



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/5735682  
Dated/दिनांक : 20-12-2024

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	13-01-2025 15:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	13-01-2025 15:30:00
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 Finance
Department Name/विभाग का नाम	Banking Sector
Organisation Name/संगठन का नाम	Bank Of Baroda
Office Name/कार्यालय का नाम	Baroda Apex Academy Gandhinagar
Item Category/मद केटेगरी	Facility Management Service- Manpower based (Version 2) - Commercial; Housekeeping; Unskilled , Facility Management Service- Manpower based (Version 2) - Commercial; Lift Attendant Gardener HVAC Asst; Semi-skilled , Facility Management Service- Manpower based (Version 2) - Commercial; O&M of Electrical Work, O&M of Mechanical Work, O&M of Civil Work, Pest Control Service, Horticulture Services; Skilled , Facility Management Service- Manpower based (Version 2) - Commercial; Facility Manager and Electrical Engineer; Highly-Skilled
Contract Period/अनुबंध अवधि	3 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	240 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	7 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
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

<b>Bid Details/बिड विवरण</b>	
<b>Document required from seller/विक्रेता से मांगे गए दस्तावेज़</b>	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (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
<b>Do you want to show documents uploaded by bidders to all bidders participated in bid?/</b>	Yes
<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	No
<b>Type of Bid/बिड का प्रकार</b>	Two Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	3 Days
<b>Estimated Bid Value/अनुमानित बिड मूल्य</b>	80000000
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है</b>	Yes
<b>Arbitration Clause</b>	No
<b>Mediation Clause</b>	No

#### **EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	Bank Of Baroda
EMD Amount/ईएमडी राशि	800000

#### **ePBG Detail/ईपीबीजी विवरण**

Advisory Bank/एडवाइजरी बैंक	Bank Of Baroda
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	39

(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 दस्तावेज़ 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/लभार्थी :**

Dy General Manager  
Baroda Apex Academy Gandhinagar, BANKING SECTOR, BANK OF BARODA, Ministry of Finance  
(The Head Apex Academy)

**MII Compliance/एमआईआई अनुपालन**

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

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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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. 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.

**Excel Upload Required/एक्सेल में अपलोड किए जाने की आवश्यकता :**

PRICE BREAK UP - [1734696645.xlsx](#)

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

**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 ATC**

**Scope of work & Job description:**[1734696670.pdf](#)

**Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:**[1734696758.pdf](#)

**Buyer to upload Machinery or Consumable List in case Add-on is selected by Buyer in Marketplace:**[1734696806.pdf](#)

**Pre Bid Detail(s)**

Pre-Bid Date and Time	Pre-Bid Venue
01-01-2025 12:00:00	7th Floor conference room, Bank of Baroda, Baroda Apex Academy, GH-4, Sector-11, Nr. Udyog Bhavan, Gandhinagar, Gujarat, Pin- 382011

**Facility Management Service- Manpower Based (Version 2) - Commercial; Housekeeping; Unskilled ( 28 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Type of Premise	Commercial
Type of Services Required	Housekeeping
Skill Category	Unskilled
Type of Function	Others
List of Profiles	Sweeper
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	
Consumables to be provided by Service Provided	Yes
High End Machinery and Equipments to be provided by Service Provider	Yes
<b>Additional Details/अतिरिक्त विवरण</b>	

Specification	Values
Title for Optional Allowances 1	Gratuity
Title for Optional Allowances 2	Leave wages
Title for Optional Allowances 3	Conveyance
Designation	Housekeeping staff

**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
1	Kanika Jain	382011, Baroda Apex Academy building, Sector 11, Near Udhog Bhavan, Gandhinagar	28	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 783</li> <li>• Bonus (INR per day) : 68.49</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Optional Allowances 1 (INR per day) : 37.66</li> <li>• Optional Allowances 2 (INR per day) : 52.7</li> <li>• Optional Allowances 3 (INR per day) : 39.15</li> <li>• ESI (INR per day) : 26.72</li> <li>• Number of working days in a month : 26</li> <li>• Provident Fund (INR per day) : 101.79</li> <li>• Tenure/ Duration of Employment (in months) : 36</li> </ul>

**Facility Management Service- Manpower Based (Version 2) - Commercial; Lift Attendant Gardener HVAC Asst; Semi-skilled ( 6 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Type of Premise	Commercial
Type of Services Required	Lift Attendant Gardener HVAC Asst
Skill Category	Semi-skilled
Type of Function	Others
List of Profiles	Lift Attendant Gardener HVAC Asst
Educational Qualification	As per ATC
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As per ATC
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	
Consumables to be provided by Service Provided	Yes
High End Machinery and Equipments to be provided by Service Provider	Yes
<b>Additional Details/अतिरिक्त विवरण</b>	
Title for Optional Allowances 1	Gratuity
Title for Optional Allowances 2	Leave wages
Title for Optional Allowances 3	Conveyance
Designation	Lift Attendant Gardener and HVAC Asst

