

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	06-02-2026 13:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	06-02-2026 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	Education Secretariate
कार्यालय का नाम/Office Name	New Delhi
वस्तु श्रेणी /Item Category	Goods Transport Service - Per Trip based Service - Household/Office, Machinery & Equipment, Fragile, Heavyweight/Over Dimensional Cargo; Closed Body LCV Truck; 17 FT LCV
अनुबंध अवधि /Contract Period	6 Month(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	3 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   Complete
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),OEM Authorization Certificate,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

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 मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
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	5500000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

#### ईएमडी विवरण/EMD Detail

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

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	3.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	9

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

**लाभार्थी /Beneficiary :**

PAO

New Delhi, Department of Higher Education, Education Secretariate, Ministry of Education  
(Pay And Accounts Officer)

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

**एमआईआई अनुपालन/MII Compliance**

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

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

1. If the bidder is a Micro or Small Enterprise (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.
7. Short Duration Bid has been published by the Buyer with the approval of the Competent authority due to Emergency procurement of critical products/services.

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

Financial Bid Form - [1770100011.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

**For Valuable goods requiring high security, provide following details: 1. Scope of service 2. Service provider responsibility 3. Buyer responsibility 4. Size of the goods 4. Weight of the goods:**[1770100021.pdf](#)

**For Hazardous/Over dimensional cargo, provide following details: 1. Scope of service 2. Service provider responsibility 3. Buyer responsibility 4. Size of the goods 4. Weight of the goods:**[1770100025.pdf](#)

**If customized field is chosen, then provide following details: 1. Scope of service 2. Service provider responsibility 3. Buyer responsibility 4. Size of the goods 4. Weight of the goods:**[1770100031.pdf](#)

**Scope of Work:**[1770100041.pdf](#)

**Pre Bid Detail(s)**

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
04-02-2026 11:00:00	123-C, Shastri Bhawan, New Delhi- 110001

**Goods Transport Service - Per Trip Based Service - Household/Office, Machinery & Equipment, Fragile, Heavyweight/Over Dimensional Cargo; Closed Body LCV Truck; 17 FT LCV ( 250 )**

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Nature of Goods	Household/Office , Machinery & Equipment , Fragile , Heavyweight/Over Dimensional Cargo
Type of Truck	Closed Body LCV Truck
Size / Weight of vehicle	17 FT LCV
Area of Operation	Plains

विवरण/ Specification	मूल्य/ Values
<b>एडऑन /Addon(s)</b>	
Loading	Yes
Unloading	Yes
Tracking System (GPS)	NA
Transit Insurance	NA
<b>अतिरिक्त विवरण /Additional Details</b>	
Start Location Zipcode	110001
Drop Location Zipcode	110001

#### 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 trips(Pickup and drop to specified location)	अतिरिक्त आवश्यकता /Additional Requirement
1	Abhishek Deshwal	110001,Room No. 424, 4th Floor, C-Wing, Shastri Bhawan, New Delhi.	250	<ul style="list-style-type: none"> <li>Approx Loading Weight In MT/KL for the entire contract period. : 500</li> <li>Approx Unloading Weight In MT/KL for the entire contract period. : 500</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. Generic

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.



2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

### 3. 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.

### 4. Certificates

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

### 5. Buyer Added Bid Specific ATC

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

### 6. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

## अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

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

16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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

**All GeM Sellers/Service Providers 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 [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---**

भारत सरकार/Government of India  
शिक्षा मंत्रालय/Ministry of Education  
उच्चतर शिक्षा विभाग/Department of Higher Education  
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**Bid document for floating a bid on GeM portal to execute a Contract for "Shifting/Relocation of office equipment, IT infrastructure, electrical appliances, office records and other items" in the Ministry of Education**

**Objective of the tender:**

The objective of the tender is to execute **a Contract for "Shifting/Relocation of office equipment, IT infrastructure, electrical appliances, office records and other items" in the Ministry of Education.**

<b>Last Date &amp; Time of Submission</b>	As per bid Specifications uploaded on GEM Portal
<b>Date &amp; Time of Opening of bid</b>	As per bid Specifications uploaded on GEM Portal

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*AK*



### **Notice Inviting Tender**

1. E-tenders are invited on GeM portal by the Ministry of Education, Govt. of India in two packet bid system (i.e., **Technical Bid and Financial Bid**) from reputed Firms **to execute a Contract for "Shifting/Relocation of Office equipment, IT infrastructure, electrical appliances, office records and other items"** in the Ministry of Education, fulfilling the eligibility criteria, as detailed in the bid document. The contract shall be initially for a period of Six (6) months from the date as mentioned in the awarding letter of the contract.
2. Interested Firms/ Parties may please send their bids on-line through GeM via two packet bid system i.e., Technical Bid & Financial Bid.



### **Instructions to Bidders**

- 1) Ministry of Education, Shastri Bhawan, New Delhi requires the services of reputed well established and financially sound firms **to execute a Contract for "Shifting/Relocation of office equipment, IT infrastructure, electrical appliances, office records and other items" in the Ministry of Education.**
- 2) The contract shall be initially for a period of **Six (6) months** from the date as mentioned in the awarding letter of the contract.
- 3) Bidders are requested to read and understand the terms and conditions of the contract as detailed in the bid document before sending in their quotation, as **no deviation/change or violation of the aforesaid terms and conditions are permissible once the quotation is accepted by this Ministry.** The successful bidders will be required to sign a copy of the tender in token of having accepted the terms and conditions.



## **Terms & Conditions**

### **1. Terms & Conditions of Bid :**

- (i) **Estimated Bid Value:** - Rs.55,00,000/-
- (ii) **Period of Contract-**The Contract shall initially be for a period of **6 (Six) months**. The rates quoted by the bidder shall remain unchanged during the period of contract. The contract between the M/o Education and the Service Provider can be cancelled by the Service Provider by giving prior notice of at least **90 (Ninety) days**, but the final decision for termination of contract will be decided by M/o Education. The M/o Education reserves the right to terminate the contract at any time or stage during the period of contract, by giving **15 (Fifteen) days' notice** in writing without assigning any reason and without incurring any financial liability whatsoever to the Ministry.

