

प्रधान महालेखाकार (ले०&ह०) का  
कार्यालय  
बीरचंद पटेल पथ,  
पटना, बिहार - 800001



OFFICE OF THE PRINCIPAL  
ACCOUNTANT GENERAL (A&E),  
BIRCHAND PATEL PATH  
PATNA, BIHAR - 800001

SUPREME AUDIT INSTITUTION OF INDIA  
लोकहितार्थं सत्यनिष्ठा  
Dedicated to Truth in Public Interest

पत्रांक / Letter No. – **Welfare/Tender/26-27/06**  
दिनांक / Date - **07-05-2026**

### **Notice Inviting Tender**

A tender is invited on GeM Portal regarding Bid for Canteen Outsource Staff is floated on GeM Portal vide Bid No. GEM/2026/B/7467992, dated: 23-04-2026. Additional Terms & Conditions and Scope of work is attached herewith. All Curious bidders are requested to submit their bid on GeM with complete Documents and duly filled all annexures.

- **Bid Start Date: 23-04-2026**
- **Bid End Date: 14-05-2026 13:00:00**
- **Bid Opening Date: 14-05-2025 13:30:00**

**Yours Sincerely**

Digitally signed by  
Sunil Kumar  
Date: 08-05-2026  
10:10:37

**Sr. Accounts Officer, Bihar, Patna**

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**Phone: 0612-2225634**

**Fax: 0612-2221056**

**Email: [agaebihar@cag.gov.in](mailto:agaebihar@cag.gov.in)**

## बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	14-05-2026 13:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	14-05-2026 13:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Comptroller And Auditor General (cag) Of India
विभाग का नाम / Department Name	Na
संगठन का नाम / Organisation Name	Accountant General, Bihar
कार्यालय का नाम / Office Name	Accountant General (a&e), Patna
वस्तु श्रेणी / Item Category	Manpower Outsourcing Services - Minimum wage - Skilled; Graduate; Admin , Manpower Outsourcing Services - Minimum wage - Skilled; Secondary School; Admin , Manpower Outsourcing Services - Minimum wage - Skilled; High School; Others , Manpower Outsourcing Services - Minimum wage - Semi-skilled; High School; Others , Manpower Outsourcing Services - Minimum wage - Unskilled; High School; Others
अनुबंध अवधि / Contract Period	2 Year(s) 1 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	365 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes   Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes   Complete

**बिड विवरण/Bid Details**

विक्रेता से मांगे गए दस्तावेज/ <b>Document required from seller</b>	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/ <b>Do you want to show documents uploaded by bidders to all bidders participated in bid?</b>	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / <b>Minimum number of bids required to disable automatic bid extension</b>	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / <b>Number of days for which Bid would be auto-extended</b>	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / <b>Number of Auto Extension count</b>	1
बिड से रिवर्स नीलामी सक्रिय किया/ <b>Bid to RA enabled</b>	No
बिड का प्रकार/ <b>Type of Bid</b>	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय / <b>Time allowed for Technical Clarifications during technical evaluation</b>	3 Days
अनुमानित बिड मूल्य / <b>Estimated Bid Value</b>	9149136
मूल्यांकन पद्धति/ <b>Evaluation Method</b>	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / <b>Financial Document Indicating Price Breakup Required</b>	Yes
मध्यस्थता खंड/ <b>Arbitration Clause</b>	No
सुलह खंड/ <b>Mediation Clause</b>	No

**ईएमडी विवरण/EMD Detail**

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

एडवाइजरी बैंक/Advisory Bank	State Bank of India
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ईपीबीजी प्रतिशत (%) / ePBG Percentage (%)	0.03
ईपीबीजी की आवश्यक अवधि (माह) / Duration of ePBG required (Months).	26

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

**लाभार्थी / Beneficiary :**

SENIOR ACCOUNTS OFFICER  
OFFICE OF THE PR. ACCOUNTANT GENERAL(A&E), BIHAR, PATNA-800001  
(Pao Audit)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

**एमआईआई अनुपालन/MII Compliance**

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

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

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. 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.

6. 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.

7. 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.

8. 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.

