

अनुबंध | Contract



अनुबंध क्रमांक | Contract No: GEMC-511687705667277

अनुबंध तिथि | Contract Generated Date : 23-Sep-2026

बोली/आरए/पीबीपी संख्या | Bid/RA/PBP No.: [GEM/2026/B/7719031](#)

खरीद का माध्यम | Procurement Mode: Bid

संगठन विवरण Organisation Details	खरीदार विवरण Buyer Details
प्रारूप Type : Central Autonomous	पद Designation : Estate Officer
मंत्रालय Ministry : Ministry of Education	संपर्क नंबर Contact No. : 01672-253475-
विभाग Department : Department of Higher Education	ईमेल आईडी Email ID : buycon6.sliets.pb@gembuyer.in
संगठन का नाम Organisation : Sant Longowal Institute of Engineering and Technology	जीएसटीआईएन GSTIN : 03AAAAAL6685R1ZZ
नाम : (SLIET)	Sant Longowal Institute of Engineering & Technology,
कार्यालय क्षेत्र Office Zone: Punjab	पता Address : Longowal,
	SANGRUR, PUNJAB-148106, India

वित्तीय स्वीकृति विवरण Financial Approval Detail	भुगतान प्राधिकरण विवरण Paying Authority Details
आईएफडी सहमति IFD Concurrence : No	Role: BUYER
प्रशासनिक अनुमोदन का पदनाम Designation of Administrative Approval: Director, SLIET	भुगतान का तरीका Payment Mode: Offline
वित्तीय अनुमोदन का पदनाम Designation of Financial Approval: Director, SLIET	पद Designation : Estate Officer
	ईमेल आईडी Email ID : buycon6.sliets.pb@gembuyer.in
	जीएसटीआईएन GSTIN : 03AAAAAL6685R1ZZ
	Sant Longowal Institute of Engineering & Technology,
	Longowal,
	SANGRUR, PUNJAB-148106, India

परिष्कृति विवरण Consignee Details			
क्र.सं. S.No	परिष्कृति नाम & पता Consignee Name & Address	सेवा विवरण Service Description	मात्रा Quantity
1	संपर्क Contact : 01672-253475- ईमेल आईडी Email ID : buycon6.sliets.pb@gembuyer.in जीएसटीआईएन GSTIN : 03AAAAAL6685R1ZZ पता Address : Sant Longowal Institute of Engineering & Technology, Longowal, SANGRUR, PUNJAB-148106, India	Manpower Outsourcing Services - Minimum wage - Unskilled; Not Required; Others	50
		Manpower Outsourcing Services - Minimum wage - Semi-skilled; High School; Others	18
		Manpower Outsourcing Services - Minimum wage - Skilled; Secondary School; Others	35
		Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Graduate; Others	16

सेवा प्रदाता विवरण Service Provider Details	
जेम विक्रेता आईडी GeM Seller ID :	B8QX230009042157
कंपनी का नाम Company Name :	ADITRI ENTERPRISES
संपर्क नंबर Contact No. :	09927166566
ईमेल आईडी Email ID :	aditrienterprises2015@gmail.com
पता Address :	SHOP NO 9, MALTI DEVI COMPLEX, OPPOSIT KURMACHAL BANK, MUKHANI CHAURAHHA HALDWANI NAINITAL, Nainital, UTTARAKHAND-263139, -
एमएसएमई पंजीकरण संख्या MSME Registration number :	udyam-uk-07-0000870
जीएसटीआईएन GSTIN:	05AYOPG7465R1ZI (R) , (S) , 09AYOPG7465R1ZA (S) , 03AYOPG7465R1ZM (S)
खरीदार द्वारा सत्यापित एमएसएमई स्थिति MSME Status as verified by buyer :	Verified
एमएसई सामाजिक श्रेणी MSE Social Category :	General
एमएसई लिंग श्रेणी MSE Gender :	Female

*जिसके नाम के पक्ष में GST/TAX इनवॉइस पेश किया जाएगा | GST / Tax invoice to be raised in the name of - Buyer

सेवा विवरण Service Details	
सेवा प्रारंभ दिनांक (नवीनतम) Service Start Date (latest by): 01-Oct-2026	सेवा समाप्ति तिथि Service End Date : 30-Sep-2027
श्रेणी नाम Category Name : Manpower Outsourcing Services - Minimum wage	

बिलिंग चक्र Billing Cycle: monthly			
विवरण Description		Number of Resources to be hired	Percentage of Service charge inclusive of GST
Skill Category	Unskilled		
Educational Qualification	Not Required		
Type of Function	Others		
List of Profiles	Office Peon		
Specialization	Not Required		

Post Graduation	Not Required	50	3.85		
Specialization for PG	Not Applicable				
Experience	0 to 3 Years				
Zipcode	NA				
District	NA				
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes				
Name of states/ UT for geographical presence is required	Punjab				
Minimum daily wage (INR) exclusive of GST	556				
Bonus (INR per day)	0				
EDLI (INR per day)	0				
EPF Admin Charge (INR per day)	5.56				
Optional Allowances 1 (INR per day)	17.31				
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)	18.07				
Provident Fund (INR per day)	66.72				
Number of working days in a month	26				
Tenure/ Duration of Employment (in months)	12				
कुल राशि (सूत्र) Total Amount (Formula) : ((((Minimum daily wage (INR) exclusive of GST+ESI (INR per day)+Provident Fund (INR per day)+EDLI (INR per day)+Bonus (INR per day)+EPF Admin Charge (INR per day)+Optional Allowances 1 (INR per day)+Optional Allowances 2 (INR per day)+Optional Allowances 3 (INR per day)) *Number of working days in a month)+(Estimated Number of Overtime Hours per Resource per Month*Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST)))*(1.18 + Percentage of Service charge inclusive of GST/100))*Number of Resources to be hired*Tenure/ Duration of Employment (in months))					
ऐडऑन के बिना कुल मूल्य Total Value without Addons(INR)				12615247.48	
कुल ऐडऑन मूल्य Total Addon Value(INR)				0	
ऐडऑन सहित कुल मूल्य Total Value Including Addons(INR)				12615247.48	
अतिरिक्त जानकारी Additional Details					
• Title for Optional Allowances 1 : Uniform Allowance • Designation : Unskilled					
श्रेणी नाम Category Name : Manpower Outsourcing Services - Minimum wage					
बिलिंग चक्र Billing Cycle: monthly					
विवरण Description		Number of Resources to be hired	Percentage of Service charge inclusive of GST		
Skill Category	Semi-skilled	18	3.85		
Educational Qualification	High School				
Type of Function	Others				
List of Profiles	Attendant				
Specialization	Not Required				
Post Graduation	Not Required				
Specialization for PG	Not Applicable				
Experience	0 to 3 Years				
Zipcode	NA				
District	NA				
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes				
Name of states/ UT for geographical presence is required	Punjab				
Minimum daily wage (INR) exclusive of GST	650				
Bonus (INR per day)	0				
EDLI (INR per day)	0				
EPF Admin Charge (INR per day)	6.5				
Optional Allowances 1 (INR per day)	17.31				
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)	21.125		
Provident Fund (INR per day)	78		
Number of working days in a month	26		
Tenure/ Duration of Employment (in months)	12		
कुल राशि (सूत्र) Total Amount (Formula) : (((((Minimum daily wage (INR) exclusive of GST+ESI (INR per day)+Provident Fund (INR per day)+EDLI (INR per day)+Bonus (INR per day)+EPF Admin Charge (INR per day)+Optional Allowances 1 (INR per day)+Optional Allowances 2 (INR per day)+Optional Allowances 3 (INR per day))*Number of working days in a month)+(Estimated Number of Overtime Hours per Resource per Month*Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST)))*(1.18 + Percentage of Service charge inclusive of GST/100))*Number of Resources to be hired*Tenure/ Duration of Employment (in months))			
ऐडऑन के बिना कुल मूल्य Total Value without Addons(INR)		5289268.41	
कुल ऐडऑन मूल्य Total Addon Value(INR)		0	
ऐडऑन सहित कुल मूल्य Total Value Including Addons(INR)		5289268.41	
अतिरिक्त जानकारी Additional Details			
• Title for Optional Allowances 1 : Uniform Allowance • Designation : Semi-Skilled			
श्रेणी नाम Category Name : Manpower Outsourcing Services - Minimum wage			
बिलिंग चक्र Billing Cycle: monthly			
विवरण Description		Number of Resources to be hired	Percentage of Service charge inclusive of GST
Skill Category	Skilled	35	3.85
Educational Qualification	Secondary School		
Type of Function	Others		
List of Profiles	Skilled		
Specialization	Not Required		
Post Graduation	Not Required		
Specialization for PG	Not Applicable		
Experience	0 to 3 Years		
Zipcode	NA		
District	NA		
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes		
Name of states/ UT for geographical presence is required	Punjab		
Minimum daily wage (INR) exclusive of GST	781		
Bonus (INR per day)	0		
EDLI (INR per day)	0		
EPF Admin Charge (INR per day)	7.81		
Optional Allowances 1 (INR per day)	17.31		
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)	25.3825		
Provident Fund (INR per day)	93.72		
Number of working days in a month	26		
Tenure/ Duration of Employment (in months)	12		
कुल राशि (सूत्र) Total Amount (Formula) : (((((Minimum daily wage (INR) exclusive of GST+ESI (INR per day)+Provident Fund (INR per day)+EDLI (INR per day)+Bonus (INR per day)+EPF Admin Charge (INR per day)+Optional Allowances 1 (INR per day)+Optional Allowances 2 (INR per day)+Optional Allowances 3 (INR per day))*Number of working days in a month)+(Estimated Number of Overtime Hours per Resource per Month*Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST)))*(1.18 + Percentage of Service charge inclusive of GST/100))*Number of Resources to be hired*Tenure/ Duration of Employment (in months))			
ऐडऑन के बिना कुल मूल्य Total Value without Addons(INR)		12311029.09	
कुल ऐडऑन मूल्य Total Addon Value(INR)		0	
ऐडऑन सहित कुल मूल्य Total Value Including Addons(INR)		12311029.09	
अतिरिक्त जानकारी Additional Details			
• Title for Optional Allowances 1 : Uniform Allowance • Designation : Skilled			

बिलिंग चक्र | Billing Cycle: monthly

विवरण Description		Number of Resources to be hired	Percentage of Service charge inclusive of GST
Skill Category	Highly-Skilled	16	3.85
Educational Qualification	Graduate		
Type of Function	Others		
List of Profiles	HighlySkilled		
Specialization	HighySkilled		
Post Graduation	Optional		
Specialization for PG	Not Applicable		
Experience	0 to 3 Years		
Zipcode	NA		
District	NA		
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes		
Name of states/ UT for geographical presence is required	Punjab		
Minimum daily wage (INR) exclusive of GST	918		
Bonus (INR per day)	0		
EDLI (INR per day)	0		
EPF Admin Charge (INR per day)	9.18		
Optional Allowances 1 (INR per day)	17.31		
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)	29.835		
Provident Fund (INR per day)	110.16		
Number of working days in a month	26		
Tenure/ Duration of Employment (in months)	12		

कुल राशि (सूत्र) | Total Amount (Formula) :

((((Minimum daily wage (INR) exclusive of GST+ESI (INR per day)+Provident Fund (INR per day)+EDLI (INR per day)+Bonus (INR per day)+EPF Admin Charge (INR per da y)+Optional Allowances 1 (INR per day)+Optional Allowances 2 (INR per day)+Optio nal Allowances 3 (INR per day)) *Number of working days in a month)+(Estimated N umber of Overtime Hours per Resource per Month*Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST))))*(1.18 + Percentage of Service charge inclusive of GST/100))*Number of Resources to be hired*Tenure/ Duration of Employment (in months))

ऐडऑन के बिना कुल मूल्य Total Value without Addons(INR)	6596653.3
कुल एडऑन मूल्य Total Addon Value(INR)	0
ऐडऑन सहित कुल मूल्य Total Value Including Addons(INR)	6596653.3

अतिरिक्त जानकारी Additional Details
• Title for Optional Allowances 1 : Uniform Allowance • Title for Optional Allowances 2 : 0 • Title for Optional Allowances 3 : 0 • Designation : Highly Skilled

अनुबंध की राशि | Amount of Contract

सभी शुल्क और करों सहित कुल अनुबंध मूल्य Total Contract Value Including All Duties and Taxes(INR)	36812198.28
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एसएलए विवरण | SLA Details

Service Level Agreement
Manpower Outsourcing Services – Minimum Wage Based
1 Agreement Overview
This is a Service Level Agreement ("SLA" or "Agreement") between the Buyer and Manpower HiringAgency/Service Provider. The purpose of this Agreement is to facilitate implementation of Manpower Hiring Service at the Buyer's premises, or any other premises approved by the Buyer. This Agreement outlines the scope of work, Buyer's obligations, special terms and conditions related to service delivery and payment of services. The Agreement remains valid till completion of scope of services or end of contractual duration (whichever is earlier) unless mutually extended by both the parties. The Services contracts placed through GeM shall be governed by following set of Terms and Conditions: I. General terms and conditions for Services;("GTC") II. Service Specific Standard Terms and Conditions ("STC") of the Services contracts shall include the service level agreement (SLA) for the service. III. BID/ Reverse Auction specific Additional Terms & Conditions (ATC) as specified by the buyer.