### **2. Eligibility Criteria:**

- (i) The participating firm (s) should possess experience of at least 500 successful trips while executing similar works. '**Similar Works**' means **having experience in the field of shifting/relocation of office infrastructure, equipment, items of fragile nature, etc. pertaining to the offices of Govt. of India/Autonomous bodies/PSUs within the MHA security cover.**

*Note: Even though the bidders meet the minimum qualifying criteria, they are subject to be disqualified if they have: - Made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements: and / or - Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.*

- (ii) The bidder must have a PAN & a GST number.
- (iii) The annual turnover of the Bidder should be at least Rs. 100 Lakhs (Rupees One Hundred Lakhs Only) for the last three financial years (F.Y. 2022-23 to 2024-25)
- (iv) The bidder firm should not have been indulged for any criminal, fraudulent or anti-competition activity and not been blacklisted by any Govt. Departments/ESIC/PSU/ Private Ltd. Company/Hospital. In this regard, a self-certification duly signed in the letter head of the firm is required to be uploaded.
- (v) The Registered Office of the Agency should be located within a 10 Km radius (by road distance only) from M/o Education's office i.e., Shastri Bhawan, Delhi-110001. An attested copy of the valid proof (GST Certificate) in respect of location of the office of the firm in Delhi shall be enclosed.
- (vi) Conditional bids shall not be considered and will be rejected summarily.
- (vii) The financial bid of only those bidders will be opened, who qualify in the technical bid (Annexure-I).
- (viii) Bidder firms which fulfill the above eligibility criteria may upload the technical bid along with the scanned copy of the following documents-

- a) PAN Card
- b) GST registration Certificate
- c) Income Tax Return for the Assessment year 2023-24, 2024-25 & 2025-26.
- d) Experience of 500 successful trips in support of satisfactory completion of similar types of work having been executed in various Ministries/Departments/offices/Autonomous Bodies/PSUs of Govt. of India located within MHA's security cover.
- e) Bidders are required to upload the scanned copy of the "*Declaration on letter head stating that the Bidder has not been black-listed or involved in any court case in past by any Ministry/Department/Organization*". If it is subsequently found that the firm has been blacklisted, the Bid security will be forfeited (if the blacklisting is learnt before the tender is awarded) and the Security deposit will also be forfeited (if the black listing is learnt after the tender is awarded) and no excuse what so ever will be entertained thereon.
- f) Copy of Bank Statements of the firm for the year 2022-23, 2023-24 & 2024-25.
- g) GST Returns/Challans filed during 2022-23, 2023-24 & 2024-25.
- h) Registration Certificate of the firm issued by the Labour Department, Govt. of NCT of Delhi.
- i) ESI & EPF certificates issued by ESIC & EPFO respectively in respect of the personnel (on the rolls of the bidding firm) to be deployed by the bidders.
- j) Authorization Certificate/Letter in respect of IT services and electrical services.
- k) The company should be ISO certified (e.g., ISO 9001:2015, etc.) & reputed.
- l) Site survey report, post pre-bid inspection may be submitted alongwith the bid. However, attending/participation of pre-bid meeting and submission of report is optional/not mandatory.

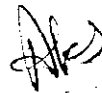
#### **Cost of Bidding**

The Bidder(s) shall bear all direct or consequential costs, losses and expenditure associated with or relating to the preparation, submission, and subsequent processing of their Bids, including, but not limited to, preparation, copying, postage, delivery fees, expenses associated with any submission of samples, demonstrations, or presentations which the buyer department may require, or any other costs incurred in connection with or relating to their Bids. All such costs, losses and expenses shall remain with the Bidder(s), and the Buyer Department shall not be liable in any manner whatsoever for the same or any other costs, losses and expenses incurred by a Bidder(s) for participation in the Tender/Bid Process, regardless of the conduct or outcome of the Tender process.

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**Contracting Buyer Department during the evaluation**

From the time of bid submission to awarding the contract, no Bidder shall contact the Buyer Department on any matter relating to the submitted bid. If a Bidder needs to contact the Buyer Department for any reason relating to this tender and/or its bid, it should do so only in writing or electronically. Any effort by a Bidder to influence the Buyer Department during the processing of bids, evaluation, bid comparison or award decisions shall be construed as a violation of the Code of Integrity, and bid shall be liable to be rejected as non-responsive in addition to other punitive actions for violation of Code of Integrity as per the Tender Document.

A handwritten signature in black ink, appearing to be 'A. K.' or similar, located in the middle right of the page.



3. **General Conditions of Contract (GCC):**

(i) **Commencement Date:** The tenure of the Contract shall commence from the date as will be mentioned in the Award letter.