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

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

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

**The Bidder should have executed at least X No. projects with contract value not less than (Rs) yy for each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:As per Tender document(ATC etc)**

**The Bidder should have executed at least X No. projects with supply of xx..no. of manpower in each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:As per Tender document(ATC etc)**

Scope of work & Job description:[1776924398.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per complied with The Code on Wages Act:[1776925481.pdf](#)

#### Manpower Outsourcing Services - Minimum Wage - Skilled; Graduate; Admin ( 1 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Skilled
Educational Qualification	Graduate

विवरण/ Specification		मूल्य/ Values
Type of Function		Admin
List of Profiles		Store Keeper
Specialization		Commerce
Post Graduation		Not Required
Specialization for PG		Not Applicable
Experience		nIL
State		NA
Zipcode		NA
District		NA
Is the Geographical presence of the Service Provider's office required in the consignee's State		No
Name of states/ UT for geographical presence is required		Not Applicable
एडऑन /Addon(s)		

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

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

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

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

क्र.सं./S.N o.	प्रेषित/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Pankaj Kumar	800001,Office of the Accountant General (A&E), Mahalekakar Bhavan, Bir Chand Patel Path,	1	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 893</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 2.88</li> <li>• EPF Admin Charge (INR per day) : 2.88</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 0</li> <li>• Provident Fund (INR per day) : 69.23</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Skilled; Secondary School; Admin ( 2 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Skilled

विवरण/ Specification	मूल्य/ Values
Educational Qualification	Secondary School
Type of Function	Admin
List of Profiles	Clerk
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	nIL
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	No
Name of states/ UT for geographical presence is required	Not Applicable
एडऑन /Addon(s)	

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

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

परिचित/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

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

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Pankaj Kumar	800001,Office of the Accountant General (A&E), Mahalekakar Bhavan, Bir Chand Patel Path,	2	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 893</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 2.88</li> <li>• EPF Admin Charge (INR per day) : 2.88</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 0</li> <li>• Provident Fund (INR per day) : 69.23</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

### Manpower Outsourcing Services - Minimum Wage - Skilled; High School; Others ( 2 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Skill Category	Skilled
Educational Qualification	High School
Type of Function	Others

विवरण/ Specification	मूल्य/ Values
List of Profiles	Cook
Specialization	Diploma in Catering from recognized institution
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	No
Name of states/ UT for geographical presence is required	Not Applicable
एडऑन /Addon(s)	

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

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

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

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

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Pankaj Kumar	800001,Office of the Accountant General (A&E), Mahalekakar Bhavan, Bir Chand Patel Path,	2	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 893</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 2.88</li> <li>• EPF Admin Charge (INR per day) : 2.88</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 0</li> <li>• Provident Fund (INR per day) : 69.23</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Semi-skilled; High School; Others ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Skill Category	Semi-skilled
Educational Qualification	High School

विवरण/ Specification	मूल्य/ Values
Type of Function	Others
List of Profiles	Cook
Specialization	Diploma in Catering from recognized institution
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	No
Name of states/ UT for geographical presence is required	Not Applicable
एडऑन /Addon(s)	

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

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

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

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

क्र.सं./S.N o.	प्रेषित/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Pankaj Kumar	800001,Office of the Accountant General (A&E), Mahalekakar Bhavan, Bir Chand Patel Path,	1	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 760</li> <li>• Bonus (INR per day) : 63.3</li> <li>• EDLI (INR per day) : 2.88</li> <li>• EPF Admin Charge (INR per day) : 2.88</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 30.4</li> <li>• Provident Fund (INR per day) : 69.23</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Unskilled; High School; Others ( 8 )**

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Unskilled
Educational Qualification	High School
Type of Function	Others

विवरण/ Specification	मूल्य/ Values
List of Profiles	Attendant
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	Nil
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	No
Name of states/ UT for geographical presence is required	Not Applicable
एडऑन /Addon(s)	

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

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

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

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

क्र.सं./S.N o.	प्रेषित/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Pankaj Kumar	800001,Office of the Accountant General (A&E), Mahalekakar Bhavan, Bir Chand Patel Path,	8	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 674</li> <li>• Bonus (INR per day) : 56.14</li> <li>• EDLI (INR per day) : 2.88</li> <li>• EPF Admin Charge (INR per day) : 2.88</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 26.96</li> <li>• Provident Fund (INR per day) : 69.23</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

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

**1. Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 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 25 percent. Bidders are bound to accept the revised quantity or duration

**2. Service & Support**

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

### 3. Service & Support

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

### 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. Buyer Added Bid Specific ATC

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

## अस्वीकरण/Disclaimer

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

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope

of Work.