The above terms and conditions are in reverse order of precedence i.e., ATC shall supersede Service specific STC which shall supersede GTC, whenever there are any conflicting provisions. The above set of terms and conditions along with the scope of work and SLA as enumerated in this document shall be construed to be part of the Contract/Agreement between the Buyer and Service Provider.

2 Objectives and Goals

The objective of this Agreement is to ensure that all the commitments and obligations are in place to ensure consistent delivery of services to Buyer by Service Provider. The goals of this agreement are to:

- I. Provide clear reference to service ownership, accountability, roles and responsibilities of both parties
- II. Present a clear, concise, and measurable description of services offered to the Buyer
- III. Establish terms and conditions for all the involved stakeholders, it also includes the actions to be taken in case of failure to comply with conditions specified
- IV. To ensure that both the parties understand the consequences in case of termination of services due to any of the stated reasons

This Agreement will act as a reference document that both the parties have understood the above-mentioned terms and conditions and have agreed to comply by the same.

3 Parties to the Agreement

The main stakeholders associated with this agreement are below-

1. Buyer: Buyer is responsible to provide clear instructions, approvals and timely payments for the services availed

2. Service Provider: Service provider is responsible to provide all the required services in timely manner. Service provider may also include seller, any authorized agents, permitted assignees, successors and nominees as described in the agreement

The responsibilities and obligations of the stakeholders have been outlined in this document. The document also encompasses service level/ deductions in case of non-adherence to the defined terms and conditions.

4 Terms & Conditions:

4.1 Buyer's Obligations:

- i. The Buyer shall provide workspace (seating area, work desk, furniture etc.) for the manpower hired through Service Provider, the Buyer shall also arrange necessary gate/ entry pass to Buyer's premise/ designated premise for the manpower.
- ii. Working shifts (includes day and night shift) if any, and daily working hours shall be mutually agreed upon between Buyer and Service Provider and should follow all the labor laws.
- iii. The Buyer shall directly or in consultation with the Service Provider provide the necessary training to the manpower for Buyer specific tools, applications, and machinery etc., if required.
- iv. The Buyer shall provide, free of charge unimpeded access to all the infrastructure which is required to perform the Services. It may include use of stationery, printer, electricity, internet, Buyer specific servers, data drives, tools, and software etc. However, use of such infrastructure shall be limited for official purpose only.
- v. The Buyer shall make necessary arrangements for use of basic facilities like water pots/ machines, cafeteria, washrooms etc. for manpower working at Buyer's premise/ designated premise.
- vi. TA/ DA shall be payable directly by the Buyer, in case of travel included in the scope of work, on production of travel documents in original and approval of appropriate authority of the Buyer for undertaking such travel for the project/assignment.
- vii. In case of services hired on annual basis and 5 working days, the manpower will be entitled to 08 days of casual leaves per year on pro-rata basis and in case of 6 working days, the manpower will be entitled to 15 days casual leave per year on pro-rata basis. Beyond specified leaves as applicable, leave will be treated as leave without pay (LWP) for which necessary deduction will be made by the Buyer in the amount billed by the Service Provider, if no replacement of manpower is provided.
- viii. The Buyer shall have the right, within reason, to have any personnel removed who is undesirable with proper reasoning & justification.
- ix. The Buyer will have option to replace the proposed manpower in case of non-performance, non-delivery or in any other exceptional case, however replacement of the manpower will be in same category with same degree of skills, educational qualification, and number of years of experience, also prior approval for the same to be provided by the Buyer.
- x. It is possible that due to nature of work in office/production units/fields operation, etc. the Buyer may want to retain some already trained resources of existing/old contract for new contract also. To facilitate retention of existing resources against the new contract, a functionality is already available on GeM. The Buyer while creating a bid document, can use this functionality to declare upfront in the Bid document, details of all such resources who are to be retained against new contract. In such case, the new service provider must retain the specified resources as mentioned in the bid document. The Buyer is responsible for ensuring that the retained resources meet the eligibility requirements as per the contract and for providing the necessary documentation and details related to EPF, ESIC, and other onboarding formalities. The Police verification of the retained resources if required will be the responsibility of the Buyer. The new Service Provider shall not levy any charges on the retained resources for onboarding them onto their payroll.

4.2 Service Provider's Obligations:

- i. The Service Provider would be required to provide sufficient and qualified manpower, capable of supporting the functioning of the project/department in a manner desired by the Buyer. Any mismatch in demand and supply of the manpower such as number of employees, educational qualification, sectoral/ desired work experience etc. may lead to deductions and/or replacement of the resource with the matching skillset based on the approval from buyer.
- ii. The service provider/contractor shall be responsible for paying wages as per The Code on Wages, 2019.
- iii. The service provider/contractor shall be responsible for paying bonus as per The Code on Wages, 2019.
- iv. The service provider/contractor shall be responsible for paying gratuity as per The Code on Social Security, 2020.
- v. Service Provider shall adhere to the timeline given by Buyer for providing the required manpower on Buyer's premise/ designated premise.
- vi. The Service Provider shall not assign its rights or obligations under this Contract, in whole or in part, nor enter any subcontract to perform any portion of this Contract, without the written consent of the Buyer. The Service Provider shall be responsible and liable to deliver the services as per the contract.
- vii. The Service Provider shall be required to keep the Buyer updated about the change of address, change of the Management etc. from time to time.
- viii. The Service Provider shall provide the documentary proof for the qualifications and experience of the manpower deployed by them. The biodata/ resume, qualification and experience of the said manpower should be verified/certified by the Service Provider. In case any of such document is found to be false at any stage, it would be deemed to be a breach of terms of contract making the Service Provider liable for legal action.
- ix. The Service Provider shall be responsible for police verification, character, and antecedents' verification of the manpower. The same may be verified by the Buyer at the time of joining of the manpower, if he/she so desires.
- x. The manpower provided by the Service Provider shall not be deemed employees of the Buyer department hence the compliance of the applicable acts/ laws will be the sole responsibility of the Service Provider.
- xi. The Service Provider shall furnish the following documents in respect of the manpower deployed by them to Buyer's premise/ designated premise in the given time limit:
 - a. List of persons deployed (monthly)
 - b. Biodata/ resume with antecedents' details (at the time of deployment)
 - c. Copy of Aadhaar Card of the candidates (at the time of deployment)
 - d. Identity Cards issued by Service Provider bearing photograph (within 8 days of joining)
 - e. Identity proof and residential proof (at the time of deployment)
 - f. Copy of police verification certificate (at the time of deployment)
 - g. Copy of birth certificate, if required (at the time of deployment - for domicile purpose)
 - h. Details of PF Account Number of resources
- xii. The Service Provider shall nominate a coordinator/ Single Point of Contact (SPOC) who shall be responsible for regular interaction with the Buyer Department so that optimal services of the persons deployed could be availed without any disruption.
- xiii. The attendance of the manpower shall be entered in the register provided by the Service Provider and/or in the Aadhaar based Biometric attendance system at the Buyer's premises.
- xiv. All selected manpower shall wear Identity Card provided by the Service Provider every day during working hours.
- xv. The Service Provider shall issue the letter of deployment to every deployed manpower and a copy of same shall be submitted to Buyer.

- xvi. In an event of deployed manpower availing leave, and if required by Buyer, suitable substitute(s) shall be provided by Service Provider as per mutual understanding with Buyer. Service Provider shall communicate the same to buyer in advance.
- xvii. In case of any resource permanently leaving the organization or taking leave for a longer duration, service provider shall communicate the same to buyer at least 1 month prior to the last working day of a resources. Suitable substitute(s) shall be provided by Service Provider as per mutual understanding with buyer.
- xviii. The Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
- xix. The Service Provider shall ensure that all the relevant licenses/ registrations/ permissions which may be required for providing the services under this Agreement are valid during the entire period of the Agreement; failing which the Buyer can take appropriate action including imposition of deductions and termination of contract. The documents relevant in this regard shall be provided by the Service Provider to the Buyer on demand.
- xx. In case of continuous work (24 hours or more than 26 days in a month), Service Provider shall be responsible to change the shifts and manpower in compliance with the labor laws.
- xxi. The persons deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/ confirmed employees during the currency or after expiry of the Agreement.
- xxii. No medical facilities or reimbursement or any sort of medical claims thereof in respect of employees provided by the Service Provider will be entertained by the Buyer.
- xxiii. The persons deployed shall treat as confidential all data and information received from the Buyer and obtained in the execution of its responsibilities under this Contract/ Agreement, in strict confidence and will not reveal such information to any other party including the Service Provider without the prior written approval of the Buyer. In view of this, the persons deployed shall be required to sign a non-disclosure agreement and breach of the same shall make the Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract and termination of contract.
- xxiv. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against the Buyer.
- xxv. No deployed manpower shall be allowed to stay in the Buyer's premise/ designated premise unnecessarily after working hours without Buyer's permission.
- xxvi. Any damages/ losses caused by deployed manpower shall be borne by the Service Provider. The Buyer Department shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider during their performing the functions/duties, or for payment towards any compensation.
- xxvii. The Service Provider shall be solely responsible for the redressal of grievances/ resolution of disputes relating to persons deployed. The Buyer shall, in no way be responsible for settlement of such issues whatsoever.
- xxviii. The Service Provider shall be responsible for timely payment of take-home remuneration to the manpower and deposit of EPF and ESI (both employee and employer share), failing which deductions shall be made by buyer.
- xxix. The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the Buyer Department or any other authority under Law.
- xxx. The Service Provider must ensure timely payment of monthly salaries and all statutory entitlements to deployed manpower in compliance with the applicable laws and then submit the monthly bill along with documentary proofs (Invoice, Attendance Sheet, Salaries Payment Proof, etc.) for release of the payment from the Buyer.
- xxxi. The wages of every person deployed upon or in any establishment upon or in which less than one thousand persons are employed, shall be paid before expiry of the seventh day after the last day wage-period in respect of which the wages are payable. Payment of salary/ wages to the employees shall be made in their bank accounts only, no cash or kind payment shall be made.
- xxxii. The Service Provider shall furnish statement of amount paid for the month to the manpower deployed along with Transaction Details and Bank account from which the payment has been made. Service Provider shall furnish copy of bank statement in support of amount paid as and when required by Buyer.
- xxxiii. The Service Provider shall also deposit EPF and ESI of both employer and employee share within 15th day of the month of payment of wages.
- xxxiv. The Service Provider shall submit before the Buyer Department, one copy of the return within 7 days from the date of filing of monthly/ quarterly/ half yearly/ annual return if any before the EPF and ESI authorities.
- xxxv. All applicable taxes and duties other than mentioned in the contract document, shall be payable by the Service Provider and the Buyer shall not entertain any claims whatsoever with respect to the same.
- xxxvi. The Service Provider, at all times, will ensure that the services being provided under this Contract/Agreement are performed strictly in accordance with all applicable laws, order, byelaws, regulations, notifications, guidelines, rules, standards, recommended practices etc. and no liability in this regard will be attached to the Buyer.
- xxxvii. The Service Provider shall ensure timely issuance of payslips to the deployed manpower in accordance with The Code on Wages, 2019 and rules notified thereunder. The payslip shall clearly disclose the components of wages, including basic pay and dearness allowance (and retaining allowance, if any), and shall also separately indicate amounts paid or payable towards statutory social security contributions such as Employees' Provident Fund (EPF), Employees' State Insurance (ESI) and bonuses where applicable, and all other statutory or permitted deductions and employer contributions.