(ii) **Man-Power:**

- a) The firm awarded the contract will be responsible for arranging adequate labour, transportation, permissions, equipment, packing materials (such as bubble wrap, cartons, tapes, etc.) and other logistical support necessary for the execution of shifting/relocation process.
- b) The firm awarded the contract will be required to employ matured, well behaved, disciplined and well-experienced Manager who will be responsible for overseeing the entire operation and serve as a primary point of contract and, who shall remain available in the premises of this Ministry, seven days in a week (12 Hrs/day from 8.00 A.M. to 8.00 P.M) throughout the period of contract. In addition to this, adequate number of supervisors must be deployed at both dismantling and installation sites.
- c) The firm awarded the contract will be responsible for dismantling/uninstalling of items and conclude upon their proper functioning post reinstallation at the new office premises.
- d) It is mandatory to furnish the labour license, Employee State Insurance (ESI)/ Employee Provident Fund (EPF) certificates for all the work force being deployed by them for the task (in case of any injury responsibility will be of the firm).
- e) The firm awarded the work must follow the instructions of Under Secretary/Section Officer of S&S Section of this Ministry regarding sequence and roster for shifting/relocation of sections/offices/units after award of the contract.
- f) The firm awarded the work must ensure the protection and security of the items by using covered vehicles for transportation to safeguard against exposure to dust, rain or other detriments. Files/ records/documents etc. of confidential nature must be relocated with using appropriate security measure in accordance with the instructions received from the ministry.
- g) Should any eventuality arise, the Ministry shall be within its competence to requisition the services of the Managers/supervisors/staff deputed by the contracting firm, outside the working hours, including on Saturdays/Sundays/holidays.
- h) No payment of any additional remuneration shall, however, be made for this purpose.
- i) The Managers/supervisors/Staff deputed by the contracting firm shall report to the S&S Section twice in the forenoon session and twice in the afternoon session to appraise the officer in-charge of the progress of the work.
- j) The firm awarded for the job would arrange and submit to the buyer, legal identity proofs and valid Police Clearance Certificate (PCC) in respect of each staff deployed for duty under the said contract.



- k) The firm awarded for the job shall ensure proper conduct of the shifting and enforce prohibition of consumption of alcoholic drinks/drugs, Cigarettes, Chewing of Paan/Gutkha etc. while on duty.
- l) Ministry of Education will have no liability whatsoever for payment of wages/salaries and other benefits and allowances to the Managers/supervisors/staff deputed by the contracting firm, that might become applicable under any Act or Order of the Government in this regard. The service provider shall indemnify M/o Education against any/all claims which may arise under the provisions of various Acts, Government Orders etc. and any breach of such laws or regulations shall be deemed to be breach of this contract.
- m) Ministry of Education will not be responsible for theft, burglary, fire or any mischievous deeds by the staff of the contracting firm.
- n) The Service Provider shall be the employer for his workers and M/o Education will not be held responsible fully or partially for any dispute that may arise between the Service Provider and his workers.

**(iii) Terms of Payment and mode of Payment.**

- a) Payments may be released in phases to the service provider i.e. for every 50 satisfactorily completed trips completed by the firm, subject to the approval of HoD.
- b) The payment shall be made through PFMS only after submission of Invoice and satisfactory relocation completion certificate from the relocated sections, non-submission of the any of them may lead to delay/deduction in payment.
- c) Payment will be made only on receipt of GST complied tax invoice.
- d) No advance payment will be made.
- e) Where there is a statutory requirement for tax deduction at source, such deduction towards income tax and any other tax as applicable will be made from the bills payable to the Contracting firm at the rates as notified by Govt. from time to time.
- f) If as a result of post payment audit, any over payment is detected in respect of any bill of contracting firm under the contract the same shall be recovered by the Ministry of Education from the contracting firm.
- g) Bills older than 90 days will not considered for payment.

**(iv) Responsibility:** The Contracting firm shall be solely responsible for any injury/damage/ loss of any of the Contracting firm's men or materials and for any damage/accident/injury to its personnel during the execution of works under this Contract. Ministry of Education shall not be held responsible for any reason whatsoever for any claims made by any person who is under the employment of the Contracting firm or whose services have been engaged by the Contracting firm.

**(v) Timeline and Penalty-**

- i. Although, the period of this contract is 6 (Six) Months. However, the successful bidder has to complete the entire awarded work of shifting within 90 days of award of work.

- ii. Any undue or unjustified delay in the shifting process may result in a penalty of 10% of contract price for delay of first 10 days. The penalty rate will increase by 2.5% for each 10 days' delay i.e. it will increase to 12.5% for delay of next 10 days, 15% for delay of next 10 days and so on up to completion of work. However, such penalty may be maximum upto 50% of the contract price."
- iii. In instance of non-compliance with any of the terms and conditions of service level agreement and scope of work, Ministry would be at liberty to levy penalty and thereafter terminate the contract after multiple instances.

Service Agreement	Base Line Performance	First Default	Second Default	Third Subsequent Default
Delay in commencement of relocation work	Within one week of issue of order for commencement of work along with roster	Termination of Contract		
Register Maintenance	Register to be updated on weekly basis and submitted to Department	Warning to be given	@0.5% of the Trip cost	@1% of the Trip cost
Below par packaging of items and documents	Appropriate level of packaging as required for each item as per nature to avoid any damage	@1% of the Trip cost	@2% of the Trip cost	@3% of the Trip cost
Misbehavior*		Termination of Contract		

\*Includes consumption of alcohol during or prior of duty, denial of duty during service hours, use of abusive language, theft etc.

- iv. Any failure by the Contracting firm to carry out the job to the Ministry's satisfaction, result in the forfeiture of Performance Security provided by the Contracting firm and termination of the Contract, by giving 15 days written notice. In such situations, tender can be allotted to second lowest bidder or a fresh tender may be floated.
- v. In the event of any default or non-availability of the Contracting firm's services, Ministry of Education after notifying the contracting firm, reserves its right to deploy its own/third party personnel to carry out the said work and the expenses incurred in for carrying out such work shall be recovered/deducted from and out of the payments accruing to the Contracting firm under the terms of this Contract.
- vi. The Contracting firm shall carry out all its obligations under this Contract only upon complying with all the safety regulations as issued by Govt. from time to

time.

- vii. The bidder shall at all times have standby arrangements for carrying out the work under the Contract in case of any failure of the existing arrangement.

#### **4. Dispute Settlement/Arbitration:**

It is mutually agreed that all differences and disputes arising out of or in connection with this agreement shall be settled by mutual discussions and negotiations. If such disputes and differences cannot be settled and resolved by discussions and negotiations, then the decision of the Ministry shall be final and binding on.

