

**बिड दस्तावेज़ / Bid Document**

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	13-05-2026 13:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	13-05-2026 13:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Education
विभाग का नाम / Department Name	Department Of Higher Education
संगठन का नाम / Organisation Name	National Institute Of Technology (nit)
कार्यालय का नाम / Office Name	Meghalaya
वस्तु श्रेणी / Item Category	Cleaning, Sanitation and Disinfection Service - Outcome Based - Office/Commercial/Institutions/Residential; General Cleaning (Sweeping, Mopping, dusting); Indoor outdoor toilets staircase etc
अनुबंध अवधि / Contract Period	2 Year(s) 1 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	100 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	1 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
टर्नओवर के लिए एमएसई को छूट प्राप्त है / MSE Relaxation for Turnover	Yes   Partial   Turn over value - 50 (in lakhs)
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), Additional Doc 1 (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

**बिड विवरण/Bid Details**

क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् 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	1
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
अनुमानित बिड मूल्य / Estimated Bid Value	5000000
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	125000

**ईपीबीजी विवरण /ePBG Detail**

आवश्यकता/Required	No
-------------------	----

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कैटेगरी 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.

**लाभार्थी /Beneficiary :**

Director  
National Institute of Technology (NIT) Meghalaya, Department of Higher Education, Ministry of Education  
(Prof. P Mahanta)

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

**एमआईआई अनुपालन/MII Compliance**

एमआईआई अनुपालन/MII Compliance	Yes
-------------------------------	-----

**एमएसई खरीद वरीयता/MSE Purchase Preference**

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

1. If the bidder is a Micro or Small Enterprise (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 as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM\\_No.1\\_4\\_2021\\_PPD\\_dated\\_18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
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**

**Scope of Work for the Service:**[1777360806.pdf](#)

**List of Consumable Required:**[1777360847.pdf](#)

**List of High End Machinery Required:**[1777360857.pdf](#)

**Cleaning, Sanitation And Disinfection Service - Outcome Based - Office/Commercial/Institutions/Residential; General Cleaning (Sweeping, Mopping, Dusting); Indoor Outdoor Toilets Staircase Etc ( 3938 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Type of Space	Office/Commercial/Institutions/Residential
Nature of Service	General Cleaning (Sweeping, Mopping, dusting)
Type of Area	Indoor outdoor toilets staircase etc
Area Inclusions	Common area/Lobby/Reception/Waiting Area
Floor Type	Normal Stone/Ceramic tile/Cemented Floor
Type of Cycle	Daily
<b>एडऑन /Addon(s)</b>	
Consumables to be provided by Service Provider	Yes
High End Machinery & Equipment to be provided by Service Provider	Yes

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
----------------------------------------------------------------------------	----

**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 / Area in Sq. Metre	अतिरिक्त आवश्यकता /Additional Requirement
1	Keshav Tamang	793108,NIT MEGHALAYA Saitsohpen Sohra, East Khasi Hills, Meghalaya, India - 793108	3938	<ul style="list-style-type: none"><li>• Frequency in each cycle : 2</li><li>• Number of working days in a month : 30</li><li>• Number of cycles during Contract Period : 720</li></ul>

**क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions****1. Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

**2. 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.

**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 कार्रवाई 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---

**राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय**  
**National Institute of Technology Meghalaya**  
**(An Institute of National Importance under MoE, Govt. of India)**  
**Saitsohpen, Sohra, Meghalaya, 793108, India**

**Phone: 0364-2501215**  
**Fax : 0364-2501113**  
**Web: <http://nitm.ac.in/>**

**Ref. No. NITMGH/PS/Sanitation/Boys 1 seater(B)/2026-27/**

**Dated:- .04.2026.**

**NOTICE INVITING TENDER FOR PROVIDING CLEANING AND SANITATION SERVICES AT NIT MEGHALAYA BOYS 1 SEATER (B BLOCK) HOSTEL**

E-Tender through GeM Under the two-bid system, proposals are invited from reputed housekeeping agencies for providing sanitation and cleaning services at NIT Meghalaya Boys 1 seater (B Block) for the period of TWO Years, which is further extendible for another period of ONE YEAR on the same rates, terms, and conditions with mutual consent. Tender documents are available at GeM Portal and [nitm.ac.in](http://nitm.ac.in)

The first part is the **Technical Bid** which consists of technical requirements and general terms & conditions and the second part is the **Financial Bid**.

Prescribed Tender document, detailed fees and specifications, bid instructions and Terms & Conditions can be downloaded from the GeM Portal <https://gem.gov.in>. The bidding process (submission and finalization) will be done in online mode at GeM Portal <https://gem.gov.in>. The bidders may submit their bid only through uploading in the GeM Portal <https://gem.gov.in/>.