4.3 Special Terms & Conditions:

- i. **As per the Occupational Safety, Health and Working Conditions Code, 2020 and all applicable rules notified thereunder, the service provider/contractor shall be responsible for ensuring that wages are paid to the contract labour on time. The principal employer/buyer shall ensure that the wages are paid on time to the contract labour by the service provider/contractor. In case the service provider/contractor fails to pay the wages on time or makes short-payment, the principal employer/buyer shall be liable to pay the wages to the contract labour directly and recover the amount from the service provider/contractor.**
- ii. The Buyer will in no way be responsible for the violation of any rules and/or infringement of any other laws from the time being in force, either by the manpower or by the Service Provider. The manpower as well as the Service Provider shall comply with the relevant rules and regulations applicable at present and as may be enforced from time to time, for which the Buyer will not be liable or responsible in any manner. The onus of compliance to all the applicable laws/acts/rules etc. shall only rest with the Service Provider. An indicative list of central labor laws is provided under Annexure 1. Please note that this list merely indicative and not exhaustive.
- iii. The cost of services quoted by the Service Provider shall cover all aspects of service delivery and include all the components of salary/ wages (minimum wage, insurance, PF, ESI etc.) and taxes, as applicable.
- iv. As per DoE OM No.F.6/1/2023-PPD dated 6th January 2023, the minimum service charges for Manpower Outsourcing Services has been fixed as 3.85%. The contracts concluded through this service shall be in compliance with the above mentioned OM.
- v. No advance payment shall be made to the Service Provider.
- vi. Payment shall be made once the services are delivered, and the Service Provider submits the invoice for the same.
- vii. The Buyer shall make the payment within prescribed timelines as per the payment process flow upon submission of invoice, logbook, and service feedback.
- viii. Payment shall be made only after submission of invoices, attendance sheet, logbook, service feedback, documentary proofs for PF/ESI/EDLI etc. payments. Non-submission of the same may lead to delay/ deduction in payment.
- ix. All the deductions (if applicable) shall be settled before making the payments. Service Provider shall not have any objection on the same.
- x. Payment to the manpower resources by the service provider shall be made through bank transfer only, in no circumstance cash payment shall be made.
- xi. In case of any changes in the minimum wages or any statutory wage component as per the Applicable Laws during the Contract period, the Buyer shall pay the Service Provider the differential amount in wage. It is clarified that such increase in the wages will not have any impact on the service charges. The total value of the service charge to be paid by the buyer to service provider shall remain same as per the original contract value.
- xii. Service provider will submit the invoice & upload the supporting documents such as attendance sheet, logbook etc. on GeM portal
- xiii. Buyer will review the documents provided by service provider & may either accept or reject based on actual performance. If required, buyer may impose any non-delivery deductions, SLA deductions, over & above the invoice submitted by service provider.

5 Deductions

Deductions can be imposed by the Buyer for the following:

S. No.	Description	Deductions		
		1st Instance	2nd Instance	3rd Instance
1	Non-deployment of total manpower mentioned in the contract as per the date of joining	Up to 15 Days, 1 day wages of the resources which are not deployed, per day. Beyond 15 days cancellation of the contract with cancellation charges @ 10% of the order value.		
2	If employee is found disclosing any confidential information/ document to the Service Provider/ any third parties	Cancellation of the contract with cancellation charges @ 10% of the order value along with recovery of losses caused (if any) and legal action against the Service Provider depending on the gravity of the act	-	-
3	If the employee is found responsible for any theft, loss of material/ articles and damages	Payment in actuals, equivalent to the value of the article theft/ lost/ damaged within the period prescribed by the Buyer. Replacement of employee within 2 days.	Payment in actuals, equivalent to the value of the article theft/ lost/ damaged within the period prescribed by the buyer. Replacement of employee within 2 days/ cancellation of contract as decided by the buyer depending on the gravity of the act.	Cancellation of the contract with cancellation charges @ 10% of the order value
4	If the employee is found responsible for disobedience/ misconduct	Warning/ counselling of employee as decided by the Buyer depending on the gravity of the act	Warning/ counselling/ Immediate replacement of employee within 2 days as decided by the Buyer and Warning to Service Provider depending on the gravity of the act	Cancellation of the contract with cancellation charges @ 10% of the order value
5	If the employee is absent or takes leave for more than 2 days without informing buyer or taking prior approval without substitute being provided by the service provider.	Substitute within 2 days of intimation from buyer failing which, up to 15 days, 1 day wages of absent resource/s per day. Beyond 15 days, cancellation of the contract with cancellation charges @ 10% of the order value	Substitute within 2 days of intimation from buyer failing which, up to 15 days, 2 daywages of absent resource/s per day. Beyond 15 days, cancellation of the contract with cancellation charges @ 10% of the order value	Cancellation of the contract with cancellation charges @ 10% of the order value
6	If the employee is found responsible for adopting illegal and foul methods or exercising any corrupt practice in collusion with any third party or officials at the workplace	Immediate replacement within 2 days/ cancellation of the contract with cancellation charges @ 10%, as decided by the buyer depending on the gravity of the act.	Cancellation of the contract with cancellation charges @ 10% of the order value	-
7	Delay in payments of take-home remuneration by the Service Provider and deposit of EPF and ESI (both employee and employer share)	Rs. 100 per day per resource, warning to Service Provider to deposit the said amount within 7 working days	Rs. 200 per day per resource, hold on all type of payments to Service Provider till the said amount is deposited to respective stakeholders and proof of same is submitted to Buyer	Cancellation of the contract with cancellation charges @ 10% of the order value

6 Payment Terms

- The Payment procedure as specified in the General Terms and Conditions (GTC) of GeM will be applicable.
- Payment schedule to be as per payment terms specified in bid document/ATC by the buyer.

7 Undertaking

The service provider/contractor shall not make any unauthorized deductions from the wages of the contract labour and provide below undertaking:

"The Service Provider hereby undertakes not to charge any money/fees/ deductions in whatever manner, name or form, or take any monetary/non-monetary considerations, or make any unlawful deductions from the compensation/salary of the manpower/employees/resources engaged by it and, to be deployed at the Buyer's site. The Service Provider further agrees that it will not indulge in any unethical practices and acknowledges that any non-compliance of the aforesaid undertaking will be treated as a material breach of the Contract, in which case the Buyer and GeM shall have the right to take appropriate independent actions including termination of the Contract and actions as per GeM Incident Management Policy."

8 Formula Used

8.1 Cumulative Cost (Daily): -

"d" = "bp" + "esi" + "pf" + "edli" + "bonus" + "admin" + "nm1" + "nm2" + "nm3"

Where,

"d" = Cumulative Cost (Daily)

"bp" = Basic dailywage (INR) exclusive of GST

"pf" = Provident Fund (INR Daily)

"edli" = EDLI (INR Daily)

"esi" = ESI (INR Daily)

"bonus" = Bonus (INR Daily)

"admin" = EPF Admin Charge (INR Daily)

"nm1" = Optional Allowance 1 (INR Daily)

"nm2" = Optional Allowance 2 (INR Daily)

"nm3" = Optional Allowance 3 (INR Daily)

"m" = Cumulative Cost (INR Daily)

8.2 Total: -

"tcv" = $(d * nd + "oth" * "otr") * (1.18 + sc / 100) * t * q$

Where

"tcv" = Total Contract Value

"d" = Cumulative Cost (Daily) as calculated in 8.1 above

"sc" = Service Charge in %age, as quoted by service provider inclusive of GST

Factor 1.18 is to include 18% GST on the services provided by the service provider

"nd" = No. of working days in a month

"t" = Tenure for which service is required (In no. of months)

"q" = Quantity (No. of resources required by buyer)

"oth" = Estimated Number of Overtime Hours per Resource per Month

"otr" = Remuneration per resource per hour for Overtime Hours (Incl. all applicable allowance etc. & excluding GST)

Annexure - 1

1. The Code on Wages, 2019
2. The Industrial Relations Code, 2020
3. The Code on Social Security, 2020
4. The Occupational Safety, Health and Working Conditions Code, 2020

तकनीकी-वाणिज्यिक स्पष्टीकरण | Techno-Commercial Clarification : [Click here to download](#)

अतिरिक्त आवश्यक डेटा/दस्तावेज़: खरीदार | Additional Required Data/Document(s) : Buyer

1. 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 documents enclosed
2. 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 ATC documents enclosed
3. Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per complied with The Code on Wages Act : [click here](#)
4. Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required : [click here](#)
5. 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. :[click here](#)
6. Scope of work & Job description : [click here](#)

अतिरिक्त डेटा/दस्तावेज़ : विक्रेता | Additional Data/Document(s) : Seller

1. Statutory Auditor Certificate : [click here](#)
2. Project Experience And Certificates With Respect To Eligibility Criteria : [click here](#)
3. Copy Of Labour Licence/pf/epf/esi Registration Letter/certificate : [click here](#)
4. Copy Of Certificate For Incorporation/registration Of Bidding Entity Under Appropriate Act/authority In India : [click here](#)
5. Auditor Certificate For Profit Making Entity In Last 3 Yrs : [click here](#)
6. Registration Certificate For Geographical Presence As Required By Buyer : [click here](#)
7. Certificate (Requested in ATC) : [click here](#)

ईपीबीजी विवरण | ePBG Detail

सलाहकार बैंक Advisory Bank :	State Bank of India
ईपीबीजी प्रतिशत (%) ePBG Percentage(%):	5.00
बोली लगाने वाले को बोली के नियमों और शर्तों के अनुसार लागू ईपीबीजी प्रस्तुत करना होगा The bidder shall furnish ePBG as applicable as per bid's terms and conditions	

नियम और शर्तें | Terms and Conditions

1. General Terms and Conditions-

- 1.1 This contract is governed by the [General Terms and Conditions](#), conditions stipulated to this Product/Service as provided in the Marketplace.
- 1.2 This Contract between the Seller and the Buyer, is for the supply of the Goods and/ or Services, detailed in the schedule above, in accordance with the General Terms and Conditions (GTC) unless otherwise superseded by Goods / Services specific Special Terms and Conditions (STC) and/ or BID/Reverse Auction Additional Terms and Conditions (ATC), as applicable
- 1.3 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.

2. Buyer Added Bid Specific Terms and Conditions-

2.1 Generic:

OPTION CLAUSE 25% : 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, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration. For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2.2 Service & Support:

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

2.3 Forms of EMD and PBG:

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

Director, SLIET
payable at
Longowal, Sangrur, Punjab

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

2.4 Forms of EMD and PBG:

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C

Director, SLIET
. The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

2.5 Forms of EMD and PBG:

Bidders can also submit the EMD with Banker's Cheque in favour of

Director, SLIET
payable at
Longowal, Sangrur

Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

2.6 Forms of EMD and PBG:

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

Director, SLIET
Account No.
168833535
IFSC Code
CBIN0283105
Bank Name
Central Bank of India
Branch address
SLIET, Longowal, Sangrur, Punjab

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.

2.7 Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

2.8 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.

2.9 Generic

Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. [Click here to view the file](#)

2.10 Buyer Added Bid Specific ATC:

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

2.11 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.

2.12 Forms of EMD and PBG:

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

Director SLIET
Account No.
168833535
IFSC Code
CBIN0283105

Bank Name

Central Bank of India

Branch address

SLIET, Longowal, Sangrur, Punjab

. Successful Bidder to indicate Contract number and name of Seller 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 in place of PBG within 15 days of award of contract.

2.13 Forms of EMD and PBG:

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

Director, SLIET

A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

2.14 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

Director, SLIET

payable at

Longowal Sangrur

. 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.

Note:

1. Service Providers are required to raise invoices online as per the contract terms on GeM portal. Timely invoice submission is mandatory for compliances, smooth payment processing, and will also contribute to improving their ratings.
2. The Excess settlement has been enabled for this contract. The service provider can claim additional charges, if applicable, in the invoice. Any additional charges must be supported with documentary evidence.

नोट: यह सिस्टम जनरेटेड फाइल है। कोई हस्ताक्षर की आवश्यकता नहीं है।

Note: This is system generated file. No signature is required.

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	10-08-2026 11:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	10-08-2026 11:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	100 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Education
विभाग का नाम / Department Name	Department Of Higher Education
संगठन का नाम / Organisation Name	Sant Longowal Institute Of Engineering And Technology (sliet)
कार्यालय का नाम / Office Name	Punjab
शिकायत निवारण के संपर्क विवरण / Contact details of Grievance redressal	HOD Email id : buyer1.sliet.sangrur@gembuyer.in Buyer Email id: buycon6.sliets.pb@gembuyer.in
वस्तु श्रेणी / Item Category	Manpower Outsourcing Services - Minimum wage - Unskilled; Not Required; Others , Manpower Outsourcing Services - Minimum wage - Semi-skilled; High School; Others , Manpower Outsourcing Services - Minimum wage - Skilled; Secondary School; Others , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Graduate; Others
अनुबंध अवधि / Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	185 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	7 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
टर्नओवर पात्रता मानदंड / Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
टर्नओवर के लिए एमएसई को छूट प्राप्त है / MSE Relaxation for 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	No

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
न्यूनतम मूल्य/Floor Price	This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value.
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	36812198.28
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	736244

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) / ePBG Percentage (%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) / Duration of ePBG required (Months).	18

(a). 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।/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.