#### **5. SCOPE OF WORK**

(i)

Transport Route	
Point of Pick-up	Shastri Bhawan, New Delhi-110001
Point of Drop	Kartavya Bhawan-2, New Delhi-110001

(ii) The work includes the shifting/relocation of

- **Electrical items** such as Oil Heaters, Heat Blowers, Hot case, Microwaves, Electric Kettles, Geysers, Televisions, Air purifiers, Refrigerator etc. The contractual firm shall deploy qualified electricians for the dismantling/uninstalling, packaging, loading and reinstallation of all electrical items. The firm shall be fully responsible for any damage, loss happened in electricals during dismantling, moving or reinstallation.
- **IT Equipment** such as Desktop, CPUs, AV systems Paper Shredders, UPS, Online UPS, Printers, Keyboard, Mouse, Scanners, speakers, Photocopiers etc. The firm shall deploy qualified IT professionals for dismantling/uninstalling, packaging, loading and reinstallation of all IT equipment. The contractual firm shall be fully responsible for any damage, loss happened in IT equipment during dismantling, moving or reinstallation.
- **Stationery and other store items** such as pens/pencils, staplers, pins, glass tumblers, flower pots, cups & saucers, printer cartridges, paper reams, folders, towels, etc. The contractual firm, shall be solely responsible for loss or damage of any stationery item and in such case market value will be recovered from the firm. The contractual firm shall be fully responsible for any damage or loss happened in stationery/store items during shifting/relocation/transportation.
- **Files/documents/reports/manuals/other documents.** The contractual firm shall be responsible for safe handling, systematic packing and transportation of all files, documents, reports and other important records of the Ministry. The bidder shall be fully responsible to maintain secrecy and confidentiality of the files, documents, manuals, reports and other documents of the Ministry, breach of which shall lead to legal proceeding against the bidder. The firm shall be fully responsible for any damage, loss or breach of confidentiality happened in case of files/documents/reports etc. during dismantling, moving or reinstalling.
- **Any other Item(s) as per the decision of the Ministry.**

- (iii) Shifting/relocation and reinstallation processes shall be carried out **section-wise/office-wise** to avoid any mix-up of items/records/documents. The firm must follow the instructions of S&S Section of this Ministry regarding sequence and roster for shifting/relocation of sections/offices/units.
- (iv) Files/documents/equipment to the extent possible, must be packed in an organized manner, labeled with Division/Section/Room-wise, and placed in boxes etc. so that it can easily be identified and sorted upon arrival for installation at the designated place. Sensitive items such as electronic devices, computers, photocopiers, printers, scanners etc. should be packed in appropriate protective materials to ensure no damage occurs. The contracting firm must use high-quality packing materials and the cost of packing is inclusive of the rates quoted by the vendor.
- (v) All the items are to be packed, transported and reinstalled under the supervision of a nodal officer/incharge of the concerned section/office. A **certificate confirming satisfactory** shifting/relocation of section/office must be obtained from dedicated nodal officer both at pick up and drop point and this certificate should also certify that no items/documents/records out of the list of inventory items that has to be relocated to Kartavya Bhawan-2, New Delhi, have been left behind. The same certificate is to be submitted in S&S section by the contractual firm at the time of raising bill.
- (vi) The certificate confirming satisfactory shifting/relocation should invariably include **number of trips** conducted in relation to shifting/relocation of a section/office. This shall be used as a token of verification of trips for releasing of payment.
- (vii) The successful bidder will be required to undertake the job works specified for a period of 6 (Six) months. This Ministry, however, reserves the right to terminate the contract at any time, if the services of the successful bidders are not found satisfactory. The decision of the Ministry will be final and binding on the firm in this regard. The firm will have to carry out the work during the above period at the rates that may be approved on the basis of the tender. If for any reason, the firm is not able to do so the work shall be got done from some other firm/or from open market at the cost of the approved contracting firm, and the difference of the expenditure in purchasing the product from market and the approved rate shall be recovered from the firm. This may even entail the termination of the contract and forfeiture of the security deposit.

#### **6. SPECIAL TERMS & CONDITIONS (STC) OF THE CONTRACT**

- (i) Bidding firm should have qualified engineers/technicians for proper dismantling of Computers, Photocopiers, Audio Video System(s) and reassembling thereof. Bidders must upload Authorization Certificate/Letter in respect of IT services and electrical items.
- (ii) The firm should have qualified engineers for proper dismantling and reinstallation of electricals, loss in such or in other parts will be borne by the contracting firm only.
- (iii) The firm shall have capacities to deploy a minimum of Five transport vehicles simultaneously for item movement. Additionally, atleast three teams (including IT and electrical expert) must be stationed at dismantling location and other three at reinstallation location (KB-2) to facilitate parallel shifting activities. In the event that the Department requests expediated operations, the bidder shall be obligated to arrange additional manpower, vehicles and logistical resources as per requirement.





- (iv) Loss / damage to any item during shifting will be sole responsibility of the firm and in such case, recovery will be made from the firm accordingly.
- (v) It will be responsibility of the firm to place all the items in earmarked room (s) in the building (Kartavya Bhawan-02) as per user's requirement.
- (vi) The number of trips indicated in the bid is purely indicative. The actual number of trips may increase or decrease depending on the actual quantity of material to be transported. Payment to the bidder will be made strictly on an actual basis. In this regard, the bidder shall also submit an undertaking on their company's letterhead along with the bid documents, confirming that the bill will be raised strictly on an actual basis.
- (vii) The entire bid document including all annexures shall be ink signed and stamped by the bidder as acceptance of terms and conditions and uploaded with the bid failing which the bid shall be treated as disqualified.
- (viii) Option clause will not be restricted to only 25% and further trips/work if required for completion of shifting will have to be done within the purview of this contract, by the selected firm as per approved rates, during the period of the contract.
- (ix) The bidder shall submit an undertaking on a non-judicial stamp paper of Rs 100, duly signed and notarized, along with the bid documents, affirming that the bidder shall maintain strict confidentiality of all departmental records and materials entrusted for transportation. The bidder further undertakes that any breach of confidentiality, whether intentional or otherwise, shall render them liable for appropriate legal action as per the laws of the land and the bidder shall have no objection to such proceedings being initiated against them.
- (x) The Ministry reserves the right to accept or reject any bid or annul the bidding process at any time without assigning reasons, without incurring any liability to the affected bidder(s).
- (xi) 2 types of vehicles (i.e., few middle-size and few small-size vehicles), as deemed fit to the area of destination will be used in the shifting process.
- (xii) Before participating in the bidding process, the bidder may visit the pickup and drop location and ensure that they will execute the process without any hustle to the Department.
- (xiii) All vehicles used for transportation must be in good condition and meet the necessary safety standards and must have all the traffic related documents such as PUC, insurance, license etc. The necessary permission letter will be arranged by the vendor from the Traffic Police / Transport Department/Fire department or other concerned Govt. authorities for the said shifting/relocation.
- (xiv) The agency shall also ensure that the Drivers deployed in these vehicles hold valid driving license and are also clear from police verification.
- (xv) The persons deputed to carry out the work shall not be below the age of 18 years and they shall not interfere with the duties of employees of the department in any manner.
- (xvi) The Department reserves the right to increase or decrease the number of trucks on a day as well as the number of trips per day, as per the actual requirement.
- (xvii) The firm shall deploy the requisite number of fresh trucks for each trip on a particular day, as sought by the Department for pickup in accordance with the requirement.