**BASIC REQUIREMENTS:**

1. The Agency should preferably be registered with the Labour Department, Government of Meghalaya and having valid labour license. Agencies registered with the Office of the Chief labour Commissioner (Central) and having valid labour license shall also be considered.
2. The Contractor must have valid (i) Income Tax account (PAN), (ii) GST Registration Certificate, (iii) Provident Fund (EPF) Registration, (iv) ESIC Registration, (v) Labour Identification Number (LIN) and other statutory registration for operating as a cleaning and sanitation service provider.
3. The Agency should preferably be registered with the Government of Meghalaya for Providing Cleaning and Sanitation Services.
4. The Agency who have been awarded the contract must submit valid Trading License issued by the Khasi Hills Autonomous District Council (KHADC), Shillong, under provisions of the United Khasi-Jaintia Hills District (Trading by Non-Tribals), Regulation, 1954 (as amended) and the United Khasi-Jaintia Hills District (Trading by Non-Tribals) Rules, 1959 (as amended) for providing and operate the present Security Service at NIT Meghalaya within 30 days from the date of issue of the contract. Failing which, the contract shall be terminated, and the contract may be awarded to any other technically qualified bidder/agency at the sole discretion of NIT Meghalaya.  
The KHADC License should be valid for more than one year from the date of award of contract. The concerned agency which has been awarded the contract should renew the license 45 days prior to its expiry date failure to produce the renewed license may result in termination of contract.
5. The Agency should have at least 1 (one) year experience in providing cleaning and sanitation service to Government and Non-Government organizations, Autonomous Institutes, Public Sector and Private Sector Undertakings.
6. The Registered Office or one of the Branch Offices of the Agency must be located in East Khasi Hills, failing which the quotation shall not be considered.
7. The Agency should have satisfactory Completion Certificates and valid Work Orders / Contracts of similar works with total estimated cost of at least ₹ 30 Lakhs in the last one year.

8. The Agency should not have been blacklisted in the past by any Government and Non-Government organizations, Autonomous Institutes, Public Sector and Private Sector Undertakings.
9. The Agency should have no vigilance/CBI case pending against it.

Those bids fulfilling the above basic requirements with all required documents attached, to the satisfaction of the Committee will be qualified in the Technical Bid and shall be considered for the next stage of evaluation.

### **General Terms and Conditions**

1. No quotation will be accepted by fax, e-mail, telex, or any other such means.
2. **The estimated cost of the tender is ₹ 50,00,000 (Rupees Forty Lakh) approximately per annum.**
3. **EMD: - Earnest Money: Refundable earnest money deposit (EMD) of ₹ 1,25,000 /- (Rupees One Twenty Five Thousand) only through demand draft drawn (of any Nationalized/Scheduled Bank) in favour of National Institute of Technology Meghalaya, payable at Shillong, will have to accompany the technical Bid. The EMD of unsuccessful bidders shall be returned without any interest after award of contract. EMD of the successful bidder will be released without interest on submission of the Performance Bank Guarantee or Security Deposit.**  

Firms registered under MSME will be exempted from submitting EMD. In case of firms registered under NSIC, exemption will be given to the permissible extent, as indicated in their Certificate. All vendors claiming exemption must submit copies of their valid MSME/NSIC registration Certificate (along with the Technical Bid in case of two bid system). Offers received without Earnest Money or valid Certificate shall be summarily rejected.
4. **Security Deposit: Selected Bidder will have to submit a Security Deposit amounting to INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand) only in the form of Deposit at Call/ Fixed Deposit / Bank Guarantee (in format enclosed at Annexure-2) pledged to NIT Meghalaya, Saitsohpen, Sohra, Meghalaya and shall be valid till 60 (sixty) days after the contract period.**
5. **Documents to be attached:** All documents listed in **Annexure-1**.
6. Bidders are instructed to furnish the Bidder's General Information in **Annexure-5** and enclose with the Technical bid.
7. **Submission of Compliance Certificate:** Duly filled and signed Compliance Certificate (as per format at **Annexure-6**) must be submitted along with the Technical bid failing which the quotation shall not be considered.
8. Bidders shall indicate their rates in clear/visible figures as well as in words and shall not alter/overwrite/make cutting in the quotation. In case of a mismatch, the rates written in words will prevail. Usage of "White ink" to erase and then rewrite the rates will not be accepted. Bidders are advised to strike out wrong entries and rewrite clearly beside them. In such cases, the bidder shall have to sign and place their official seal for every corrected entry.
9. Documents submitted/uploaded should be self-attested with seal of the bidder.
10. Bidder must unconditionally accept all terms and conditions stipulated in the tender document and must submit an undertaking for accepting the same. All pages of the bid including all enclosures should be numbered and must be duly filled in, signed and stamped by the bidder or his authorized representative.
11. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the bidding Agencies/ service providers. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Conditions mentioned in the tender bids submitted by vendors will not be binding on NIT Meghalaya.
12. **TDS:** Taxes as applicable on date will be deducted from the bills, unless documents are submitted along with the tender.
13. **Enquiry during the course of evaluation not allowed:** No enquiry from the bidder(s) shall be entertained during the course of evaluation of the tender till final decision is conveyed to the

successful bidder(s). However, the Institute Authorities may make enquiries/seek clarification from the bidders. In such a case, the bidder must extend full co-operation.