(b). 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.

(c). ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

Estate Officer

Punjab, Department of Higher Education, Sant Longowal Institute of Engineering and Technology (SLIET), Ministry of Education

(Prabdeep Singh)

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

एमआईआई अनुपालन/MII Compliance

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

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference	100

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

3. 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.

4. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

5. 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.

6. 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 ATC documents enclosed

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 ATC documents enclosed

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per complied with The Code on Wages Act:[1784359150.pdf](#)

Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required:[1784359254.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.:[1785217328.pdf](#)

Scope of work & Job description:[1785217346.pdf](#)

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

50)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Unskilled
Educational Qualification	Not Required
Type of Function	Others
List of Profiles	Office Peon
Specialization	Not Required
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	Yes
Name of states/ UT for geographical presence is required	Punjab
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Title for Optional Allowances 1	Uniform Allowance
Designation	Unskilled

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	Yes
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प्राचल/Parameter	मूल्य/Values
कोर / Core	3.85

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Prabhdeep Singh	148106,Sant Longowal Institute of Engineering & Technology, Longowal	50	• Minimum daily wage (INR) exclusive of GST : 556 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 5.56 • Optional Allowances 1 (INR per day) : 17.31 • 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) : 18.07 • Provident Fund (INR per day) : 66.72 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; High School; Others (18)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Semi-skilled

विवरण/ Specification	मूल्य/ Values
Educational Qualification	High School
Type of Function	Others
List of Profiles	Attendant
Specialization	Not Required
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	Yes
Name of states/ UT for geographical presence is required	Punjab
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Title for Optional Allowances 1	Uniform Allowance
Designation	Semi-Skilled

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	Yes
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प्राचल/Parameter	मूल्य/Values
कोर / Core	3.85

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

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
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क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Prabhdeep Singh	148106,Sant Longowal Institute of Engineering & Technology, Longowal	18	• Minimum daily wage (INR) exclusive of GST : 650 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 6.5 • Optional Allowances 1 (INR per day) : 17.31 • 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) : 21.125 • Provident Fund (INR per day) : 78 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Secondary School; Others (35)

तकनीकी विशिष्टियाँ /Technical Specifications

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

विवरण/ Specification	मूल्य/ Values
List of Profiles	Skilled
Specialization	Not Required
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	Yes
Name of states/ UT for geographical presence is required	Punjab
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Title for Optional Allowances 1	Uniform Allowance
Designation	Skilled

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	Yes
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प्राचल/Parameter	मूल्य/Values
कोर / Core	3.85

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
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क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Prabdeep Singh	148106,Sant Longowal Institute of Engineering & Technology, Longowal	35	• Minimum daily wage (INR) exclusive of GST : 781 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 7.81 • Optional Allowances 1 (INR per day) : 17.31 • 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) : 25.3825 • Provident Fund (INR per day) : 93.72 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Graduate; Others (16)

तकनीकी विशिष्टियाँ /Technical Specifications

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

विवरण/ Specification	मूल्य/ Values
Type of Function	Others
List of Profiles	HighlySkilled
Specialization	HighySkilled
Post Graduation	Optional
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	Yes
Name of states/ UT for geographical presence is required	Punjab
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Title for Optional Allowances 1	Uniform Allowance
Title for Optional Allowances 2	0
Title for Optional Allowances 3	0
Designation	Highly Skilled

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	Yes
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प्राचल/Parameter	मूल्य/Values
कोर / Core	3.85

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

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
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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	Prabhdeep Singh	148106,Sant Longowal Institute of Engineering & Technology, Longowal	16	• Minimum daily wage (INR) exclusive of GST : 918 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 9.18 • Optional Allowances 1 (INR per day) : 17.31 • 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) : 29.835 • Provident Fund (INR per day) : 110.16 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

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

1. Generic

OPTION CLAUSE 25% : 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, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. **Service & Support**

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

3. **Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

Director, SLIET
payable at
Longowal, Sangrur, Punjab

.
Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

4. **Forms of EMD and PBG**

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C

Director, SLIET
. The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

5. **Forms of EMD and PBG**

Bidders can also submit the EMD with Banker's Cheque in favour of

Director, SLIET
payable at
Longowal, Sangrur

.
Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

6. **Forms of EMD and PBG**

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

Director, SLIET
Account No.
168833535
IFSC Code
CBIN0283105
Bank Name
Central Bank of India
Branch address
SLIET, Longowal, Sangrur, Punjab

.
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.

7. **Generic**

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

8. **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.

9. Generic

Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. [Click here to view the file](#)

10. Buyer Added Bid Specific ATC

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

11. 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.

12. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

Director SLIET

Account No.

168833535

IFSC Code

CBIN0283105

Bank Name

Central Bank of India

Branch address

SLIET, Longowal, Sangrur, Punjab

. Successful Bidder to indicate Contract number and name of Seller 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 in place of PBG within 15 days of award of contract.

13. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

Director, SLIET

A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

14. 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

Director, SLIET

payable at

Longowal Sangrur

. 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.

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 DOCUMENT / TERMS AND CONDITIONS OF

SERVICES FOR THE F/Y 2026-27

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**Sant Longowal Institute of Engineering and Technology,
Longowal, Distt. Sangrur
(Deemed to be University)
(Established by Govt. of India)**

E-tender bids are invited in two bid system i.e. technical bid & Financial bid for the work as mentioned below from registered firms/contractor or appropriate class Contractors/firms registered with Central Govt./CPWD/ State PWD/ MES/ PUDA/ PSPCL/ BSNL/ Central Public Sector undertaking / Central Autonomous body/ State Govt/Public listed companies who are eligible for participating in this tender. The bidder should have valid license under Contractor Labour (Regulation & Abolition) Act, 1970 of any previous completed work.

The bidder should have the proof of experience of successfully completed works during the last 07 years ending last day of the month previously to one in which applications are invited. **The Bidder should have executed a) Three completed work(s) each costing not less than the amount equal to 40% or b) Two similar completed works, each costing not less than the amount equal to 50% or c) one similar completed work of costing not less than the amount equal to 80% of the estimated cost put to tender with Central Govt/CPWD/ State PWD/ MES/ PUDA/ PSPCL/ BSNL/ Central Public Sector undertaking / Central Autonomous body /State Govt/Public listed companies. The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7 % per annum; calculated from the date of completion to last date of receipt of applications for tenders.**

Name of Work	Time Period	Schedule of Qty. for Bid
Providing Outsourcing Workers at SLIET, Longowal for the F/Y 2026-27	01.09.2026 - 31.08.2027	Annexure-I

The tender documents will be available only on the GeM Portal and should be submitted **ONLINE** through GeM Portal.

Schedule of Tenders

Availability of Tenders online for Bidding		Last date of Submission for Online Bids	Date and time of opening of Technical Bids in the Estate Office, SLIET, Longowal	Date and time of opening of Financial Bids in the Estate Office, SLIET, Longowal
From	To			

Terms & conditions

Tenders received without earnest money, incomplete, conditional, telephonically or telegraphic shall not be entertained. The Director, SLIET reserves the right to reject any or all the tenders without assigning any reasons thereof.

The tenderer should attach online the proofs of the following documents

- (i) Official and Residential address of the Tenderer on an affidavit duly attested by Notary/ 1st class Magistrate or any document containing photograph and Official & Residential address
- (ii) 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.
- (iii) Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU/ Central Autonomous body/Public listed companies. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the financial year (i.e., FY 2020-21, FY 2021-

22, FY 2022-23, FY 2023-24, FY 2024-25).

- (iv) Valid license under the Contract Labour (Regulation & Abolition) Act.1970 of the last work successfully completed.
- (v) Proof of registration with EPFO & E.P.F. Account No.
- (vi) Proof of ESI Registration with ESIC & ESI Number
- (vii) PAN Number and undertaking that the bidder is not under liquidation, court receivership or neither bankrupt.
- (viii) GST No.
- (ix) Last three consecutive Income Tax Returns and Annual Turnover of last three years certified by CA.
- (x) The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last seven years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution/completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification.
- (xi) Earnest Money Deposit or Agency should be registered with MSME (Udhyam for exemption of EMD).
- (xii) Appropriate valid Class enlistment as Contractors or Registration certificate with registrar of companies.
- (xiii) The bidder has to submit an undertaking in the form of Affidavit on stamp paper duly signed by authorized signatory (as per **Annexure-E**) that his firm is not defaulter due to non-payment of EPF & all EPF statutory requirements.
- (xiv) The bidder has to upload/submit e-mail, mobile number for official communication on letter head duly signed by authorized signatory.
- (xv) The bidder has to upload/submit an undertaking in the form of Affidavit on stamp paper (as per prescribed format **Annexure-D**) duly signed by authorized signatory that his firm has not been declared blacklisted/debarred by any Govt. Department.
- (xvi) Integrity Pact as enclosed at (Annexure-F) in the form of Affidavit duly on stamp paper signed by authorized signatory.
- (xvii) EPF Clearance certificate (NOC) from EPF department/Inspection Note without any observations from EPFO office/confirmation of EPF Challans deposited by the agencies/bidders/contractors from EPFO office obtained by the agencies/bidders/contractors during the last 10 years.
- (xviii) The bidder has to submit an undertaking in the form of Affidavit attested by Notary regarding abiding by all rules and regulations of labour Codes implemented in India (as per prescribed format Annexure-'Z') duly signed by authorized signatory.

1. All rates must be quoted on the proper form as per Tender Document.
2. The acceptance of a tender will rest with the Director, SLIET who does not bind himself to accept the lowest tender, and reserves to himself the authority to reject any or all of the tenders received without the assignment of any reason. ***The decision of Tender Opening Committee will be final in case of any dispute during Tender Opening Process.*** All tenders on which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
3. Tender shall be strictly as per the condition of contract, conditional tenders are liable to be rejected.
4. On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Engineer-in-charge shall be intimated to the undersigned.
5. Canvassing in connection with tenders is strictly prohibited and the tender submitted by the contractors who resort to canvassing will be liable to rejection.
6. The tenderer shall not be permitted to tender for work in the SLIET responsible for award and execution of contractors in which his near relative is posted as Accountant or as an Officer in any capacity between the grades of Estate Officer and Assistant Engineer (both inclusive). He shall also intimate the names of persons who are working with in any capacity or are subsequently employed by him and who are near relatives to any of the officers in the Institute. Any breach of this condition by the tenderer would render him liable to be removed from the approved list of contractors of this Institute.
7. GST on material in respect of the contract shall be payable by the contractor and Institute will not entertain any claim whatsoever. GST on labour will be reimbursed as applicable. GST on labour will be reimbursed if applicable on submission of acceptable proof and Tax Invoice as per GST rules along with affidavit (copy enclosed) that the goods/services on which GST has been charged are not exempted under the provisions of the GST Act.
8. ***The bidder should take into consideration GST and any other Govt. levy's while quoting the rate of material, if any. GST on Labour will be paid as applicable in the form of reimbursement as mentioned at S.No. 7.***
9. In case the last date for opening Technical & Financial Bid is holiday then these will be opened on the next working day at same time & venue.
10. The tenderer is to submit performance certificate/ Experience certificate from the client of the work.
11. The tenderer who do not attach the minimum of satisfactory performance certificate for the above said period will not be considered and their tender is liable to be rejected. Performa is enclosed at **Annexure -'A'**.
12. In case the rates of minimum wages /Variable dearness allowance (VDA) of Government are increased during the currency of this contract, the Institute will pay the increased wages/VDA as and when revised by the Government. The second party is bound to pay revised wages/VDA to the workers from the due date. Moreover, in case of any other Govt. Levy increased or decreased the contract amount will be increased/ decreased accordingly.
13. It is the sole responsibility of contractor to deposit EPF, ESI and Gratuity & any Govt. levy's etc. to the Government authorities revised from time to time.
14. **a) All Worker deployed for this work should be covered under ESI Scheme vide Gazette notification no. S-38013/06/2019-SS.I dated 29.08.2019 issued by GOI, Ministry of labor & employment, New Delhi.**
Further, Institute is liable to reimburse ESI amount (Employer Share) being paid by the contractor to ESI department subject to production of monthly wise copy of challan evidencing the payment of Employer share to ESIC department in consonance with month wise attendance register pertaining to no. of workers who worked for the contractor in the concerned month.

b) Group Assurance Scheme (Death cover only for Accident with rider of disability & medical facility as per norms of Service provider) of minimum Policy sum assured of Rs. 5 lacs with disability rider of each worker by the Contractor from any Assurance company regulated by IRDA. (At Contractor's own cost).