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(xviii) The firm shall take full responsibility for the security of all items during the shifting process. The contracting firm must provide full coverage of the goods being shifted, including coverage against loss, theft, or damage during transit and handling. Any damage to or loss of items during shifting shall be the firm's sole responsibility, and the Ministry reserves the right to recover the cost of damaged or lost items, from the eligible dues of the agency. In case of any damaged or lost items, the performance security will be forfeited.

(xix) "The bidder must have successfully executed/completed similar services of shifting of office goods and equipment etc. of following values over the last three years i.e. the current financial year and the last three financial years:

(i) 03 similar completed services costing not less than the amount equal to 40% of the estimated cost;

OR

(ii) 02 similar completed services costing not less than the amount equal to 50% of the estimated cost

OR

(iii) 01 similar completed services costing not less than the amount equal to 80% of the estimated Cost;

(xx) No bidding firm will be allowed to withdraw its bids after technical bids have been opened. If any firm intends to withdraw after opening of technical bids, its Bid security will be forfeited.

(xxi) Any sum of money due and payable to the contracting firm including the Security Deposit under this contract shall be appropriated by this Department or by any other person(s) contracting for and on behalf of the President of India and set off against any claim to this Department and of such persons(s) for the payment of a sum of money arising out of other or under any contract with this Ministry or such persons.

(xxii) An interest free refundable performance security deposit equal @3% of the bid amount offered by the bidder in the form of Bank Guarantee/FDR in favor of the "Pay and Accounts Officer, Ministry of Education, Shastri Bhawan, New Delhi" and it shall be submitted by the service provider at the time of the award of the contract. The security deposit shall be discharged after three months of satisfactory completion of the contract period. If the service provider fails or neglects any of his obligations under the contract, it shall be lawful for M/o Education to forfeit either whole or a part of performance security furnished by the bidder as compensation for any loss resulting from such failure. The Ministry may also blacklist the service provider due to failure of service or major negligence in providing service or misbehavior of staff and violation of any condition laid down in terms and condition.

(xxiii) The contract shall be awarded to a single firm since most of the works are inseverable in nature and technically related to each other. The Contracting firm shall not assign or sublet this Agreement or any part thereof to any third party without approval of Ministry.

(xxiv) The near relatives of all MoE employees either directly recruited or on deputation are prohibited from participation in this tender.

- (xxv) The bid shall be summarily rejected, if a bidder-
- a) quotes unrealistic /hypothetical rates viz. free of cost/complementary/unreasonable rates etc.
  - b) Only the documents submitted by the Bidders while submitting the bids on GeM portal shall be considered for further evaluation. Any document (s) submitted by the bidder(s) during the representation stage or otherwise shall not be considered by the Ministry for technical evaluation.
- (xxvi) Ministry of Education reserves the right to technically disqualify any bidder on the basis of its earlier adverse experience with the bidder and/or inputs received by it w.r.t. the quality of service, unprofessional behavior, etc.
- (xxvii) The other Terms and Conditions of the bid (which are not stipulated/illustrated here) will be covered from the Service Level Agreement (SLA) under the category.
- (xxviii) The contract shall be awarded to a single firm at the time of financial bid after evaluating the BOQ (attached) filled by the bidder. The rates quoted by each firm shall be considered in BOQ only. A single firm shall be chosen as L-1 on the basis of lowest "Weighted Amount of quoted in BOQ". Accordingly, L-1 bid shall be determined on the basis of the formula mentioned in the BOQ (Annexure-II).
- e.g. **Final Quote (Z) = (A X 250<sup>#</sup>) + (B X 500<sup>\$</sup>) + (C X 500<sup>@</sup>).**
- # here represents estimated total number of trips and \$ & @ represent estimated MTs of Cargo (for the entire contract) to be transported/loaded/unloaded.*

**7. Pre-Inspection by the bidders:**

Participation in the pre-bid meeting may be attended by the bidders. During the meeting, the participating bidders will be briefed in detail about the scope of work, and all technical aspects involved in the assignment will be explained thoroughly. A site visit will also be arranged as part of the meeting. The bidders shall inspect the items to be relocated from the premises of Shastri Bhawan and be conversant with the nature of the works prior to submission of their respective tender bids. The bidders, upon submission of their bids, shall be deemed to have submitted their tender-bids only after having fully satisfied themselves of the prevailing conditions at site and equipment(s) and shall not be entitled to any escalation in costs on this account during the contract-period. After attending the pre bid meeting a "Pre-Bid Meeting Participation Certificate" will be issued, which the bidder may upload along with the bid documents.