14. **Bid not transferable:** The bid documents are not transferable and the seal and signature of the individual/ authorized official of the firm must appear on all the pages of the documents.
15. At any time prior to the date of submission of bid, NIT Meghalaya may, for any reason, either of its own or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment / corrigendum. Any such amendment / corrigendum will be duly notified only **through the Institute's website and the GeM Portal**. Prospective bidders are advised to check the Institute's website every now and then for any amendment / corrigendum. In order to provide reasonable time to take the amendment into account in preparing the bid, NIT Meghalaya may extend the date and time for submission of bids.
16. The acceptance of the quotation will rest solely with the Competent Authority of NIT Meghalaya, who, in the interest of the Institute, is not bound to accept the lowest quotation and reserves the right to reject or partially accept any or all the quotations received without assigning any reasons.

### **SELECTION CRITERIA:**

1. **Technical Bid:** Technical bid will be opened as per schedule through the GeM Portal. The documents submitted in the Technical bid will be evaluated by the Committee. Only the bidders fulfilling the basic requirement mentioned in the tender will be considered for further evaluation. The bidders who do not meet the basic requirements will not be considered for further evaluation.
2. **Financial bid:** The bidders fulfilling all the basic requirements and enclosed all documents to the satisfaction of the tender opening committee will be considered for opening of financial bids. The date of opening of financial offers will be decided by the Institute and will be communicated to eligible bidders only through the GeM Portal. The lowest percentage of service charges will be declared as lowest bidder.
3. Only those bids with all desired documents attached and fulfilling the requirement as per the tender to the satisfaction of the committee will be opened for financial bids. The bidders fulfilling the eligibility criteria mentioned in the tender will be considered to award of marks as per Technical Evaluation Matrix (**Annexure-7**). After evaluation of Technical bids, the date for opening financial bids will be notified and qualified bidders will be informed accordingly as early as possible.
4. The bidders fulfilling all tender requirements and enclosed all documents to the satisfaction of the tender opening committee and scoring equal or more than 70% marks out of total 50 marks in the Technical Evaluation Matrix will be considered for opening of financial bids. The date of opening of financial offers will be decided by the Institute. In case the number of eligible bidders remains less than three, the Committee reserves the right to relax the minimum qualifying score. The bidder who shall be offering the lowest service charges will be declared as lowest bidder.
5. However, in the Financial Bid if two or more bidders quoted the same rate/amount (as L1), then the final evaluation shall be based on the marks scored in the technical evaluation matrix. The L1 bidder will then be decided based on the highest marks scored in the technical evaluation matrix.
6. In case more than one agency quotes the same L1 percentage service charge, the Competent Authority of NIT Meghalaya reserves the right to decide and fix the additional criteria for selection of the L1 agency to be finally awarded the contract.