15. **The Contractor has to depute his representative as Supervisor with qualification & experience (at his own cost). He should be present on full time basis in the Institute Campus.** The Type-I accommodation will be provided to the contractor/ representative as per rule of the Institute on rent basis, subject to availability of quarters. The Electricity connection will be taken by the contractor/representative from PSPCL at his own cost. The supervisor shall submit daily attendance, wage sheet, RA bill documents or any other documents required by the Engineer-In charge. The agency/bidder has to replace the supervisor if his performance is found unsatisfactory on the directions of the Engineer-in charge within 15 days of receipt of the communication.
16. a) Skilled worker for driving Ambulance vehicle: - Should have valid Medium/Heavy Driving License with adequate experience in driving.
b) Skilled worker to be provided as Cook for Guest House: - Should have experience as a cook in reputed Institute / Companies.
- NOTE:** - In case the candidates with above qualifications are not available, then Engineer In-charge may relax eligibility criteria based on intensive technical or professional training or practical work experience for certain reasonable period.
17. The contract may be extended further for one year or part thereof on the same terms & conditions subject to satisfactory performance with the approval of competent authority.
18. In the case of labour rate works/contracts, the contractor shall quote monthly administrative charges in % age (on wages+EPF+ESI). **The intending bidder while quoting administrative charges should keep in mind that he is bound to provide 01 Supervisor at his own cost and Group Assurance premium paid for each worker.** The bidder whose technical bid is accepted for consideration, then next criteria for selection of such successful bidder for award of work will be the quoted administrative charges and said administrative charges will be one of the parameter for selection of successful bidder.
19. **The time of completion of the entire work shall be 12 months starting from 01/09/2026 to 31/08/2027 or as mentioned in letter of award to be issued to the successful bidder. The contract period of the work can be extended further up to 12 months, based on satisfactory performance on same terms and conditions.**
20. A part from above any modifications / amendments pertaining to works to be executed by the contractor issued by the Govt. from time to time shall be fully applicable for which all mandatory compliance shall be made by the contractor.
21. The tender for the works shall remain open for acceptance for a period of Hundred days from the date of opening of tenders. If any tenderer withdraws his tender before the said period or makes any modification in the terms or conditions of the tender which are not acceptable to the Institute, then the Institute shall without prejudice to any right or remedy, be at liberty to forfeit the earnest money absolutely.

Special Instructions for Contractor: -

- 1 No Up-gradation, replacement, retrenchment etc. of workers is not allowed without the consent of Engineer In-charge. **Technical expertise of the worker will be decided by the department.**
- 2 Duty chart should reach in the office of the Engineer In-charge at least two days before the beginning of every month.
- 3 a) All tools and safety guards like insulated gloves, gum boots, safety belts and raincoats (at least 05 pairs each) required for the repair and maintenance as per scope of agreement, are required to be provided by the Contractor on his own cost (if required).
- 4 **Uniform allowance will be paid to each worker every month with monthly wages (Maximum Rs.450/- per month) for purchasing and maintaining the uniform (Pent & Shirt), safety shoes, Turban/Cap & belt, woollen pullover that he/she is supposed to wear during working hours. The same will be reimbursed by the Institute to the bidder on submission of proof of payment to worker. If any worker not maintaining the uniform, the amount of uniform allowance will not be paid to the worker. Dress of Code will be decided & approved by Engineer In-charge. Dress of Colour as approved by Engineer in-charge**
- 5 The Supervisor and other workers will be selected by the contractor in the presence of Engineer In-charge as per labour laws. This must be carried out within 02 days of the award of contract.
- 6 Any of the workmen deployed by the Contractor for carrying out the Annual works can only be allowed to work in other new works in the Institute with the prior permission of the Engineer In-charge.
- 7 **Skilled worker for driving Ambulance vehicle: -** Should have valid Medium/Heavy Driving License with adequate experience in driving. Skilled worker deputed on driving duty can be assigned any duty in or outside the Institute campus by the Engineer In-charge/respective department.
- 8 In case the payment of monthly bill to be paid by SLIET to the contractor is delayed for any reason, however, the contractor will make the payment to workmen latest by 7th of subsequent month from his own account. The contractor will not be at liberty to hold the Institute liable for such delay(s) in making payment.
- 9 In case contractor fails to repair/ maintain any equipment within the scope of his work through his manpower, if desired so by Engineer In-charge, the same will be carried out through any outside agency and the labour charges incurred on the same will be borne by the contractor.
- 10 The Contractor should ensure payment of monthly wages, to each and every worker hired by it for the works awarded at SLIET Longowal. The Contractor is to ensure the submission of the payment statement in this regard for the preceding month with every bill submitted in the Estate office, otherwise, the bill shall not be processed.
- 11 Moreover, in case of any other Govt. Levy increased or decreased or new levy's is introduce the contract amount will be increased/ decreased accordingly.

1

LIABILITIES OF THE CONTRACTOR

- (i) **DEPLOYMENT OF PERSONNEL:** The agency will provide persons as per provisions made in DNIT (**Annexure-I**). However, duties can be changed at any time as per requirement. The strength of personnel may be reduced or increased depending upon the requirement to be decided by the Institute.
- (ii) **The contractor shall deploy experienced persons of Indian nationality. All the personnel deployed should be above 18 years & below 58 years, with sound & well health. All the persons should have proof for date of birth/ Aadhar Card/voter I- card etc. Undertaking from all the deployed workers that all certificates submitted are correct including date of birth and Aadhar certificate. Also if the documents submitted is found incorrect the worker shall be debarred from working with SLIET and strict action shall be taken**
- (iii) The character and antecedents of each and every personnel deployed in SLIET, Longowal should be certified by the firm in writing including Police verification of each worker from concerned police Station. **Further, the police verification certificate is to be submitted fresh, in case the period exceeds one year.**
- (iv) A complete list of the personnel, engaged by the Agency for deployment at the Site, shall be furnished by the Agency along-with complete address and other antecedents. The Agency shall deploy only those whose antecedents have been verified by the District Police Authority. No Wages shall be payable in respect of such personnel in whose cases documentary evidences is not submitted by the Agency to the Institute.
- (v) GST on labour will be reimbursed as applicable. GST on labour will be reimbursed if applicable on submission of acceptable proof and Tax Invoice as per GST rules along with affidavit (copy enclosed) that the goods/services on which GST has been charged are not exempted under the provisions of the GST Act.
- (vi) No unauthorized buildings / huts / constructions / structures will be set up by the contractor in the SLIET Campus.
- (vii) The tender document will be part of Agreement.
- (viii) The contractor shall be fully responsible for observance of all labour and other laws in the matter and shall indemnify and keep indemnified the Sant Longowal Institute of Engineering & Technology against effects of non-observance of any such laws. The contractor shall be liable to make payment to its employees and make compliance with labour laws. The contractor will ensure payment of minimum wages/VDA and enhanced minimum wages/VDA to its workers.
- (ix) The medical fitness certificate from all the workers to be deployed is mandatory.
- (x) **OBSERVANCE OF LABOUR LAWS:**
The agency will be solely responsible for the applicability and observance of all labour laws and other legal requirements. The selection of all the workers for said work shall finally rest with the Institute. The Institute shall be at liberty to ask for removal/ transfer of any person of the Agency. Personnel deployed should be medically fit.

(xi)

MATERIALS AND SPECIAL CONDITIONS:

All materials, excluding tools required for the performance of these services / arrangements will be provided by the SLIET at the cost of SLIET. In addition, the Agency / Contractor will also provide:

- (a) Identity Card to each worker.
- (b) Work experience certificate for the working period.

2

DUTIES OF WORKERS AND SUPERVISOR

- (i) The worker provided by the Agency will work under the direction and guidance of the Officer In-Charge. The agency shall maintain a register in which daily attendance of the personnel deployed shall be recorded and the duties performed may be mentioned along with other information if any required. This register shall be placed daily before the controlling officer by the agency.
- (ii) The scope of work where manpower to be deployed as per detail given in Annexure-I. For the purpose of outsourcing work of the Institute, the workers will remain available in the departments from 8:00 AM to 5:00 PM only or as decided by the Institute. There will be a lunch break from 1:00 PM to 2:00 PM. The working hours and rest period/lunch break to the workers shall be as per labour laws.
- (iii) The detailed scope of work includes Daily removal of leaves, horticulture waste from each sections/departments and hostels or any area through tractor/manual means as decided by the Engineer-In-charge.

3

TENDER FORM, EARNEST MONEY DEPOSIT & SECURITY DEPOSIT

- (i) Bids are hereby invited on behalf of the Director, SLIET, Longowal for the above work estimated to cost Rs. _____ (Rs. _____ only) for _____ months.
- (ii) Tenderer will upload the duly filled tender for **Providing Outsourcing Workers at SLIET, Longowal for the F/Y 2026-27 in the Estate Office SLIET Longowal** along with Earnest Money Deposit amounting to Rs. _____ Lacs (Rs. _____ Only) to be paid in favour of Director, SLIET, Longowal. The Earnest Money Deposit @2% of estimated cost should be valid up to 60 days beyond the final bid validity period. The same shall be refunded to the bidder on the submission of 5 % Performance security. In no case, the cheque or cash will be accepted as EMD. No tender shall be accepted if Earnest Money Deposit does not accompany it. The Earnest Money deposit of unsuccessful bidder shall be released/returned after the award of work to successful bidder.
- (iii) No interest shall be paid by the Institute on earnest money or security deposit.
- (iv) The tenderer should upload the tender form along with the following documents:
 - (a) Original Notice Inviting Tender duly signed by the authorized signatory along with the seal of the firm.
 - (b) **EARNEST MONEY DEPOSIT:** The earnest money amounting to Rs. _____ Lacs (Rs. _____ only) paid in favour of Director, SLIET, Longowal shall accompany with the tender. Any tender not accompanied with the prescribed earnest money, is liable to be summarily rejected. The earnest money in cheque or cash form shall not be accepted. In case, the successful tenderer does not sign the agreement within 15 days or start the work within 20 days of award of the contract, his earnest money shall be forfeited and the work order will stand withdrawn.
 - (c) Original terms and conditions of tender document duly signed by the authorized signatory on each page along with the seal of the firm.
 - (d) The intending tenderer should also give the following documents along with the Tender form. All the documents pertaining to the Firm/company submitted by the tenderer should bear the same Name and Address, as recorded in the Tender Form. In case of any variation, it should be specifically clarified, as to whether the changes has been duly notified to the respective Authority and proof of acceptance by the Authority must attached with the respective document submitted by the tenderer.
 - (a) Official and Residential address of the Tenderer on an affidavit duly attested by competent authority or any document containing photograph and Official & Residential address
 - (b) Valid Registration No. of the Firm/company (attach attested copy of the Certificate).
 - (c) Valid PAN/TAN No. of the Company/Firm (attach attested copy of the PAN/TAN Number).
 - (d) Valid Registration Certificate with EPFO & Provident Fund Account No. of the Firm (attach attested copy of the Certificate).

4.

FINANCIAL BID

- (i) The tenderer is advised to inspect and examine the site its surroundings thoroughly and satisfy him before submitting the tender as to the nature of the area, means of access to the site, the facilities available at site etc. In general bidder shall themselves

obtain all required information as to the risks, contingency and all other circumstances which, according to them may influence or affect the rates. The contractor shall be deemed to have full knowledge of the site whether he inspects it or not and the Institute shall not be liable for any extra charge, claim consequent on any misunderstanding or otherwise.

- (i) ***The administrative/service charges to be quoted by bidder should include all taxes including uniform charges (GST will be paid extra/reimbursed as applicable by the department to the successful bidder on submission of proof).***
- (ii) ***The Administrative/service charges quoted should be as per calendar month and shall be valid for the period of services provided as per tender/contract/agreement including the extended period (if any). The Performa provided should be the criteria of submitting the Financial Bid.***

ANNEXURE-I

SCHEDULE OF QUANTITY FOR BID

Name of the Work: "Providing Outsourcing/Housekeeping Workers at SLIET, Longowal for the F/Y 2026-27 (w.e.f. 01.09.2026 to 31.08.2027) (Labour Part)".