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

**All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.**

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and
- All operative provisions of the erstwhile Labour Laws until their complete substitution.

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

**This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.**

**However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.**

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


जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

## TENDER SCHEDULE

Name of the Work	Tender for Outsourced Canteen Staff (Asstt. Manager cum storekeeper, Clerk, Halwai-cum- cook, Asstt. Halwai-cum-cook, Canteen attendant) on Rate contract basis at the Office of the Accountant General (A&E), Bihar Patna.
Last Date & submission of E-Tender	As per Bid specification uploaded on GeM portal.
Date & Time of opening of online Tender	As per Bid specification uploaded on GeM portal.
<b>Earnest Money Deposit (EMD)</b> Bid Security Declaration shall be submitted online through GeM portal only, as per Department of Expenditure OM No. F.9/4/2020-PPD dated 12.11.2020. No physical submission of EMD shall be required.	Declaration to be submitted as per Department of Expenditure Procurement Policy Division OM No. F.9/4/2020-PPD dated 12.11.2020.
Performance Security Deposit / Security Deposit (PSD / SD) to be deposited by successful bidder	Performance Security Deposit shall be 3% of Annual Contract Value, in the form of Bank Guarantee only.
Contract Period:	02 years + 01 year extendable (subject to performance)

**Note: If the tender is not opened on the specified date, due to unforeseen circumstances, then the next working day will be considered as tender opening date.**

  
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Additional Term & Conditions

**INSTRUCTIONS TO BIDDERS FOR SUBMISSION OF BIDS**

1. The e-tenders are being invited for Manpower Service (Outsourced Canteen staff) through GeM. All the instructions of GeM bidding are applicable. Tender must be submitted through GeM only. The bid received in physical mode shall not be considered at all.
2. The interested bidders shall submit their tender(s) both Technical bid and financial bid through online mode. The bidders shall upload all the documents as per Eligibility criteria for Bidders.
3. Any corrigendum to this tender will be notified through the aforesaid websites only.
4. The Bidder is expected to examine all instructions, eligibility criteria, forms, terms and conditions in the tender document. Failure to furnish complete information as required with reference to the tender document shall result in rejection of the bid.
5. Canteen staff & No. of Persons required.

Sl.No.	Name of Post	No. of persons to be outsourced	Category
1.	Asstt. Manager cum storekeeper	01	Skilled
2.	Clerk	02	Skilled
3.	Halwai-cum- cook	02	Skilled
4.	Asstt. Halwai-cum- cook	01	Semi-Skilled
5.	Canteen attendant	08	Unskilled
	<b>Total</b>	<b>14</b>	

**5.(A) Minimum qualification shall be:**

**Asstt. Manager:** B. Com from recognized University or Graduate in any discipline from a recognized University with one-year Diploma in Book Keeping of Store Keeping.

**Clerk:** 12th passed by recognized board or equivalent.

**Halwai-cum-cook & Asstt. Halwai-cum-cook:**

(i) 10th passed by recognized board with certificate or Diploma in Catering from a recognised institution.

(ii) Two years' experience in a Government Department or Undertaking in the relevant field shall be preferred.