***Note: Participation in pre-bid meeting is optional/not mandatory.***



**TECHNICAL BID FORM**

Sl. No.	Description	Documents to be Uploaded
1.	Name of the firm (Mention the Name of the firm)	
2.	Business address of the firm (Mention your business address) and Telephone No. / Mobile No. (Mention Tel. No. and Mobile No.)	
3	Annual turnover of the firm (minimum Rs.100.00 lakh per annum) during last three years (i.e., F.Y. 2022-23 to 2024-25 in Govt./autonomous bodies/PSU/ reputed private sector to be certified by a Chartered Accountant. <i>("The condition of Annual turnover of Rs. 100.00 lakh per annum may be relaxed in r/o the firms registered as MSE for the category of freight transport by road services.")</i>	Upload a CA certificate indicating the turnover during the last three years i.e., F.Y. 2022-23 to 2024-25.
4.	a) Whether assessed to IT/ST and if so, PAN No. b) Copy of Income Tax Return for last 3 years	Upload self-attested copy of PAN Card Upload self-attested copy of Income tax returns for the AY 2023-24, 2024-25 and 2025-26.
5.	15-digit PAN based Goods & Service Tax No.	Upload self-attested copy of Goods & Service Tax Registration Certificate
6.	GST Returns/Challans	Upload self-attested copy of Goods & Service Tax Returns/Challans filed during 2022-23, 2023-24 and 2024-25.
7.	Registration Certificate of the firm issued by the Labour Department, Govt. of NCT Delhi.	Upload self-attested copy of the Registration Certificate of the firm issued by the labor Department. Govt. of NCT Delhi.
8.	Employee State Insurance (ESI) certificates	Upload self-attested copy of ESI certificates issued by ESIC in respect of the personnel (on the rolls of the bidding firm) to be deployed by the bidders
9.	Authorization Certificate/Letter related to IT services and electrical items.	Upload the Authorization Certificate/Letter related to IT services and electrical items

10.	Employee Provident Fund (EPF) certificates	Upload self-attested copy of EPF certificates issued by EPFO in respect of the personnel (on the rolls of the bidding firm) to be deployed by the bidders
12.	ISO certification (ISO 9001:2015, etc.)	Upload self-attested copy of ISO certification (ISO 9001:2015, etc.)
13.	Certificate of Experience of successful execution of at least 500 trips in similar works during the last 3 years, issued by offices/Ministries/Departments/ PSUs of Govt. of India situated within the MHA security cover.	Upload the successful completion certificate.
14.	List of current clients to whom the firm is rendering its services for the last 3 years with certificates from them.	Upload list of current clients to whom the firm is rendering its services with certificates from them
15.	The Earnest Money Deposit of Rs.1,10,000.00 (Rupees Twenty-Four Thousand Only) through a Fixed Deposit, Bank Guarantee from any commercial bank in an acceptable form in favour of the Pay and Accounts Officer (Education), Department of Higher Education, Shastri Bhawan, New Delhi. <i>[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, the firms registered under the category "goods and Service" are eligible for exemption from EMD.]</i>	Bank: - No.: Date: -
16.	Copy of Bank Statement of the firm for the year 2022-23, 2023-24 & 2024-25	Upload self-attested copy of the said Bank Statement
17.	Pre-Bid Meeting Participation Certificate, if any. [Optional/Not-Mandatory]	Upload the said certificate
18.	Undertaking for maintaining & upkeeping confidentiality & secrecy while handling such files/documents	Upload an undertaking on a non-judicial stamp paper of Rs 100, duly signed and notarized
19.	Duly signed Self-certification by the firm not indulged in any criminal, fraudulent or anti-competition activity and not been blacklisted by offices of Govt. of India/Autonomous bodies/PSUs.	Upload the signed Self-certification for the said details.





20.	The firm should submit proof of Bank solvency of minimum of Rs. 50.00 Lakhs. The solvency certificate should not be older than 01 month from last date of the submission of the bid.	Solvency certificate issued by any bank.
21.	MSE Certificate	MSE Registration Certificate, if applicable.

**Note:** Copies of all documents to be attached should be self- attested in each case. **Non-Compliance to any of the above condition may lead to Technical Disqualification.**

**(Signature and Seal of the bidder/Authorized Signatory)**



**FINANCIAL BID FORM**

Name of the Company/Firm along with Address & Telephone No.-

Rate per trip (A) quoted by the firm	
Rate for Loading per Metric Tonne (MT) quoted by the firm (B)	
Rate for Unloading per Metric Tonne (MT) quoted by the firm (C)	
Final Quote (Z)	

Wherein,

**Final Quote (Z) = (A X 250<sup>#</sup>) + (B X 500<sup>\$</sup>) + (C X 500<sup>@</sup>).**

*# here represents estimated total number of trips and \$ & @ represent estimated MTs of Cargo (for the entire contract) to be transported/loaded/unloaded.*

**The same will be treated as final quote and L-1 will be decided accordingly.**

The aforesaid values are indicative only and given for arriving at a particular bid value. The actuals may or may not be equal to the assigned values.

**Note:**

- **Rates are inclusive of Taxes.**
- **Rates are valid during the currency of the contract.**
- **All the works will be of high standard and only genuine & good quality products are to be used failing which payment may not be released and suitable penalty may be imposed.**

Name, Signature & official seal of the  
Authorized Signatory of the Firm



**(Annexure-III)**

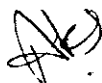
**FINANCIAL STATUS / FINANCIAL TURN-OVER**

Sl. No.	FINANCIAL YEAR	INCOME (in Rs.)	EXPENDITURE (in Rs.)	NET PROFIT/LOSS
1	2022-23			
2	2023-24			
3	2024-25			

**EXPERIENCE DETAILS**

(Attach extra sheet(s) if required)

Sl. No.	NAME OF CLIENT	NAME OF WORK & NARRATIVE DESCRIPTION	VALUE OF CONTRACT	DURATION OF CONTRACT	WORK COMPLETION CERTIFICATE (YES/NO)



SIGNATURE OF OWNER/MANAGING PARTNER/DIRECTOR

DATE:

NAME:

PLACE:

SEAL:

(Copies of Work orders/Satisfactory Work completion certificates to be attached)

**TENDER ACCEPTANCE LETTER**

(To be given on Company Letter Head)

Date

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work:-

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

1. I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

\_\_\_\_\_  
\_\_\_\_\_

as per your advertisement, given in the above-mentioned website(s).