Sr. No	Nomenclature	Qty.	Scope of Work
1.	High-skilled workers	16	Academic Section, Guest House & Transit Accommodation, Department of Disability Studies, Estate Office, Estate Store & Records, Chemistry, SET Office, Account Section, Admn. Section, Physics, Training & Placement, Health Centre, Sport Department, Purchase Section, SLIET Gas Agency, ACSS, Central Library, Computer Science & Engineering, Dean (SW) / IQAC, HOD (M&H), Kendriya Vidyalaya, Girls Hostels (03 Nos.+01 PG), Boys Hostels (10 Nos.), TEQIP-III, EIE Department, Mechanical Department, Food Deptt., Scholarship Cell etc. or any other building as decided by the Institute.
2.	Skilled workers	35	
3.	Semi-skilled workers	18	
4.	Unskilled workers	50	
	Total	119	

GST will be paid to the successful bidder as per actual & on submission of proof, if applicable.

NOTE: -

- 1. CONTRACTOR SHOULD BE BOUND TO DEDUCT EPF IN R/O ALL THE WORKERS AS PER RULES OF EPF & SHOULD ALSO REQUIRE TO DEPOSIT MATCHING EMPLOYER SHARE ON THE SAME.**
- 2. ADMINISTRATIVE/SERVICE CHARGES MUST INCLUDE SUPERVISOR COST DEPLOYED, GROUP INSURANCE FOR EACH WORKER, TOOLS, ETC.**
- 3. THE NUMBER AND LOCATION OF THE OUTSOURCING- WORKERS CAN BE CHANGED ANY TIME, ACCORDING TO THE REQUIREMENT AS PER THE DIRECTION OF THE OFFICIAL/ENGINEER-INCHARGE. THE BIDDER IS LIABLE/RESPONSIBLE FOR DEPLOYING THE REQUISITE MANPOWER FOR THE ABOVE WORK AS PER LABOUR LAWS AND WITH THE CONSENT OF ENGINEER-IN CHARGE**

5.

PERIOD OF TENDERED WORK:

The contract period would be **12 months (Twelve months)** i.e. 01.09.2026 to 31.08.2027 or with effect from the date of execution of the contract agreement by both the parties which can be extended further up to 12 months, based on satisfactory performance. Further, SLIET shall also have the right to extend the tender/agreement/contract at the existing terms and conditions for further 12 months or until the new Agency takes over (in case fresh tender is required to be resorted to), whichever is earlier.

6.

PAYMENT OF MONTHLY BILLS:

The Agency will disburse the salary of the workers deployed at SLIET, Longowal for 08 hours shift duty and will allow one day weekly off after every 06 days of continuous working. The monthly salary will be computed by multiplying number of working days/ Over time with minimum daily wages of Central Govt. The responsibility of making timely payment of wages to the workers lies with the contractor.

The Contractor should provide the following items along with the bill:

- (i) Copy of combined EPF Challan {Electronic-Challan-Cum-Return (ECR)} as proof of EPF deposit for the month of current month in concerned EPF Account of individual workers deployed in SLIET by Second Party.
Proof of deposit of ESI & contribution history of all workers duly signed by contractor of the current month.
- (ii) GST Invoice & challan /payment slip Tax Invoice including Original Bill.
- (iii) Wages paid certificate for the month for which the bill is raised.
- (iv) Copy of wages sheet for the month for which the bill is raised.
- (v) Copy of EPF Challan duly attested by Contractor. Copy of ECR for EPF duly attested by Contractor. Copy of EPF Confirmation Slip duly attested by Contractor. Copy of monthly contribution detail for ESI. Copy of ESI payment transaction detail. Copy of undertaking of submission EPF documents by Contractor (In original)
The Second Party shall furnish documentary evidence from EPF Authorities regarding monthly deposit of EPF {Electronic-Challan-Cum-Return(ECR)} along with its acknowledgement against the names of the personnel deployed having individual EPF Account No. of each personnel, designation, age, sex date of joining etc. if applicable.
- (vi) Copy of receiving of monthly return of previous month submitted with concerned EPF office.
- (vii) The Second Party will verify that the original Forms have been submitted to the concerned EPF office.
- (viii) Copy of Wage Register duly attested by Contractor & verified by concerned officials of SLIET. Proof of having deposited GST Tax of current month. Copy of undertaking regarding compliance of Labour Laws, by Contractor (In original) as per SLIET Performa. Copy of undertaking regarding compliance of EPF Laws, by Contractor (In original) as per SLIET Performa.
- (ix) Wherever any over payment comes to the notice of SLIET the same shall be deducted by SLIET from any sum due or which at any time thereafter may become due to the agency under this tender/agreement/contract and failing that under any other tender/contract/agreement with SLIET or from the **security deposit** of the tenderer.
- (x) SLIET reserves the right to carry out post payment audit and/or technical

examination of the final bill including all supporting vouchers, abstract etc. SLIET further reserves the right to enforce recovery of any overpayment whenever detected.

- (xi) If as a result of such audit and technical examination, any overpayment is discovered in respect of any work done by the Agency or alleged to have been done by the Agency under the tender/agreement/contract, it shall be recovered by SLIET from the Agency by any or all the methods prescribed above.

7. EPF deduction made by the contractor from the workers engaged by him/her is to be deposited in concerned EPF office.
Employer Share of EPF will be reimbursed to the Contractor on submission of documentary proof of their share with EPFO Department

- 8 **RELEASE OF SECURITY:** Security deposit will be released on the successful completion of work after six months beyond the end of the contract & completion of all contractual obligations & production of following documents:
- (i) The proofs of GST or any govt. levy's deposited with govt. (if applicable) along with Tax Invoice as per GST Rules.
 - (ii) NOC from concerned EPF office or Inspection Note from concerned EPFO without observation. Inspection note duly attested by Notary Public/executive Magistrate.
 - (iii) NOC from Concerned Labour Commissioner Office (Central) duly attested by Notary Public/executive Magistrate.
EPF deposit slips individual worker issued from concerned EPF office.
- 9 **NOTICE:**
Subject to as otherwise provided in this Tender, all notices to be given on behalf of SLIET and all other actions to be taken on its behalf may be given or taken by the Administration Department or any other official authorized by the SLIET.
- 10 **LEGAL LIABILITY AND RESPONSIBILITY OF AGENCY**
- (i) It will be the responsibility of the Agency to get all the related clearances as applicable under the Indian Laws and complete the necessary formalities as required under relevant statutes, rules and regulations.
 - (ii) The Agency shall comply with all the statutory provisions as laid down under various Labour Laws/Act/Rules like Minimum Wages, Provident Funds, Contract Labour(R&A) Act, and other Labour Laws/Acts /Rules in force from time to time at its own cost. In case of violation of such statutory provisions under Labour Laws and/or any other law applicable, by the Agency, there will not be any liability on part of SLIET.
 - (iii) The Agency has to maintain all the relevant records, registers and documents as required by the Labour Department, Regional Provident Fund Commission and or other local bodies as per the existing rules and/or regulations as amended from time to time.
 - (iv) The Agency shall indemnify to the SLIET against any payments to be made under and for the observance of the above mentioned various laws and rules.
 - (v) Information under RTI act 2005 related to EPF, workers etc will be furnished by the Contractor. The Institute will not be responsible for any RTI and EPF query.
 - (vi) **In case, the Contractor is a partnership firm than it is mandatory for said firm to be registered with the Registrar of Firm and the said participating firm will Annex. form 'C' & 'A' issued by the Registrar of firm along with notarized copy of existing partnership deed, self declaration in the form of certificate of continuation of firm along with tender documents.** The constitution of the said firm cannot be changed during the applicability of contract / tender period. However if any change is necessitated due to death / retirement of the existing partner than in that case the new introduced partner in the firm will be liable to carry out the work as per the original executed agreement between the Institute and the firm. The new partner will be bound by the terms & Conditions of the said agreement and the firm will inform Institute within 15 days from the date of change of constitution if any. In case firm fail to inform the Institute about the change in constitution, than the Institute can stop payment, forfeit EMD, Security and even can cancel the contract without any notice.
- 11 **INCOME –TAX AND SECURITY DEPOSIT:**
Income- tax and other Govt. levies will be deducted as applicable from time to time as per Govt directions. Security deposit of 10% of the contracted amount will be obtained from the contractors as under:-
- i) 5% in the form of Performance Bank Guarantee in shape of FDR issued by the nationalized bank for the contract period plus three months or in the form of payment online through RTGS/internet banking.

ii) 5% to be recovered from the monthly bills.

Security deposit will be released on the successful completion of the contract agreement and as per terms/conditions mentioned at S. No. 08.

The Performance Bank Guarantee shall be released after 3 months of successful completion of work and release of final bill payment to the agency.

12

JURISDICTION OF THE DISPUTES:

All the disputes of civil nature related to tender shall be subject to the jurisdiction of Civil Courts at Sangrur (Punjab).

13

ARBITRATION:

In case of any dispute or difference arising out of or in connection with this contract agreement or the implementation or interpretation of any of the clauses of this agreement, the matter will be referred to the Sole Arbitrator to be nominated / appointed by the Director SLIET, Longowal. The decision of the Arbitrator shall be final & executable and binding on both the parties. The fee of the Arbitrator appointed shall be determined by Director SLIET and both the parties at dispute will pay fee to Arbitrator in equal proportion.

14

FORFEITURE OF SECURITY DEPOSIT, BANK GUARANTEE AND TERMINATION OF CONTRACT:

Any violation of the terms and conditions under the agreement will tantamount to breach of the contract agreement and the Institute reserves the right to forfeit the **security deposit**, Bank guarantee and termination of the contract agreement after giving 15 days notice and no claim on account of damages to the Agency on this account shall be payable.

15

OBSERVANCE OF LABOUR LAWS:

The Agency will be solely responsible for the applicability and observance of all labour laws and other legal requirements. The services contingent to be provided by the Agency will be constituted by the medically fit persons. The institute shall be at liberty to ask for removal/ transfer of any person of the Agency.

16

LIABILITY OF THE INSTITUTE/GOVERNMENT

- (i) The Institute will be under no legal obligation to provide employment to any of the personnel of the Agency after expiry of tender/agreement/contract period and the SLIET recognizes no Employer-employee relationship between SLIET and the personnel deployed by the Agency.
- (ii) The Institute shall not be responsible financially or otherwise for any injury to the personnel in the course of performing the functions as per this tender.

TERMINATION OF TENDER

- (i) If the Agency at any time makes fault in executing work with due diligence and continues to do so, and / or the Agency commits fault in complying with any of the terms and conditions of tender and does not remedy it or take effective steps to remedy it, or fails to complete the work as per terms and conditions of the tender and does not complete them within the period specified in the notice given to him in writing, the SLIET may without prejudice to any other right or remedy, which shall have accrued or shall accrue thereafter to the Agency, shall cancel the tender/contract/agreement, after one calendar month notice and **security deposit & Bank guarantee** will also liable to be forfeited. SLIET shall on such cancellation, shall have powers to carry out/execute the work through other agencies by any means at the risk and cost of the Agency.
- (ii) The SLIET reserves the right to terminate the contract without assigning any reason by giving to the tenderer one calendar month notice of its intention to do so and on the expiry of the said period of notice, the tender/ contract/ agreement shall come to an end without prejudice to any right of remedy that may be accrued to the Agency.
- (iii) If any information furnished by the tenderer is found to be incorrect at any time, the tender/contract/agreement will be liable to be terminated, after one calendar month notice and the **security deposit & Bank guarantee** will also liable to be forfeited.
- (iv) In case the Agency wants to terminate the tender/contract/agreement, it shall have to give three calendar months notice in advance to this effect to the SLIET.