**Canteen attendant:** 10th passed by recognized board or equivalent.



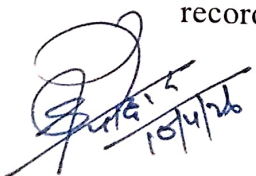




6. Bidders who are eligible for exemption from depositing EMD according to Rule 170 of GFR 2017 would have to submit a documentary proof in addition to valid EMD declaration (Annexure-IV) in the Technical bid in place of EMD. Bids received without documentary proof/EMD declaration will not be considered and summarily rejected.
7. Any attempt to negotiate directly or indirectly on the part of the Bidder with authority competent to finally accept the Tender or influence the acceptance of the tender by any means will result his tender excluded from consideration.
8. Conditional tender, illegible and ambiguous tender, partially filled tender, incomplete tender and tender without enclosing required documents will be summarily rejected.
9. The bidder, at the bidder's own responsibility and risk, may visit at their own cost and examine the site of required services and its surroundings and obtain all necessary information for preparing the bid and entering into a contract for the services.
10. It requires that this office as well as bidder observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, this office will reject a proposal for award, if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. It will declare a firm ineligible either indefinitely or for a stated period of time for award of the contract if, at any time it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing.
11. Tenderers are requested that, before quoting their rates or filling tender, the tender form may please be read out thoroughly (line by line), otherwise the Competent Authority of this office will not be held responsible for any error/oversight of his own. Manpower Service Agencies intending to participate in the rate contract should first ensure that they fulfil all the eligibility criteria as prescribed under the terms and conditions mentioned herein before, otherwise the tender will be summarily rejected.

### **General Terms and Conditions**

1. The personnel shall report to the Designated Officer and follow his/her instructions.
2. The Bidder must be registered with the statutory Central and State authority viz., ESI, EPF, Income Tax, GST Registration etc., and should have a valid Central Labour License / obtain valid Central Labour License for supply of manpower as mentioned in the tender document. All existing statutory regulations of both the State as well as the Central Governments, shall be adhered to by the contractor and all records maintained thereof shall be available for scrutiny by this Office. Any failure

  
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to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice.

3. The contractor shall maintain strict confidentiality of all official information, records and documents of the Office and shall not disclose the same to any third party without prior written approval.

4. No employer–employee relationship shall exist between the Office and the personnel deployed by the contractor. All statutory and legal responsibilities shall lie solely with the contractor.

5. PAN/GST No. should be enclosed and Self- attested copy non blacklisting certificate that he has not been blacklisted in any of the offices controlled by Central/State Govt., PSU, Bank;

6. The tendering manpower Company/Firm/Agency should fulfil the following technical specifications: -

(A) The bidder shall ensure availability of a local office / representative at Patna for supervision and coordination.

(B) (i) In case of absence, leave or emergency, the contractor shall provide immediate replacement of manpower within two (02) hours to ensure uninterrupted services.

(ii) In case of resignation/termination/long-term absence, replacement shall be provided within 07 days.

(C) The Company/ Firm/Agency should have at least three years' experience in providing manpower to Public Sector Companies/ Banks and Government Ministry/ Departments etc;

(D) The requirement of minimum three years' experience shall not apply to DPIIT-recognized Start-ups, as provided under the Start-up facilitation clause.

(E) Minimum Average Annual Turnover shall be as per GeM bid eligibility criteria only.


(F) The bidder should have executed similar work during the last three years.

For the purpose of this tender, “similar work” shall mean providing manpower services for canteen/tiffin/food service operations in Government Departments/PSUs.

The previous work should meet at least one of the following criteria:

(i) Minimum annual contract value of ₹10 lakh, OR

(ii) Deployment of at least 10 personnel.

  
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(G) DPIIT-recognized Start-ups shall be eligible for participation and may be exempted from prior experience and turnover requirements, as per Government of India and GeM guidelines.

7. The contractor should pay the personnel a minimum wage at the prevailing rate fixed under the Minimum Wage Act. During the contract period if any statutory increase of wages/ DA, etc is to be maintained based on the circular/Notifications issued by the Office of the Chief Labour Commissioner, Ministry of Labour & Employment, Government of India from time to time. Any breach of this condition will result in the immediate termination of the contract.

8. The Contractor should furnish copies of all remittance challans /receipts of statutory levies paid in respect of EPF, ESI, GST, etc of previous month along with the claim/bill of current month.

9. No wages / remuneration will be paid to any staff for the days of absence from duty.

10. The service charges/rates quoted by the agency shall be fixed for the contract period and no request for any change / modification shall be entertained before expiry of contract period.

11. The contractor should ensure that wages are paid before 7th of every month.

12. (A) Payment to the contractor will be made by NEFT/RTGS/ECS only, on presentation of the bill. Income Tax, GST and other taxes, if any shall be deducted at source as per the rates notified by the respective authorities.

(B) Payment shall be released within a reasonable time after verification of bills, subject to rules.

13. In case of minor deficiencies in service, proportionate deductions may be made from the monthly bill after due intimation to the contractor.