## **OTHER TERMS & CONDITIONS**

1. The period of contract shall initially be for a period of two (02) years from the date of award of contract issued by NIT Meghalaya and may be renewed annually on the basis of satisfactory performance under the same terms and conditions or with such amendments as may be mutually agreed to, and also subject to the necessary approval of the Competent Authority of NIT Meghalaya.
2. **The Agency shall endeavour to deploy maximum staff having the required qualifications from Saitsohpen Elaka, in particular, and Sohra Civil Sub-Division, in general, to fulfil the Institute's aspiration for providing employment opportunity and upliftment of the educated unemployed belonging to the Elaka and Sohra Civil Sub-Division.**
3. **The Agency should have its branch office in Sohra Civil Sub-Division to facilitate the day to day requirement of the Institute.**
4. The Agency has to submit a voluntary statement by way of affidavit stating that they have not been blacklisted in the past by any Government and Non-Government organizations, Autonomous Institutes, Public Sector and Private Sector Undertakings and no case is pending against any contract and also to state that there is no vigilance/CBI case pending against the Firm/Agency. The affidavit is to be duly executed before the Notary Public or Magistrate First Class on a non-judicial stamp paper of INR 10/- (Rupees Ten) only. **The bidder should submit that affidavit in original along with the Technical Bid.**
5. Service / Administrative charges quoted by the agency would be valid for a period of two years from the date of award of the contract and the request for increase in rates during the period of the contract shall not be entertained under any circumstances.
6. All persons deployed shall not be below the age of 18 (eighteen) years.
7. All services shall be performed by persons qualified and skilled in performing such services.
8. The persons supplied by the Agency should not have any police records/criminal cases pending against them. The Agency should make adequate enquires about the character and antecedents of the person whom they are recommending. The Agency should also ensure that the personnel deployed are medically fit and certificate of their medical fitness is to be provided whenever called for.
9. The Agency's personnel shall not claim any benefit/ compensation/absorption/regularization of services in NIT Meghalaya. Further, the deployed personnel shall not automatically qualify for absorption in the event of the post for which he/she is serving is declared a sanctioned post.
10. The Agency's personnel shall not divulge or disclose to any person, any details of office, operational processes, technical know-how, security arrangements and administrative/organizational matters as most are of confidential/ secret in nature.
11. The Agency's personnel should be polite, cordial, positive and efficient while handling the assigned work so that their actions promote goodwill and enhance the image of the office.
12. The Agency shall ensure proper conduct of their personnel in the office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
13. The personnel of the Agency shall not join any labour union or resort to strikes or demonstrations or any other agitation of this nature. The personnel shall neither directly or indirectly join nor assist any commotion of civil nature and they will render their sincere services during any kind of natural calamities to their best extent. The personnel must not in any way act against interest of NIT Meghalaya.
14. In case the outsourced personnel deployed by the Agency commit/commits any act of omission or commission constituting misconduct or indiscipline, the agency/service provider will take appropriate action against the personnel.
15. In the event of any malpractice on the part of the Agency or their employees, vis-à-vis any Institute staff or otherwise, the contract shall be liable to be terminated.

16. The Agency has to provide photo identity cards to the persons employed by it for carrying out the works.
17. The transportation, food, medical and other statutory requirements in respect of each personnel of the Agency shall be the sole responsibility of the Agency.
18. The personnel shall observe such timings as are prescribed by NIT Meghalaya from time to time. In the absence of any specific times having been provided for by NIT Meghalaya, normal office timings shall be followed. In case on certain occasion the office needs to be operated over time, no overtime shall be payable. Cleaning personnel may have a different work schedule, but the daily working hours will not exceed the daily stipulated man-hours. The personnel will be required to follow holidays of NIT Meghalaya.
19. The Acquittance Roll/ Salary Register of the deployed personnel shall be furnished for inspection whenever called upon by NIT Meghalaya authorities.
20. No wage/remuneration will be paid to any staff for the days of absence from duty.
21. The Institute shall not be responsible financially or otherwise for any injury or death to the outsourced personnel in the course of their performing their duties. In case, compensation is awarded by a Court of Law, payment of the same shall be the sole responsibility of the Agency.
22. NIT Meghalaya will not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the agency/service provider.
23. That the Agency on its part and through its own resources shall ensure that the goods, materials and equipment etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff. If NIT Meghalaya suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the Agency, then the Agency shall be liable to compensate for the same. The agency/service provider shall keep NIT Meghalaya fully indemnified against any such loss or damage.
24. The Agency shall not be permitted to transfer, sublet or assign their rights and obligations in part or full under this contract to any other person or organization.
25. **Termination for default:** Default is said to have occurred
  - a. If the Agency fails to perform any or all of the services specified in the tender documents and contract.
  - b. Under the above circumstances NIT Meghalaya may terminate the contract in whole or in part and forfeit the Security Deposit. In addition to above, NIT may at its discretion also take the following actions: NIT Meghalaya may make alternate arrangements with another qualified Agency in such manner as it deems appropriate and the defaulting Agency shall be liable to compensate NIT Meghalaya for any extra expenditure involved towards services obtained.
26. The Competent Authority of NIT Meghalaya has the absolute right to terminate the contract at any time before the due date of expiry specified in Clause 1 of the terms and conditions of the tender, without assigning any reason, by giving one month's notice in advance to the Agency in writing.
27. The Competent Authority of NIT Meghalaya shall also have the right to extend the contract in writing on the same terms and conditions with some addition/deletion for a further period of one year at a time based on satisfactory performance or for a shorter period until such time as a new Agency takes over in the event of the Institute resorting to the process of appointing a fresh Agency.
28. The Competent Authority has the right to impose a penalty upon the agency for Non-Performance of the Contract and violations of the Contract. The extent and amount of penalty will be decided by the Director NIT Meghalaya which will be binding upon the bidder but not more than 10% of the order value.
29. In the event of Agency desiring an earlier termination of the contract, they shall have to give three months advance notice to the Institute Authority.