OTHER CONDITIONS OF THE TENDER

- (ii) Change in the name of the tenderer shall not be allowed under any circumstances.
- (iii) Every paper of the tender should be signed by the authorized signatory of Tenderer with seal of Agency/Firm/Company.
- (iv) No change in constitution / share holding of the successful tenderer will be done under any circumstances without the prior approval of the SLIET in writing.
- (v) The SLIET will deduct at Source as applicable from time to time (Taxes as applicable).
- (vi) The Agency submitting the tender would be presumed to have considered and accepted all the terms and conditions of this tender. No enquiry, verbal or written, shall be entertained in respect of acceptance / rejection of the tender.
- (vii) The Agency shall indemnify the SLIET against all other damages/changes and expenses for which the SLIET is held liable or pays on account of the negligence of the Agency or its servants or any person under its control, whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof.
- (viii) In case any person signing the tender/contract/agreement on behalf of Limited Company or Firm, he will produce letter of authority/ resolution passed by the company/firm empowering him to sign the tender/ agreement/ contract on behalf of the company or firm.
- (ix) The SLIET shall not be responsible financially or otherwise for any injury to the personnel in the course of performing the work functions, in the SLIET Building.
- (x) Any person who is in Government Service or an employee of the Institute should not be made a partner to the tender by the Agency directly or indirectly in any manner whatsoever.
- (xi) The Agency shall not transfer the tender to any other person in any manner. The Agency shall not be permitted to sub-contract the work to any other person/firm/Agency.
- (xii) Any other provisions as advised by the SLIET shall be incorporated in the agreement to be executed by the Agency and the same shall be binding on the tenderer.
- (xiii) The Agency shall provide a non-judicial stamp paper of Rs.100/- for preparing a contract/agreement. The successful tenderer shall enter into a contract/agreement with the SLIET as per the terms and conditions of the tender within one month from the issue of letter of award or whenever called upon to do so by the SLIET, whichever is earlier.
- (xiv) That the Agency shall have to provide any additional personnel for allocating any additional work as directed by the SLIET or any authorized officer of the SLIET in addition to those duties/personnel covered in this tender and the Agency shall not claim extra payment on this account.
- (xv) The SLIET reserves the right to cancel the tender/contract/agreement or to withhold the payment in the event of non-commencement or unsatisfactory performance of the work. In such eventuality SLIET further reserves the right to get the work done from some other agencies and also shall cancel the tender/agreement/contract at one calendar month notice. Agency will be black listed by the SLIET for a period of four years from participating in such type of tender of the SLIET and its **earnest money/security deposit and Bank guarantee** shall also be forfeited.
- (xvi) The tenderer shall employ adult persons of 18 years and above, having sound & well health.

- (xvii) A complete list of the personnel, engaged by the Agency for deployment at the Site, shall be furnished by the Agency to the Institute along-with the complete address and other antecedents of the personnel. The Agency shall deploy only those personnel whose antecedents have been verified by the District Police Authority and the Agency should give a certificate to that effect to the Institute.
- (xviii) SLIET shall be at liberty to direct the Agency to remove any worker employed by the Agency, who in the opinion of SLIET misconducts himself/herself or is incompetent or negligent in the proper performance of his/her duties or infirm and invalid/or indulge in unlawful activities or the like and such person shall not be again employed on the work without written permission of the SLIET.
- (xix) All the Terms and Conditions contained in this tender document will be a part and parcel of the agreement/contract to be executed by the Agency with the SLIET.
- (xx) Once the competent authority accepts the tender, the Agency will be liable to provide the services within one week or as decided by SLIET from the date of issue of letter of acceptance.
- (xxi) Canvassing in connection with the tender is strictly prohibited. Tender must be unconditional.
- (xxii) Tender not conforming to the requirements as per the terms and conditions is liable to be rejected and no correspondence shall be entertained whatsoever.
- (xxiii) All the intending tenderers are advised to keep a photocopy of the Tender documents with them for their future reference. All the intending tenderers are further advised to visit the Office of SLIET (to see and to satisfy and understand the scope of work to be executed as per this tender), before participating in the Tender and then quote the rate/amount per month for the work, because no subsequent request of the tenderer for additional payment/claim on any account will be entertained by the SLIET under any circumstances.
- (xxiv) For any clarification regarding the scope of work and /or any terms and conditions of tender, the intending tenderer in person can seek clarification from Engineer In-charge on any working day, with prior appointment, before last date of submission of tender.
- (xxv) The personnel deployed by the Agency shall not consume liquor or any other intoxicant while on duty. If any person will found guilty, his services will be terminated immediately.
- (xxvi) The SLIET reserves the right to cancel the tender/ contract/ agreement or to withhold the payment in the event of non-commencement or unsatisfactory performance of the work. In such eventuality SLIET further reserves the right to get the work done through other agencies. The deployed personnel shall be bound to observe all the instructions issued by the Institute concerning general discipline and behavior. In case any person employed by the Agency is inefficient, quarrelsome, infirm, and invalid or indulges in unlawful activity or the like, the Agency shall replace such person with a suitable substitute at the request of the SLIET.
- (xxvii) The personnel/ workman of the Agency/ Contractor / Second party will have no right to take out any type of procession / demonstration / Ghereo within the Institute premises and in case any such incident happens and then in that case, Agency/ Contractor / Second party can be penalized and even the contract can be terminated without any notice & assigning any reason and the contractor can also be debarred from any future participation in Institute tendering.

PENALTIES

- For misbehaving on part of personnel Rs.100/- per fault.
- Penalty for late submission of bill documents after 18th of every month, an amount of Rs 10,000/- shall be imposed for each month delay in submission of documents after 18th of every month or delay in release of payment/ wages to workers after 10th of every month.
- For non-wearing of uniform and/or identity card (Rs.1000/- per fault/day or Rs 100/per person), whichever is higher.
- For causing nuisance/damage to public property in SLIET Building:- 3 times of the market value of such property or Rs. 5000/-, whichever is higher, per fault.
- For removal of any item(s) for which the agency is not authorized: 3 times of the market value of such property or Rs.5000/-, whichever is higher, per fault.
- For violation of any of the condition of the contract, Rs.5000/- per fault.

Only those tenderers who have submitted the required document as prescribed in the tender document for Technical Bid will only be considered for opening the Financial Bid. Technical Bid containing tender form & other documents viz (i) completed Tender Form (ii) Notice Inviting Tender (iii) the Terms and Conditions of the Tender

19. REJECTION OF TENDER

- (i) The entire columns and rows in the Tender format (including Tender form, and Financial Bid) should be filled up. Tenders incomplete by any means may be rejected without assigning any reason.
- (ii) Director, SLIET or Committee may reject any or all tender(s) without assigning any reason.

20. VALIDITY OF TENDER:

The tender for works shall remain open for acceptance for a period of Hundred days (100 days) from date of opening of tenders. If any tenderer withdraws his tender before the said period or makes any modification in the terms and conditions of the tender which are not acceptable to the Institute, then the Institute shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money deposit (EMD) absolutely.

21. ACCEPTANCE OF TENDER:

The Director of the Institute reserves the right to reject any or all the tenders received without assigning, any reason.

22. SIGNING OF AGREEMENT:

Contractor shall complete all the formalities and sign the agreement within 15 days of issue of letter of acceptance. In case, the contractor does not sign the agreement or start the work within 20 days of letter of acceptance, his earnest money is liable to be forfeited and the award letter consequently will stand withdrawn.

FORM FOR PROVIDING WORK AT SLIET

(F.Y. 2026-27)

- (a) Name of the tenderer [in block letters]
- (b) Status of the Agency whether Public Ltd./ Pvt. Ltd./ Partnership Firm/ Proprietorship firm
- (c) Registration No. and Year of Establishment of firm / Company (if any)
- (d) Name and designation of the authorized signatory of the tenderer
- (e) Name of Father / Husband of the authorized signatory of the tenderer
- (f) Full residential address of the authorized signatory (with Proof having photograph)
- (g) Tenderers Registered office address
- (h) Tenderers address for correspondence
- (i) Details of Earnest Money
Deposited : Mode of payment
Dated
Name of Bank
Amount (Rs. In words) Validity of
EMD paid

I / We, the undersigned being the tenderer as mentioned above, hereby apply to the Director, SLIET, Longowal for **Providing Outsourcing Workers at SLIET, Longowal for the F/Y 2026-27** services in SLIET, Longowal as described above in accordance with the terms and conditions of the tender. I / we have read and understood the terms and conditions of the tender and hereby unequivocally accept the same.

The terms and conditions of the tender and the Notice Inviting Tender are also signed and being submitted with the tender form.

(Signature of the Authorized Signatory with Name & Seal)

Place: _____

Date: _____

Note: Any Correction in the application form should be fully signed by the authorized signatory of the tenderer.
Strike out item whichever is not applicable.

AGREEMENT

This Agreement is made today at Longowal, District Sangrur (Punjab) on _____ between the **Sant Longowal Institute of Engineering and Technology, Longowal** through its **Director/Authorized person** (Sant Longowal Institute of Engineering and Technology, Longowal is an autonomous Institute established by Ministry of Education, Govt. of India, New Delhi and here-in-after in short also called as **SLIET/Institute**, which expression shall unless excluded by or repugnant to context shall mean and be deemed to include the Successors, Administrators, Representatives and Assignees) as **First Party** and **M/s** _____ (here-in-after in short also referred to as _____, which expression shall unless excluded by or repugnant to context shall mean and be deemed to include the Successors, Administrators, Representatives and Assignees) as **Second Party** to this Agreement.

Whereas, the First Party SLIET is desirous of entrusting "**Name of Work**" services of their premises at SLIET, Longowal and the Second Party _____ agreed as per the Terms & Conditions of Document Notice Inviting Tender (DNIT) to undertake the work "**Name of Work**" of the above premises w.e.f. _____ to _____ for _____ **Calendar Months**.

Now this Deed of Agreement is being executed on the following terms & conditions:

1. _____ agrees to provide required Nos. of _____ personnel as per detail given below to the First Party for further deployment at their above-mentioned premises, as decided by the First Party:

Highly Skilled Workers	-	_____
Skilled Workers	-	_____
Semi-skilled Workers	-	_____
Un-skilled Workers	-	_____
Total	-	_____

The strength of _____ personnel can be increased/ decreased as per requirement.

The Authorized Official & other _____ personnel of Second Party _____ shall follow the Instructions of Officer In-charge/ Authorized Officer of First Party SLIET.

2. The Competent Authority has approved an amount of **Rs.** _____ for _____ months. The work is to be carried out as per the direction of the Officer In-charge/ Authorized Officer of First Party SLIET. However, monthly payment will be paid as per actual deployment on the wages quoted in the financial bid.

3. The Principal Employer will be the First Party SLIET and _____ Second Party is the labour contractor. Though the Second Party _____ is the labour contractor, it is the sole responsibility of Second Party _____ to deposit EPF, ESI and Gratuity & all Govt. levy's etc. to the Centre Government authorities revised from time to time.

4. The scope of service to be rendered under each item can be increased or decrease as per requirement, which may vary on either side and the Second Party shall be paid accordingly.

5. In case the rates of minimum wages /Variable dearness allowance (VDA) of Government are increased during the currency of this contract, the Institute will pay the increased wages/VDA as and when revised by the Government. The second party is bound to pay revised wages/VDA to the workers from the due date.

6. Moreover, in case of any other Govt. Levy increased or decreased or new levy/cess/Tax etc. is levied, the contract amount will be increased/ decreased accordingly.

7. All deployed personnel should be Indian Nationals. The personnel deployed should be aged above 18 years and of sound mind and capability to work.

8. All deployed personnel will work under the supervision of First Party SLIET. The Officer In-charge/ Authorized Officer will carry out surprise checks whenever felt necessary. Any change of duties will be affected by mutual consultation between the First Party SLIET and _____. However, any _____ person, if found unsuitable to the First Party SLIET, he/ she will be replaced immediately by _____ during the contract period.

9. _____ shall be responsible for complete discipline of its persons and for ensuring compliance of provisions of all enactments, laws, rules, and instructions in force and made applicable from time to time pertaining to labour laws as per the provisions of the relevant statutes and any compensation arising thereof.

10. **The amount mentioned in the Clause no.2 above shall be paid to Second Party as per actual deployment & Administrative/service charges quoted in their Financial Bid. The total amount of wages and allied charges**, agreed by _____ and the First Party is inclusive of all statutory provisions applicable. Monthly bills will have deemed to be commence from the day _____ personnel report for duty. The Second Party will send details of presence of _____ personnel to _____ by 1st of next month & the same will be verified & scrutinized by Officer In-charge/ Authorized Officer of First Party SLIET. The bills will be accordingly raised by _____ to the First Party SLIET in the subsequent month & after due scrutiny, SLIET will make requisite payment to Second Party in due course of time after submission & verification of the bill complete in all respect. However, responsibility of making timely payment of wages to the workers lies with the Second Party. The Second Party will

make payment to the workers by latest by 7th of subsequent month irrespective of the fact as to whether payments to the contractors have been released / made / paid by the SLIET or not for the relevant period. The following statutory documents should be attached with the monthly bill whichever is applicable: -

- a) Copy of combined EPF Challan {Electronic-Challan-Cum-Return (ECR)} as proof of EPF deposit (separate deposit for SLIET) for the month of current month in concerned EPF/UAN Account of individual workers deployed in SLIET by Second Party.
- b) GST Tax Invoice
- c) Wages paid certificate of the Current month. Wages due to every worker shall be paid by the contractor through Bank Account of Labour.
- d) Copy of wages sheet for Current month (Separately for SLIET) duly acknowledged by concerned bank.
- e) The Second Party shall furnish documentary evidence from EPF Authorities regarding monthly deposit of EPF {Electronic-Challan-Cum-Return(ECR)} along with its acknowledgement against the names of the personnel deployed having individual EPF Account No. of each personnel, designation, age, sex date of joining etc. if applicable.
- f) Copy of receiving of monthly return of previous month submitted with concerned EPF office.
- g) The Second Party will verify that the original Forms have been submitted to the concerned EPF office.
- h) Proof of having deposited GST Tax of current month along with Tax-invoice.