**13.(A) Liquidated Damages (LD):**

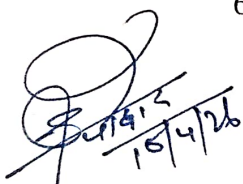
In case of deficiency in service, the following penalties shall be imposed:

**(i) Non-deployment / Absence of Manpower**

₹500 per person per day shall be levied in the following cases:

•When the contractor fails to deploy the required number of personnel as per contract; OR

•When any deployed personnel remains absent from duty without providing a suitable replacement within the stipulated time (02 hours as per Clause 6(B)(i));

  
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**(ii) Delay in Replacement of Manpower**

₹1000 per instance shall be levied in the following cases:

- When replacement of manpower (in case of resignation/termination/long-term absence) is not provided within 07 days as per Clause 6(B)(ii); OR
- When immediate replacement (within 02 hours) is required but not provided within the stipulated time, even though replacement is eventually arranged later;

**(iii) Persistent Deficiency**

In case of repeated or continuous service deficiencies, a deduction up to 10% of the monthly bill may be imposed.

Cumulative penalties shall be monitored and if they exceed 5% of contract value, extension shall not be considered.

14. The contractor shall indemnify and keep this Office indemnified against all acts of omission, negligence, dishonesty or misconduct of the personnel engaged and this Office shall not be liable for any damages or compensation to any personnel or third party.

15. All damages caused by the personnel to the property of the Department shall be recovered from the contractor.

16. The contract may be terminated with reasonable notice and recorded reasons, except in cases of grave misconduct or emergency.

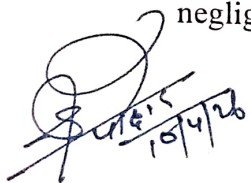
17. Neither party shall be liable for failure to perform contractual obligations due to force majeure events such as natural calamities, epidemic, strikes, or Government restrictions beyond reasonable control.

18. The contract shall initially be for a period of 02 (two) years. It may be extended for a further period of 01 (one) year on the same terms & conditions, subject to satisfactory performance and approval of the Competent Authority. The total contract period shall not exceed 03 financial years.

18.(A) Extension of contract shall not be granted in cases where cumulative penalties imposed on the contractor exceed 5% of the total contract value.

19. The requirement of minimum three years' experience shall be applicable as per Clause 6(C), however, DPIIT-recognized Start-ups shall be exempted as per Clause 6(D).

20. Bank Guarantee from a reputed bank for 3 % (Three) of Annual Value of the contract as performance guarantee. In case of deficiency of service / loss due to negligence, this guarantee will be invoked in addition to any other action that may

  
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be initiated including termination of contract. The guarantee will be valid during the contract period and also two months after the end of the contract period.

21. The service provider shall fill in the required details as per annexure and enclose the supporting documents which does not contain any ambiguity. Incomplete enclosure of documents shall be rejected and the tender shall be disqualified.

22. Any dispute arising out of the agreement or that, which may arise in future, shall be resolved by taking recourse to mutual settlement, failing which the dispute will be subject to courts of Patna jurisdiction only.

23. There is no Master and Servant relationship between the employees of the service provider and this office and further that the said person of the service provider shall not claim any absorption in this office or the Government of India.

24. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters as all are of confidential /secret nature.

25. The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work. The service provider shall be responsible for any act of indiscipline on the part of persons deployed him. The agency shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in any detrimental or prejudicial to the interest of this office. The decision of the officer In-charge upon any matter arising under the clause shall be final and binding on the agency.

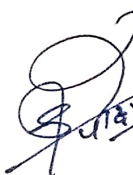
26. Personnel shall be of legally employable age as per applicable labour law and they shall not interfere with the duties of the employees of this office.

27. The service provider shall not assign, transfer, pledge or sub contract the performance of such services without the prior written consent of this office.

28. The transportation, food, medical and other statutory requirement under the various Acts / Government Regulations in respect of each personnel of the service provider will be the sole responsibility of the service provider.

29. The service provider shall ensure proper conduct of his persons in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering either individually or in groups.

30. The Office of the Accountant General (A&E), Bihar, Patna, may at its discretion at any point of time during the validity of the contract, require the service provider to dismiss or remove from the site of work, any person or persons, as employed by the service provider, who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements.