30. The Agency, if in any manner defaults in the performance or in making good any losses, damages or expenses or any part thereof, then it shall be lawful for the Institute to forfeit or dispose off said security deposit in and towards the liquidation of liability of the agency/service provider in respect of such default. Further, in case Institute is put to any monetary loss or liability as a result of any act of omission or commission of the Agency or personnel deployed by him, the Institute shall have the right to get itself reimbursed to the extent of the liability or loss out of the bills and/or the security deposit.
31. The Agency is bound by the details and documents as furnished by them to the Institute while submitting the tender or at any other time. In case any of the details of such documents furnished by them, is found to be false at any stage this would be deemed to be a breach of the terms of contract making them liable for action deemed fit by the Competent Authority of NIT Meghalaya.
32. That on the expiry of the agreement, unless extended formally, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency/service provider, it shall be the entire responsibility of the agency/service provider to pay and settle the same.
33. The service provider shall be contactable at all times and messages sent by phone /e-mail/ fax/special messenger from this office shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the Department in fulfilment of the contract from time to time.
34. **Force Majeure:**

If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned, that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:

  - a. Any law, statute or ordinance, order action or regulations of the Government of India,
  - b. Any kind of natural disaster, and
  - c. Strikes, acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.
35. **Applicable Law:**
  - a. The contract shall be interpreted and governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Shillong only.
  - b. Any dispute arising out of this contract shall be referred to the Competent Authority of NIT Meghalaya, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Competent Authority of NIT Meghalaya. The decision of such Arbitrator shall be final and binding on both the parties.

Sd/-  
Registrar

**Enclosures:**

- i. ANNEXURE -1: Documents to be attached with the technical bid (first pack).
- ii. ANNEXURE -2: Performance Bank Guarantee
- iii. ANNEXURE -3: Scope of Work.
- iv. ANNEXURE -4: Format of Invoice
- v. ANNEXURE -5: Bidder's General Information
- vi. ANNEXURE -6: Format of Compliance Certificate
- vii. ANNEXURE -7: Technical Evaluation Matrix for Bidder

## ANNEXURE-1

### **Documents to be attached with the Technical Bid (first packet)**

1. Proof of ownership/partnership etc.
2. Proof of address, telephone and fax numbers.
3. Copy of valid labour license.
4. Copy of Income Tax account (PAN).
5. Copy of GST Registration Certificate.
6. Copy of Provident Fund Registration.
7. Copy of ESI Registration.
8. Copy of Labour Identification Number (LIN).
9. Copy of valid Trading License issued by the KHADC, Shillong (or Exemption Certificate issued by an Authority of the KHADC, Shillong).
10. Copy of Income Tax Return and Audited Balance Sheet of the last 3 (three) Financial Year.
11. An undertaking by the Agency for acceptance and compliance of all terms & conditions mentioned in this tender.
12. Annual turnover certificates of **last three financial years** duly certified by a Chartered Accountant.
13. Affidavit stating that the agency/service provider has not been blacklisted in the past by any Government and Non-Government organizations, Autonomous Institutes, Public Sector and Private Sector Undertakings and no case is pending against any contract and also to state that there is no vigilance/CBI case pending against the Firm/Agency. The affidavit is to be duly executed before the Notary Public or Magistrate First Class on a non-judicial stamp paper of INR 10/- (Rupees Ten) only.

ANNEXURE-2

**PERFORMANCE BANK GUARANTEE**

To:

The Director,  
National Institute of Technology Meghalaya  
Bijni Complex, Laitumkhrah, Shillong-793003  
Meghalaya

**WHEREAS** ..... (Name of Agency / Service Provider)  
herein after called "the Service Provider " has undertaken, in pursuance of Contract No.....  
dated,..... 20... to provide ..... (Description of Services)  
hereinafter called "the order".

**AND WHEREAS** it has been stipulated by you in the said order that the Service Provider shall furnish  
you with a Bank Guarantee by a recognized bank for the sum specified therein as security for  
compliance with the Service Provider’s performance obligations in accordance with the order.

**AND WHEREAS** we have agreed to give the Service Provider a Guarantee:  
**THEREFORE, WE** hereby affirm that we are Guarantors and responsible to you, on behalf of the  
Service Provider, up to a total of ..... (Amount of the  
Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring  
the Service Provider to be in default under the order and without cavil or argument, any sum or sums  
within the limit of ..... (Amount of Guarantee) as aforesaid, without your needing to  
prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the .....day of.....20.....

Signature and Seal of Guarantors

.....

Date.....20.....  
Address:.....  
.....  
.....