It shall be the sole responsibility of the Second Party for compliance of various statutory obligations like minimum wages Act or any other allowance as applicable for educational Institute, Workmen Compensation Act and other Laws as enacted from time to time. Second Party shall be responsible for complying all the legal obligations etc., failing which Second Party shall be responsible for all levy of damages and interest etc., if levied by the Competent Authority at any later stage of completion/termination of contract.

11. EPF deduction in respect of all eligible workers made by the _____ for the workers engaged by it, is to be deposited in concerned EPF office in a separate challan, allotted to the _____ for SLIET only.
12. Payments will be deemed to have commenced from the day _____ person takes over duty and till his services are terminated or the day he leaves the service.
13. The _____ personnel will ensure that no material is taken out from the premises without proper gate pass and necessary entries in respect of incoming/outgoing material are made in the register. The authorized representative or the _____ agency will make frequent check of the register kept in Guard Room and submit a report to the officer in charge of First Party SLIET.
14. Second Party will provide all material such as uniform, safety shoes, tools etc. to the _____ personnel as per Tender Document.
15. if _____ is exempted from TDS. A copy of such authorization will be forwarded to the First Party from time to time.
16. _____ personnel will perform 08 hours duty in a day or night. The First Party will observe that one weekly off, national holidays, leaves etc are given to the _____ personnel as per legal provisions. However, this will be ensured by the Second Party _____ as deployment of _____ personnel is the duty of Authorized official of _____.
17. Requisite administrative facilities including transport to _____ personnel during emergent situations only will be provided by the First Party SLIET.
18. Income Tax as applicable or any other tax imposed by the Government shall be deducted from the running & final bills. **Security deposit @5%** will be deducted from the monthly bills. Security deposit will be released after six months from the date of successful completion of the contract agreement, all contractual obligations and submission of all related documents duly attested by Notary Public/ executive Magistrate like Inspection Note without any observations covering this contract period from concerned EPF office, NOC from Concerned Labour Commissioner Office (central). The SLIET will not be liable to pay any interest on the Security deposit which remains in its custody.
19. The successful bidder has to deposit Performance Security@ 5% Work Order value in the form of an Account payee Demand Draft, Fixed Deposit Receipt from a nationalized bank, in the form of payment online through RTGS/internet banking within 15 days from the date of work awarded. The same should be valid for a period of sixty days beyond the end of the contract & will be refunded subject to completion of all contractual obligations.
20. Any _____ personnel caught in alcoholic/drunken state on duty will be terminated from his services, immediately or suitable penalty can be imposed.
21. Since the personnel will be the employees/workers of the Second Party, the SLIET will not have any concern or relation with them either directly or indirectly and all statutory obligations shall be discharged by the _____.
22. It is clearly understood by both the parties that this agreement is a contractual agreement for a fixed period of _____ months and is not for creating any employment.
23. The workers of the Second Party shall have no privity of the contract with Second Party and there shall no master servant relationship between the SLIET and workers of Second Party of any nature whatsoever.

- 24.** If the performance of workers is not satisfactory or negligence in duty etc., then the penalty to be imposed on the Second Party as per tender document.
- 25.** In case provisioning of equipment as per Tender document is not to the desired quality & quantity as reported by different Departments/Sections of the Institute or found by the concerned officials of SLIET, the Second Party will be informed about the shortcoming in writing and will be given time to make necessary improvements. If still it is found that no improvement is made, penalty @2% from the monthly bill shall be imposed and the contract for the work may be cancelled in between after giving 7 days notice to Second Party.
- 26.** The Contractor/Second party will also ensure payment of minimum wages/VDA as notified by Ministry of Labour & Employment, Govt. of India to the workers deployed by him/ them revised from time to time by the Govt., abide by the Labour Act, 1970 amended from time to time, Contract Labour Central Rates, 1971, Workmen Compensation Act, (or Group Insurance Scheme), PF & misc. Provision Act, 1952 before start of the work.
- 27.** Notwithstanding any clause in the agreement, the contract can be terminated on one-month notice on either side or payment thereof.
- 28.** The complete Tender Document, which was uploaded by the Institute on the website duly accepted by the Second Party will be the part and parcel of this agreement.
- 29.** The contract may be extended further for one year or part thereof on the same terms & conditions subject to satisfactory performance with the approval of competent authority.
- 30. a)** All Worker deployed for this work should be covered under ESI Scheme vide Gazette notification no. S-38013/06/2019-SS.I dated 29.08.2019 issued by GOI, Ministry of labor & employment, New Delhi.
Further, Institute is liable to reimburse ESI amount (Employer Share) being paid by the contractor to ESI department subject to production of monthly wise copy of challan Evidencing the payment of Employer share to ESIC department in consonance with month wise attendance register pertaining to no. of workers who worked for the contractor in the concerned month.
- b)** Group Assurance Scheme (Death cover only for Accident with rider of disability & medical facility as per norms of Service provider) of minimum Policy sum assured of Rs. 5 lacs with disability rider of each worker by the Contractor from any Assurance company regulated by IRDA.
- 31.** In case Agency/ Contractor/ Second party fails to make payment of wages within the prescribed period or make short payment, then the Institute/ first party shall make payment of wages in full or the unpaid balance due, as the case may be, to the contract labour employed by the contractor and recover the amount so paid from the contractor either by deduction from any amount payable to the contractor under any contract or as a debt payable by the contractor(s).
- 32.** The personnel/workman engaged by the Agency/Second party to undertake work under the contract agreement will be solely the employee of the Agency/Second party and the said workman/personnel will have no right to claim permanent employment or engagement from the Institute and the Institute will have no liability to provide the workman/personnel of the Agency/Second party any type of employment in the Institute.
- 33.** The personnel/workman of the Agency/Contractor/Second party will have no right to take out any type of procession/demonstration/Ghereo within the Institute premises and in case of any such incident happens and then in that case, Agency/Contractor/Second Party can be penalized and even the contract can be terminated without any notice & assigning any reason and the Contractor/Second Party can also be debarred from any future participation in Institute tendering.
- 34.** In case of any dispute or difference arising out of or in connection with this Contract Agreement or the implementation or interpretation of any of the clauses of this Agreement, the matter will be referred to the Sole Arbitrator to be nominated/appointed by the Director SLIET, Longowal. The decision/award passed by the Arbitrator shall be final & executable and binding on both the parties. The fee of the Arbitrator appointed shall be determined by Director SLIET and both the parties at dispute will pay fee to the Arbitrator in equal proportion.

35. There is no tolerance for sexual harassment of women at workplace and agency should follow Govt. norms and guidelines in dealing with cases of Sexual harassment of women at work place. Institute follows zero tolerance policy for complaint against women.
36. All the disputes of civil nature shall be subject to the jurisdiction of Civil Courts at Sangrur (Punjab).

In witness thereof, the parties hereto have executed this agreement on the day, month and year first above written in the presence of:

On behalf of M/s _____
Witness No. 1 _____
(ID Proof having photo of
witness to be furnished)

Witness No.2 _____
(ID Proof having photo of
witness to be furnished)

**Authorized Signatory,
SLIET, Longowal**

Annexure-'A'

The sample performance certificate to be attached by the tenderer is given below and it should be taken from the clients (in their letter head) by the Tenderer.

PERFORMANCE CERTIFICATE

It is certified that M/s _____(tenderer) had provided Outsourcing/Housekeeping services to our firm/Organization for the premises located at _____ and had deployed _____ (in words)

_____ number of persons and _____ number of supervisors in this premises for the period from _____(date) to _____(date).

The financial component of the work contract for the above said work is Rs. _____
_____(in words) _____.

The performance of the firm was satisfactory good/very good/ excellent/ outstanding.

**Signature of the client (of the tenderer) or its authorized signatory
With Seal of the client firm of the tenderer**

The tender committee may also accept performance certificate in other similar Performa and its decision shall be final.

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Annexure-B

I, _____ S/o _____ Proprietor/ Partner/ Director of _____, do hereby declare and undertake as under: -

1. That in the capacity of Contractor by M/s _____ (Description of Principal Employer) I have complied with the provisions of Contract Labour (Regulation and Abolition) Act, 1970) in holding a valid licence under the Act and the Rules thereof. I have paid the wages for the month of _____ to all my employees and no dues are payable to any employee.
2. That I have covered all the eligible employees under Employees Provident Fund and Miscellaneous Provisions Act and the Employees' State Insurance Act and deposited the contributions under our code numbers for the following month and as such no amount whatsoever is payable. The challan showing about the deposits made by us are enclosed herewith. .
3. I further declare and undertake that in case any liability pertaining to my employees is to be discharges by the principal employer for my lapse, I undertake to reimburse the same or the principal employer is authorized to deduct the same from my dues as payable.

Dated.....

Contractor

Annexure-C

UNDERTAKING BY THE LABOUR CONTRACTOR TO BE FURNISHED EVERY MONTH

I, _____ S/o _____ Proprietor/ Partner/ Director of
_____, do hereby declare and undertake as under: -

1. That in the capacity of independent Labour Contractor for M/s _____. I have complied with the provisions of all laws as per applicable. I have paid the wages for the month of _____ which are not less than the minimum rates as applicable, to all my employees and no other dues are payable to any employee.
2. That I have covered all the eligible employees under Employees Provident Fund and Miscellaneous Provisions Act and the Employees' State Insurance Act and deposited the contributions for the following month and as such no amount towards contributions whatsoever is payable.
3. I further declare and undertake that in case any liability pertaining to my employees is to be discharged by M/s _____ due to my lapse, I undertake to reimburse the same M/s _____ is also authorized to deduct the same from my dues as payable.

(Signature & Seal)
Labour Contractor

ANNEXURE-D

(To be submitted on Stamp paper)

Format of undertaking, to be furnished with regard to black listing/non-debarment by organization.

We hereby confirm and declare that we, M/s _____ is not blacklisted/ De registered/debarred by any Government department/ Public Sector Undertaking/Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services.

For -----

Authorized Signatory

Date:

ANNEXURE-E

(To be submitted on Stamp paper)

UNDERTAKING REGARDING EPF & ALL EPF STATUTORY REQUIREMENTS

It is certified that my Agency/Firm _____ is not defaulter
due to non-payment of EPF & all EPF Statutory requirements.

Authorized Signatory

AFFIDAVIT

(1). I/we, (Name of the Contractor(s)) S/o Sh. (Father's Name) Proprietor/Partner of
M/s. _____,

do hereby declare and undertake as under:-

(2). That in the capacity of Contractor(s) for M/s. _____ of
_____ work for the Financial Year _____ ,

I/we have complied with the provisions of all laws as applicable.

(3). That I/we have actually deposited Goods & Service Tax (GST) in Govt. Treasury for the month (s) of
Financial Year for the work _____ at SLIET, Longowal.

(4). That I/we certify that the goods/services on which GST has been charged are not exempted under the
GST act and that charges on account of goods & services tax are as per provisions of the GST Act.

(5). I/we further declare and undertake that in case any liability pertaining to Goods & Services Tax (GST)
is to be discharged by SLIET, Longowal due to my/our lapse or my/our wrong claim, I/we undertake to
reimburse/refund the same to SLIET, Longowal. The SLIET, Longowal is also authorized to deduct the
same from my/our Security Deposit and any dues as payable to me/us/my/our Firm/Company.

Dated :

(Full signatures with Name & seal of the Contractor/Proprietor/Partner)

VERIFICATION

The above said statements are true to the best of my/our knowledge and belief and nothing has been
concealed therein

(Full signatures with Name & seal of the Contractor/Proprietor/Partner)

ANNEXURE-Z

(Affidavit attested by Notary on Stamp paper)

I hereby give undertaking that I shall abide by all the provisions of 04 labour Codes implemented by Govt. of India w.r.t. from 21st November-2025 i.e.

- i. The Code of wages 2019
- ii. The Industrial Relations Code 2019
- iii. The Code on Social Security 2020
- iv. The Occupational Safety, Health and working conditions Code 2020

(Signature of Contractor/Agency)