2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.,) which form part of the contract agreement and I/we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totally / entirely.

5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,



(Signature of the Bidder, with Official Seal)

**Check-list of documents (signed, stamped and scanned copies)**

Sl. No.	Document	Submitted (Yes/No)
1.	Copy of PAN Card	
2.	Copy of GST registration	
3.	Bank Account Particulars	
4.	Accounts statement of Annual turnover for last three financial years (2022-23, 2023-24 and 2024-25)	
5.	Certificate of Experience of successful execution of at least 500 trips in similar works during the last 3 years, issued by offices/Ministries/Departments/ PSUs of Govt. of India situated within the MHA security cover.	
6.	List of current clients to whom the firm is rendering its services with certificates from them	
7.	Copy of ISO certification (ISO 9001:2015, etc.)	
8.	Registration Certificate of the firm issued by the Labour Department, Govt. of NCT of Delhi.	
9.	Employee State Insurance (ESI) certificates	
10.	Authorization Certificate/Letter related to IT services and electrical items.	
11.	Employee Provident Fund (EPF) certificates	
12.	MSE Certificate	
13.	Copy of Income Tax Return for the AY 2023-24, 2024-25 & 2025-26	
14.	Declaration as per Annexure-VI	
15.	Earnest Money Deposit	
16.	Bid documents signed and stamped	
17.	GST Returns/Challans	
18.	Copy of Bank Statement 2022-23, 2023-24 & 2024-25	
19.	Pre-Bid Meeting Participation Certificate, if any [Optional/Not-Mandatory]	
20.	Undertaking for maintaining & upkeeping	

	confidentiality & secrecy while handling such files/documents	
21.	Duly signed Self-certification by the firm not indulged in any criminal, fraudulent or anti-competition activity and not been blacklisted by offices of Govt. of India/Autonomous bodies/PSUs.	
22.	The firm should submit proof of Bank solvency of minimum of Rs. 50.00 Lakhs. The solvency certificate should not be older than 01 month from last date of the submission of the bid.	

(Signature of the Bidder, with Official Seal)



**DECLARATION/UNDERTAKING**

I/We \_\_\_\_\_, Proprietor/Partner/Director/Authorized Signatory of \_\_\_\_\_ am/are competent to sign this declaration and execute this Bid document.

- (a) I/We have carefully read and understood all the terms and conditions of the Bid and hereby convey my/our acceptance of the same.
- (b) The information / documents furnished along with the above application are true and authentic to the best of my/our knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my/our Bid at any stage besides liabilities towards prosecution under appropriate law.
- (c) I/We have apprised myself fully about the job to be done during the currency of period of agreement and also acknowledge to bear the consequences of non-performance or deficiencies in services on my/our part.
- (d) My/Our Company/firm has done in past satisfactory/disciplined work and not blacklisted in past by any client.
- (e) I/We hereby undertake to furnish an unconditional and irrevocable Bank Guarantee or Demand Draft towards Performance Security, encashable/payable at New Delhi, in the manner set-forth in the "Instructions to Bidders" and to commence the work at site within 15 days from the date of issue of Award letter.
- (f) I/We undertake to enter into and execute an agreement with Ministry of Education, Department of Higher Education in accordance with the conditions of contract.
- (g) Unless and until a formal agreement is prepared and executed, our tender-bid together with Ministry of Education, Department of Higher Education written acceptance thereof, shall constitute a binding contract between us.
- (h) I/We shall if so required, extend the validity of the offer for such period as may be mutually agreed upon.

- (i) I/We further agree that in the event of our withdrawing our tender/bid prior to the receipt of the final decision from Ministry of Education, Department of Higher Education or in the event of our failing to furnish the Performance Security, in such form as prescribed in this tender or in the event of my/our tender bid being accepted and I/We fail to execute an agreement within the period specified by the competent authority to commence work, then I/We may be disqualified from bidding for any contract with Ministry of Education, Department of Higher Education for a period of one year from the date of notification.
- (j) Should our tender bid be accepted, I/We bind ourselves to be wholly and solely responsible for the due performance of the contract.
- (k) Should our tender bid be accepted, I/We undertake to perform the work of "Shifting/Relocation of office equipments, IT infrastructure, electrical appliances, office records and other miscellaneous items" in the Ministry of Education at the price quoted in the financial bid during the stipulated contractual period of one year and strictly abide by the conditions of the tender.
- (l) I/We hereby undertake that the damage caused, if any, or to any other property of the Government through our negligence shall be at our risk and responsibility and that we shall make good the financial or any other loss that is resultantly sustained by the Government. I/We also undertake to agree that the decision of the Government of India, Ministry of Education, Department of Higher Education in this regard and on the matter of dispute arising due to the provisions of this contract shall be final and binding on me/us.

Signature of Owner/Managing Partner/Director

Date:

Full Name:

Place:

Company's Seal:

NOTE: Scanned copy of the above declaration should be duly signed, sealed and uploaded with technical bid.





## Annexure VII

### INTEGRITY PACT

This INTEGRITY PACT is made and executed at New Delhi on this day of \_\_\_\_\_.