All correspondence with reference to this guarantee shall be made at the following address:

The Director,  
National Institute of Technology Meghalaya  
Bijni Complex, Laitumkhrah, Shillong-793003  
Meghalaya

**ANNEXURE-3**

**SCOPE OF WORK BOYS 1 SEATER (B BLOCK) HOSTEL**

**Details of work**

Name of Work	Areas	Size for Area of Work (in sq. meter)	Minimum number of manpower required	Frequency of cleaning
<b>Cleaning and Sanitation Services</b>	Washroom/toilets	554.00	<b>06</b>	<b>3 times/day</b>
	<b>Common areas</b>			
	Ground Floor	811.35		<b>2 times/day</b>
	First Floor	682.83		<b>2 times/day</b>
	Second Floor	682.83		<b>2 times/day</b>
	Third Floor	682.83		<b>2 times/day</b>
	Areas outside hostel which requires cleaning/sanitation	524.00		<b>1 time/week</b>
	<b>Total Areas</b>	<b>3,937.84</b>		
<b>The area mentioned above can be increased or decreased at the discretion of NIT Meghalaya</b>				

**The agency shall quote for cleaning and sanitation of the hostels on per square meter basis.**

**The service shall include manpower, consumables and other cleaning and sanitation equipment and shall also be included in the rate per square meter.**

**List of consumables and machinery required**

Sl. No.	List of consumables/machinery
1	Air/Room Freshener
2	Floor disinfectants
3	Cleaning mop
4	Toilet Cleaner
5	Acid cleaner
6	Dusting Towel
7	Soft broom
8	Wiper
9	Detergent
10	Glass cleaner
11	Garbage bag
12	Dust pan
13	Toilet cleaning brush
<b>The list maybe revised depending upon day to day requirement</b>	

**Cleaning Services**

The aim and objective are to provide a high level of cleanliness, hygiene, and presentability to the entire area, including the outside walls and windows of the hostels and their premises. Pre-designated managers or supervisors of the contractor will supervise the awarded work. The contractor must ensure that the staff deployed is dressed in neat, clean uniforms approved by NIT Meghalaya.

**Area Type:-**

1. Indoor Area like Cabins, corridors, Halls, Staircase, etc.
2. Highly Intensive Area like Washrooms, Entrance Lobbies/reception, etc.
3. Outdoor Area like Lawns, Parking, Roads inside the campus, etc.
4. Seating Area cleaning of all Indoor and Outdoor Area of the hostels. Collect garbage from door to door/designated disposal area.

### **Common Areas (Entrance Lobbies/ Receptions/Conference Hall etc.)**

1. Wiping of the glass doors on all the entrances.
2. Cleaning the entire common area at a convenient time without hindering the occupant's movement which includes Sweeping, Mopping, Scrubbing, buffing, etc.
3. Periodical wiping of the entire side walls – Marble / Granite / Tiles/ Wooden Panels.
4. Periodical dusting or vacuuming and wiping of all fixtures and furniture in all the entrance lobbies
5. Keep the signage clean and visually clear.
6. Sweeping and smooth brushing of the lift floors – removal of all dirt, etc. throughout the day.
7. Dusting and Wiping all the lift doors.
8. Collection of all waste material and its disposal as per instructions of the Hostel Management Committee.
9. Cleaning of rugs and carpets on floors with the vacuum cleaner.
10. Dusting and cleaning of fans, electrical fittings, windows, and panes with glass cleaning chemicals/agents and cleaning of partitions and other furniture, paneling, etc.
11. Cleaning of walls, and ceiling for dust, cobwebs, etc.
12. Placing garbage bags in all garbage bins to avoid stains and stinks and clear them on a daily basis.

### **Staircase and Fire Staircase**

1. Sweeping of all the staircases and common landings.
2. Removal of dust etc. from the skirting top.
3. Ensuring signage is clean and visually clear.
4. Cleaning of all the fire escape doors, electric switchboard, light fixtures, and firefight equipment's.
5. Cleaning of all the ceilings and walls for dust, cobwebs, etc.
6. Thoroughly wipe all door handles, latches, tower bolts, etc.

### **Housekeeping Monitoring and Control**

For better management and smooth services, the following monitoring mechanism will be adopted by the contractor

### **Housekeeping Services Complaint Register**

This register is to be completed based on information received by the Housekeeping Manager from NIT Meghalaya through the inspection of the site, the material on site, attendance sheet of the staff, weekly report, client letter/fax/e-mail, the verbal complaint from NIT Meghalaya, etc. and necessary action is to be taken.