  
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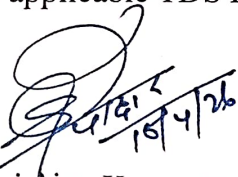
31. Annexure I, II, III and IV must be submitted along with the bid document.
32. Rest of the term and Condition is applicable as per Service level agreement and package.


#### **Terms & Condition for Start Up:**

1. Newly incorporated companies and DPIIT-recognized Start-ups shall be eligible to participate in this tender and shall not be disqualified solely on the ground of lack of prior experience or turnover, subject to compliance with other tender conditions and GeM guidelines.
2. In case a newly incorporated company or DPIIT-recognized Start-up is selected, the Office may carry out enhanced performance monitoring during the initial three (03) months to ensure satisfactory service delivery.
3. In the event of failure to provide manpower or unsatisfactory performance, the Office shall have the right to require immediate replacement of personnel or make alternate arrangements at the risk and cost of the contractor, without prejudice to other contractual remedies.
4. Release of monthly payments shall be subject to submission of proof of statutory compliances such as EPF, ESI and GST for the preceding month.
5. Before taking coercive action or termination, the contractor shall ordinarily be given a reasonable opportunity to rectify deficiencies, except in cases of grave misconduct, fraud or security concerns.

#### **Bid Evaluation:**

1. Bids, in respect of which EMD declaration has been furnished, will only be considered for technical evaluation.
2. Financial bids of technically qualified bidders will be considered for financial evaluation.
3. The Service provider should quote the service charges as a percentage of monthly wage bills exclusive of GST. The percentage of service charges shall not be less than the applicable TDS Rate as per income tax rules.

  
Shri Ajay Kumar Poddar  
Sr. A.O.

  
Shri D.P. Shrivastava  
D.A.G

  
Shri Omkar  
Sr. D.A.G

**ANNEXURE – I**

**(FORMAT OF BID SECURITY DECLARATION TO BE SUBMITTED ON LETTER HEAD  
OF THE FIRM/AGENCY, DULY STAMPED & SIGNED)**

**To**

The Accountant General (A & E),  
Beer Chand Patel Marg,  
Bihar, Patna – 800001

**BID SECURITY DECLARATION**

Bid/Tender Reference No.

\_\_\_\_\_

of Office of the Accountant General (A&E),  
Bihar, Patna.

I/We, the undersigned, hereby declare that:

1. I/We understand that, according to the existing rules and regulations, bids must be supported by a Bid Security, which is being submitted in the form of this **Bid Security Declaration**.
2. I/We accept that I/We may be **blacklisted / disqualified / debarred** from bidding for any contract in any Central Government Ministry/Department for a period of **two (02) years**, if I/We have committed any of the following actions:
  - (i) Withdrawn my/our bid during the period of bid validity specified in the Bidding Documents;  
or
  - (ii) Failed or refused to accept the award or to enter into the contract in accordance with the Bidding Documents after having been notified as the successful bidder.
3. I/We understand that this Bid Security Declaration shall cease to be valid under the following circumstances:
  - (a) Upon expiration of the bid validity period;
  - (b) If I am/we are declared ineligible or disqualified upon receipt of your notice to such effect;  
and
  - (c) Upon furnishing of the Performance Security after declaration as the successful bidder.

**AUTHORIZED REPRESENTATIVE OF THE FIRM**

Signature: \_\_\_\_\_  
Name & Designation: \_\_\_\_\_  
Seal of the Firm: \_\_\_\_\_  
Date: \_\_\_\_\_