BY AND BETWEEN

**THE PRESIDENT OF INDIA** acting through (insert name & designation of the officer), Department of Higher Education/Department of School Education, Ministry of Education, Govt. of India having its office located at Shastri Bhawan, New Delhi-110001 (hereinafter referred to as "**The Principal**") which terms or expression shall, unless excluded by or repugnant to the subject or context, mean and include its successor-in-office, administrators or permitted assignees) of the **First Part**:

**AND**

M/s \_\_\_\_\_ a company incorporated under the Companies Act....through its representative/authorized signatory (insert name and designation of the officer) vide resolution

dated.....passed by the Board of Directors, having its office at \_\_\_\_\_ (hereinafter referred to as "**The Bidder/Contractor**") which terms or expression shall, unless excluded by or repugnant to the subject or context, mean and include its successor-in-office, administrators or permitted assignees) of the **Second Part**.

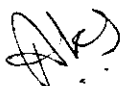
#### Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for **Procurement of \_\_\_\_\_ through GeM Bid number \_\_\_\_\_**. The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

#### **Section 1- Commitments of the Principal**

- (1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-
  - a. No employees of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept for self or third person, any material or immaterial benefit which the person is not legally entitled to.
  - b. The Principal will, during the tender process treat all Bidder(s) with equity and reason.



The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.

- c. The Principal will exclude from the process all known prejudiced persons.
- (2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

## **Section 2 – Commitments of the Bidder**

- (1) The Bidder/Contractor commit themselves to take all measures necessary to prevent corruption. The Bidder/Contractor commit themselves to observe the following principles *during participation in the tender process and during the contract execution*.
  - a. The Bidder/Contractor will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
  - b. The Bidder/Contractor will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices specifications, certifications, subsidiary contracts submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
  - c. The Bidder/Contractor will not commit any offence under the relevant IPC/PC Act; further the Bidder/Contractor will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - d. The Bidder/Contractor of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly the Bidder/Contractor of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder/Contractor. Further, as mentioned in the Guidelines all the payments made to the India agent/representative have to be in Indian Rupees only. Copy of the "Guidelines on Indian Agents of Foreign Suppliers" is placed at (page no. 6).
  - e. The Bidder/Contractor will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
  - f. Bidders/Contractors who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.
- (2) The Bidder/Contractor will not instigate third persons to commit offences outlined above or be an accessory to such offences.

## **Section 3 – Disqualification from tender process and exclusion from future contacts**



If the Bidder/Contractor, before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder/Contractor from the tender process or take action as per the procedure mentioned in the "Guidelines on Banning of business dealings". Copy of the "Guidelines on Banning of business dealings" is placed at (page no. 7-13).

#### **Section 4 - Compensation for Damages**

- (1) if the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.
- (2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

#### **Section 5 – Previous transgression**

- (1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.
- (2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per the procedure mentioned in "Guidelines on Banning of business dealings".

#### **Section 6 – Equal treatment of all Bidders/Contractors/Subcontractors**

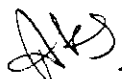
- (1) In case of Sub-contracting, the Principal Contractor shall take the responsibility of the adoption of Integrity Pact by the Sub-contractor.
- (2) The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors.
- (3) The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate this provisions.

#### **Section 7 – Criminal charges against violating Bidders/Contractors/Subcontractors**


If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employees or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

#### **Section 8 – Independent External Monitor**

- (1) The Principal appoints competent and credible Independent External Monitor for this Pact after approval by Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extend the parties comply with obligations under this agreement.
- (2) The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would have access to all Contract



documents, whenever required. It will be obligatory for him/her to treat the information and documents of the Bidders/Contractors as confidential. He/she reports to Secretary, MoE.



The Bidders/Contractors accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-Contractors.

- (3) The Monitor is under contractual obligation to treat the information documents of the Bidders/Contractors/Sub-contractors with confidentiality. The Monitor has also signed declarations on 'Non-Disclosure of Confidential Information' and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform Secretary, D/o Higher Education.
- (4) The Principal will provide to the Monitor sufficient information about all meeting amount the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
- (5) As soon as the Monitor notices, or believes to notice a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
- (6) The Monitor will submit a written report to the Secretary, D/o Higher Education within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.
- (7) If the Monitor has reported to the Secretary, D/o Higher Education, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Secretary, MoE has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
- (8) The word '**Monitor**' would include both singular and plural.
- (9) **Shri Anil Kaushal, ITS(Retd.)**, A-1/245, GF-Janakpuri, New Delhi-110058 [email: [kaushal.anil17@gmail.com](mailto:kaushal.anil17@gmail.com)] and **Smt. Seema Bahuguna, IAS(Retd.)**, E-12/7, Vasant Vihar, New Delhi-110057 [email: [bahugunaseema@gmail.com](mailto:bahugunaseema@gmail.com)] have been appointed as Independent External Monitors for the Ministry of Education.

#### **Section 9 – Pact Duration**

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by Secretary, D/o Higher Education.

#### **Section 10 – Other provisions**

- (1) This agreement is subject to Indian Law. Place of performance and jurisdiction is the Office of the Principal, i.e. New Delhi.



- (2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- (3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- (4) Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- (5) Issues like Warranty/Guarantee etc. shall be outside the purview of IEMs.
- (6) In the event of any contradiction between the Integrity Pact and its Annexures, the Clause in the Integrity Pact will prevail.
- (7) The actions stipulated in this Integrity Pact are without prejudice to any other legal action(s) that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

**IN WITNESS WHEREOF**, the parties hereunto set their hands and seals and executed this INTEGRITY PACT as of the day/month/year first above written:

For and on behalf of

**THE PRESENT OF INDIA (First Party)**  
SIGNED, SEALED AND DELIVERED by

**Name: Ambrish Kumar Sharma**  
**Designation: Under Secretary(S&S)**  
**Address: Room Number 123-C, Shastri Bhawan, New Delhi**  
**Authorized Signatory**

For and on behalf of

**M/s \_\_\_\_\_(Second Party)**  
SIGNED, SEALED AND DELIVERED by

**Name: .....**

**Designation:.....**

**Address: \_\_\_\_\_**

\_\_\_\_\_  
**Representative/authorized signatory**

**Vide resolution dated .....passed by the Board of Directors**

**In the presence of Witness:**

1.

2.