### **Service Providers Obligations**

1. The Service Provider would submit a daily monitoring report to the Caretaker.
2. A weekly log of the services rendered will be maintained and presented to the Caretaker.
3. The Service Provider would submit a list of all employees along with full addresses for security to the Institute at the time of contract. The employees deployed should be medically fit.
4. The Service Provider will have to deploy experienced and skilled workers for the job of housekeeping.
5. The service provider must maintain a compliant register at a location decided by the concerned administrator.
6. The employees of the Service Provider should wear uniform along with a name tag and Icard. The service Provider would provide the necessary equipment required for the mechanized service along with the equipment listed below at his own cost.

## Special Terms and Conditions

1. The Service Provider shall abide by and comply with all the relevant laws and statutory requirements covered under various Labour Acts, Minimum Wages Act, Overtime wages Contract Labour (Registration & Abolition) Act 1970, EPF, ESI, etc. with regard to the personnel engaged by him for providing support services. It will be the responsibility of the Service Provider to provide details of all manpower and resources deployed.
2. The Agreement shall commence w.e.f the date of effectiveness of the agreement unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract, etc., or change in requirements.
3. The Service Provider shall not engage any sub-Service Provider or transfer the contract to any other person in any manner.
4. Quality assurance and control shall be ensured by the Service Provider in all respects.
5. The requisite supervisory staff shall be provided at all the sites of work for effective supervision and quality assurance work.
6. The Service Provider shall take care of lifting, carrying, and disposing of dead birds, animals, rats, and insects.
7. All materials to be used for cleaning and other consumables shall be in conformity with the specifications/brand/make of Government approved standards.
8. The Service Provider shall ensure that the person deployed is disciplined and shall enforce the prohibition of consumption of alcoholic drinks, paan, smoking, and loitering and shall not engage in any immoral act.
9. Garbage collection drums should be placed at all suitable points. The drums should be provided with polythene bags, which may be removed so that garbage does not spill out or spoil the drums.
10. Under no circumstances the garbage collection would be kept inside the complex and all the arrangements are to be made by the agency for its disposal at a suitable place at its own cost as decided by the Hostel Management Committee.
11. The Service Provider shall have his own Establishment/Setup/Mechanism, etc. at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.
12. NIT Meghalaya shall have the right to inspect the cleaning site at any time and to issue such orders and directions to the organization as may be considered necessary. The service provider shall ensure that such orders are complied forthwith.
13. The Service Provider shall deploy a person to supervise the cleaning and maintenance services, who will report to the caretaker on a daily basis.
14. In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the Contractor will be liable to be forfeited besides the annulment of the contract.
15. NIT Meghalaya shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract and there is no employee-employer relationship with any of the workers of the service provider.
16. Any rules and regulation, made from time to time by the Hostel Management Committee shall be complied with.
17. Any complaint received against any employee engaged by the Service Provider indulging/caught involved in theft, drinking while on duty, Sexual harassment or any misconduct, the Contractor shall immediately terminate the said employee and provide fresh employee in his/her place.
18. No activity to be performed by the housekeeping staff which will attract fire/inflammatory activity and may cause damage to hospital property and staff & patients. This will be the sole responsibility of the contractor.

## Penalty and Termination

<b>Sl. No.</b>	<b>Service level agreement</b>	<b>Penalties for non-compliance</b>
1.	Non-completion of the cleanliness operation mentioned in the contract.	Penalize the Service Provider by 0.25% of the Monthly billed amount per incident up to a maximum of 5% of the monthly bill
2.	If the employee is found responsible for any theft, loss of material/ articles, and damages/ financial loss to NIT Meghalaya in any manner	Immediate payment in actual/ replacement, equivalent to the value of the article theft/lost/damaged/ financial loss, as decided by the HMC depending on the gravity of the act. Also, the manpower responsible is to be replaced.

**ANNEXURE-4**

**FORMAT OF INVOICE**

(The agency is bound to produce monthly bill in the format prescribed hereunder failing which the Institute will not settle the bill.)

Sl. No.	Particulars	Frequency of cleaning	Actual Payments (BxC)
A	B	C	D
1	Rate per square meter x total area for Washroom/toilets	<b>3 times/day</b>	
	Ground Floor	<b>2 times/day</b>	
	First Floor	<b>2 times/day</b>	
	Second Floor	<b>2 times/day</b>	
	Third Floor	<b>2 times/day</b>	
	Areas outside hostel which requires cleaning/sanitation	<b>1 time/week</b>	
2	GST (as applicable)		
3	<b>GRAND TOTAL (1+2)</b>		

However, the final payment shall be release on the recommendation of the Chairman, HMC/wardens of the respective hostels.

(All the figures in total must be rounded to the nearest rupees. All the figures must be rounded of in two digits after points as per the standard rounding of rules i.e. less than five should be omitted and five & above should be rounded to the next figure.)

