be ensure by administration:-**

- (i) Location covered rent free.
- (ii) Water & Electricity.
- (iii) washing machine.
- (iv) Detergent.

INSTRUCTIONS COMMON TO ALL TRADESMAN PROVIDED BY CONTRACTOR

1. Police verification certifying no inimical track/past record of all staff provided by contractor will be ensured by contractor min once in six months and staff will be permitted to work only based on same.
2. The conveyance of indls/staff being provided will be responsibility of contractor.
3. The provision of medical services or accommodation to the staff being provided will be the responsibility of the contractor.
4. All payments, insurance, PF, gratuity, lve etc as due/applicable to the being provided will be the responsibility of the contractor.
5. In case of any staff found performing unsatisfactory the contractor will be intimated by the administration and the contractor will be liable to provide a replacement for subject individual.
6. Location of service. The service would be required to be provided at both the location i.e Tawang and Tenga.
7. Manpower. The minimum manpower required for the service is as below since services are required simultaneously at each of the designated location everyday. However, the contractor is at liberty to employ any No of individuals higher than the minimum number as indicated to provide the desired services.
 - a. Cook - 03 Persons
 - b. Barber - 02 persons
 - c. House Keeper - 02 persons
 - d. Washerman - 02 persons

Note. The manpower minimum is required to operate as a crew carrying out specific task.

Location of Service - The services would be provided by vendor at 2 locations

- (a) 5 Mountain Division Ordnance Unit
Tenga Valley, Arunachal Pradesh
PIN-790116, Ministry of Defence, Govt of India
- (b) APJD Zong (5 Mtn DOU)
5km Ahead of Tawang
Tawang, Arunachal Pradesh
IN-790116, Ministry of Defence, Govt of India

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in

the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

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

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

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action

in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---