**ANNEXURE – II**

**TECHNICAL BID – CHECKLIST**

Sl. No.	Documents / Provided Details	If Provided (Yes/No)
01	Annual Turnover (Last 03 Years) as applicable / as per GeM eligibility	
02	GST Registration Letter / Certificate	
03	Past Experience (Provide Work Order as documentary evidence of similar work as defined in Clause 6(F) i.e., canteen/manpower services having minimum ₹10 lakh annual value OR deployment of at least 10 personnel, OR DPIIT Start-up exemption as per Clause 6(D)) <b>Note:</b> DPIIT-recognized Start-ups are exempted from experience/similar work criteria as per Clause 6(D)	
04	Blacklisting / Non-Blacklisting Certificate	
05	PAN Card	
06	Registration Certificate, if any	
07	Certificate regarding Liquidation / Court receivership / Similar proceedings / Bankruptcy (Self-declaration)	
08	Make in India Certificate (if applicable)	
09	Bid Security Declaration (as per Annexure-I)	
10	Bid Document duly signed as a mark of acceptance of all terms & conditions	
11	EPF Registration Letter	
12	ESI Registration Letter	
13	Undertaking for availability of local office / authorized representative at Patna (as per Clause 6(A))	
14	Undertaking for immediate replacement of manpower within two (02) hours (as per Clause 6(B))	
15	Experience Certificate (as per Clause 6(F)) OR DPIIT Start-up Recognition Certificate (as per 6(D))	
16	Any other document required as per Page 1–9 of the Tender Document	
17	Others Documents (Details to be specified by the bidder, if any)	
18	Undertaking that bidder fulfils “Similar Work” criteria as per Clause 6(F)	
19	Acceptance of contract period (02+01 year) and extension conditions as per Clause 18 & 18(I)	

**Important Instructions:-**

- The “**Others Documents (details)**” column is provided for the purpose of mentioning any additional documents/details regarding the tender.
- Please clearly mention the **details/types of documents** in this column and also mark **Yes/No** in the respective column.
- All documents shall be uploaded in **file form along with page number marking**.
- **All documents uploaded by the service provider must be signed by the authorized signatory.**

Yours faithfully,

Signature & Stamp of the Company / Agency

Name of Authorized Signatory: \_\_\_\_\_

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

### Annexure-III

#### Details of the contracts in Last N(three) financial years.

Note: Only those works shall be considered which meet the definition of "Similar Work" as per Clause 6(F) of the tender.

*(As applicable and in accordance with Clause 6(C) and Clause 6(D) of the Tender Document.  
DPIIT-recognized Start-ups may submit this Annexure as "Not Applicable" along with a copy of DPIIT Start-up Recognition Certificate.)*

Sl. No.	Name and Address of the organization, Name, Designation and Telephone / Fax No. of the officer concerned	In Government/ Private Sector	Details of similar work (canteen/manpower services) including manpower deployed	Annual Value of Contract (Rs.)	Duration of the Contract	Whether meeting Clause 6(F) criteria (Yes/No)
1.						
2.						
3.						
4.						
5.						

Signature of authorized person

Date:

Full Name:

Place:

Seal:

**Annexure-IV**  
**Tendering Company / Firm / Agency Profile**

1. Name of the tendering Company/ Firm/ Agency: \_\_\_\_\_
2. Name of proprietor/ Director of the \_\_\_\_\_  
Company/ Firm/ Agency
3. Full address of Reg. Office: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No. \_\_\_\_\_

Email address: \_\_\_\_\_

*(Note: The Registered Office of the bidder may be located anywhere in India. Availability of local office / authorized representative at Patna shall be governed by Clause 6(A) of the Tender Document.)*

4. PAN \_\_\_\_\_

5. GST No.: \_\_\_\_\_

6. Udhyan Registration No.. if any : \_\_\_\_\_

7. Financial turnover of the tendering Company/ Firm/ Agency/ Caterer for the last 03 Financial Years.  
*(Financial turnover details are required as applicable. DPIIT-recognized Start-ups may submit a self-declaration in lieu of turnover details, as per Clause 6(D) of the Tender Document.)*

Sl.No.	Financial Year	Amount (In Lakhs of Rupees)	Remarks, if any
01			
02			
03			

8. Details of last 03 years experience to Govt. Department/ Ministry/ PSU etc.

*Note: Only those works shall be considered which meet the definition of "Similar Work" as per Clause 6(F) of the Tender Document. (Experience details are required as applicable. DPIIT-recognized Start-ups are exempted from submission of experience details, as per Clause 6(D) of the Tender Document.)*

Sl.No.	Name of the office	Duration of Contract & Annual Value of Contract (Rs.)	Remarks, if any	Whether meeting Clause 6(F) criteria (Yes/No)
01				
02				
03				

I/ We have read and understood the contents of the Tender and hereby agreed to abide by the terms and conditions contained in this Tender.

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

Place: \_\_\_\_\_

**Signature of the authorized  
person(s) with seal**