**Date and Signature of Agency with Seal**

**ANNEXURE-5**  
**BIDDER'S GENERAL INFORMATION**

Bidder should indicate following information along with the self-attested photocopies of supporting documents:

1	Name of Firm/Agency/Contractor	
2	Number of Years in Operation	
3	Registered address	
4	Operational Address if different from above	
5	Telephone No. (Landline)	
6	Tele fax No.	
7	Mobile No.	
8	Official Email Address	
9	Name & Address of Branch, if any	
10	Type of Organization (whether Private limited/Partnership/Sole Proprietorship) as per attached proof.	
11	Name of Proprietor/ Partners/Designated Partners/Directors of the Organization/Firm	
12	ISO Certification, if any {If yes, please furnish details}	

**Date and Signature of Agency with Seal**

**ANNEXURE-6**

**Format of Compliance Certificate**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Yes/ No</b>	<b>If Yes, Please indicate the Page No. in the submitted Technical Bid</b>
1	Is the Agency registered with the Government of Meghalaya?		
2	Is the Agency having valid labour license?		
3	Does the Agency have Income Tax account (PAN)?		
4	Does the Agency have GST Registration Certificate?		
5	Does the Agency have Provident Fund Registration (EPF)?		
6	Does the Agency have ESIC Registration?		
7	Does the Agency have valid Trading License issued by the KHADC, Shillong (or Exemption Certificate issued by an Authority of the KHADC, Shillong)?		
8	Does the Agency have other statutory registration for operating as cleaning and sanitation service provider?		
9	Does the Agency have experience in providing “cleaning and sanitation service” to Government and Non-Government organizations, Autonomous Institutes, Public Sector and Private Sector Undertakings? (PLEASE ENCLOSE A COPY OF THE EARLIEST WORK ORDER/ CONTRACT AGREEMENT/ COMPLETION CERTIFICATE ISSUED TO THE AGENCY)		
10	Does the Agency have a Registered Office or one Branch Office in Saitsohpen, Sohra, Meghalaya ? (PLEASE ENCLOSE PROOF OF ADDRESS)		
11	Has the Agency been blacklisted in the past by any Government and Non-Government organizations, Autonomous Institutes, Public Sector and Private Sector Undertakings?		
12	Does the Agency have vigilance/CBI case pending against it?		
13	Has the Bidder enclosed proof of ownership/partnership etc.?		
14	Has the Bidder enclosed proof of address, telephone and fax numbers, email, etc.?		
15	Has the Bidder enclosed copies of Income Tax Returns and Audited Balance Sheet of the last 3 (three) Financial Years (2024-25, 2023-24, 2022-2023)		
16	Has the Bidder enclosed an undertaking for acceptance and compliance of all terms & conditions mentioned in this tender?		
17	Has the Bidder enclosed Annual Turnover Certificates of last three financial years duly certified by a Chartered Accountant?		
18	Has the Bidder enclosed Copies of work orders/ contract agreements/ certificates from the Government and Non-Government organizations, Autonomous Institutes, Public Sector and Private Sector Undertakings where they have engaged in “Cleaning and Sanitation” with details of Organization, value of work?		
19	Has the bidder submitted EMD/Exemption Certificate?		

## TECHNICAL EVALUATION MATRIX FOR BIDDER

Total Marks: 50

Sl. No.	Description
<b>1</b>	<b>Certification and Credentials (Max. Marks – 10)</b>
<b>a.</b>	(i) Service provided to Government Organisation, Autonomous Institutes, PSUs, CFTIs, etc, (10 Marks) (ii) Service provided to Non-Government Organisation, Private Ltd. Company/ Corporation (5 Marks)
<b>b.</b>	<b>Assessment of average turnover for the preceding three financial years based on audited balance sheets and certificates of ITR (Max. Marks - 10)</b>
	(i) Turnover of $\geq$ ₹ 1 Crore < ₹ 3 Crore (3 Marks) (ii) Turnover of $\geq$ ₹ 3 Crore < ₹ 5 Crores (5 Marks) (iii) Turnover of $\geq$ ₹ 5 Crores < ₹ 10 Crores (7 Marks) (iv) Turnover of $\geq$ ₹ 10 Crores and above (10 Marks)
<b>2</b>	<b>Agencies having establishment set up at Saitsohpen, Sohra, Meghalaya = 10 marks</b>
<b>3</b>	<b>Agencies having specialize equipment required for maintenance (list of equipment provided in Affidavit fully Notarized) = 10 marks</b>
<b>4</b>	<b>Presentation to be given by the participating agencies after opening of technical bid at NIT Meghalaya permanent campus, Sohra and based on the presentation marks shall be given to the participating agencies with the maximum marks upto 10 marks.</b>

\*\*\*\*\*

Date and Signature of Agency with Seal