**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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Kanika Jain	382011, Baroda Apex Academy building, Sector 11, Near Udhog Bhavan, Gandhinagar	6	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 783</li> <li>• Bonus (INR per day) : 68.49</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Optional Allowances 1 (INR per day) : 37.66</li> <li>• Optional Allowances 2 (INR per day) : 52.7</li> <li>• Optional Allowances 3 (INR per day) : 39.15</li> <li>• ESI (INR per day) : 26.72</li> <li>• Number of working days in a month : 26</li> <li>• Provident Fund (INR per day) : 101.79</li> <li>• Tenure/ Duration of Employment (in months) : 36</li> </ul>

**Facility Management Service- Manpower Based (Version 2) - Commercial; O&M Of Electrical Work, O&M Of Mechanical Work, O&M Of Civil Work, Pest Control Service, Horticulture Services; Skilled ( 25 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Type of Premise	Commercial
Type of Services Required	O&M of Electrical Work , O&M of Mechanical Work , O&M of Civil Work , Pest Control Service , Horticulture Services
Skill Category	Skilled
Type of Function	Others
List of Profiles	As per ATC
Educational Qualification	As per ATC
Specialization	As per ATC

Specification	Values
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As per ATC
State	NA
Zipcode	NA
District	NA

**Addon(s)/एडऑन**

Consumables to be provided by Service Provider	Yes
High End Machinery and Equipments to be provided by Service Provider	Yes

**Additional Details/अतिरिक्त विवरण**

Title for Optional Allowances 1	Gratuity
Title for Optional Allowances 2	Leave wages
Title for Optional Allowances 3	Conveyance
Designation	Electrician Plumber Carpenter etc

**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



S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Kanika Jain	382011, Baroda Apex Academy building, Sector 11, Near Udhog Bhavan, Gandhinagar	25	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 868</li> <li>• Bonus (INR per day) : 75.92</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Optional Allowances 1 (INR per day) : 41.75</li> <li>• Optional Allowances 2 (INR per day) : 58.42</li> <li>• Optional Allowances 3 (INR per day) : 43.4</li> <li>• ESI (INR per day) : 29.62</li> <li>• Number of working days in a month : 26</li> <li>• Provident Fund (INR per day) : 112.84</li> <li>• Tenure/ Duration of Employment (in months) : 36</li> </ul>

**Facility Management Service- Manpower Based (Version 2) - Commercial; Facility Manager And Electrical Engineer; Highly-Skilled ( 2 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Type of Premise	Commercial
Type of Services Required	Facility Manager and Electrical Engineer
Skill Category	Highly-Skilled
Type of Function	Others
List of Profiles	As per ATC
Educational Qualification	As per ATC
Specialization	As per ATC , Engineering(Civil/Mech/Elec./IT /Comp Sc./Electronics/ E&E/Prod/Chem./Biotech)
Post Graduation	Optional

Specification	Values
Specialization for PG	Not Applicable
Experience	As per ATC
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	
Consumables to be provided by Service Provided	Yes
High End Machinery and Equipments to be provided by Service Provider	Yes
<b>Additional Details/अतिरिक्त विवरण</b>	
Title for Optional Allowances 1	Gratuity
Title for Optional Allowances 2	Leave wages
Title for Optional Allowances 3	Conveyance
Designation	Facility Manager and Electrical Engineer

**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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Kanika Jain	382011, Baroda Apex Academy building, Sector 11, Near Udhog Bhavan, Gandhinagar	2	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 954</li> <li>• Bonus (INR per day) : 83.44</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Optional Allowances 1 (INR per day) : 45.89</li> <li>• Optional Allowances 2 (INR per day) : 64.2</li> <li>• Optional Allowances 3 (INR per day) : 47.7</li> <li>• ESI (INR per day) : 32.56</li> <li>• Number of working days in a month : 26</li> <li>• Provident Fund (INR per day) : 124.02</li> <li>• Tenure/ Duration of Employment (in months) : 36</li> </ul>

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

### 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. Forms of EMD and PBG

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

Baroda Apex Academy  
Account No.  
29760400000309  
IFSC Code  
BARBOVIDHAN  
Bank Name  
Bank of Baroda Gandhinagar  
Branch address

Vidhansabha Branch

Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

### 3. Buyer Added Bid Specific ATC

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

## 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.

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.

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 कार्रवाई का आधार होगा।

**---Thank You/धन्यवाद---**