

Government of India
Department of Atomic Energy
General Services Organisation
Centralised Tender Cell

Kalpakkam – 603 102
September 29, 2025

1.1 NIT Details:

Online Percentage rate tender [Facility Management Service (Lump sum based)], in TWO parts are invited for and on behalf of the President of India by the **Associate Director, ESG, GSO, Kalpakkam, Chengalpattu District, Tamil Nadu – 603 102**, from agencies who have experience in providing similar services (as specified in para. 1.2(a) of this NIT) and are meeting the conditions as stipulated in this NIT, as per the details given below:

Tender No.GSO/CTC/CEG/240/2025

i) <i>Name of work</i>	AMC for Housekeeping of school premises of AEC Schools 1 & 2 in DAE Township at Kalpakkam during the Year 2026-2028.
ii) <i>Estimated Cost</i>	₹ 88.49 Lakhs (Excluding GST, since GST is exempted for cleaning/ housekeeping performed in Government educational institute)
iii) <i>Time allowed</i>	24 (Twenty Four) Months. The contract may be extended for a further period of six months or part thereof on mutual consent.
iv) <i>Earnest Money Deposit</i>	<p>₹1,76,980/- in the form of Deposit at Call receipt or Demand Draft / Bankers Cheque/ FDR drawn in favour of PAY & ACCOUNTS OFFICER, GSO, KALPAKKAM payable at Kalpakkam. Insurance Surety Bond will also be accepted. Cash, Cheque, Bank Guarantee for Earnest Money deposit will not be accepted.</p> <p>‘Micro and small enterprises (MSE’s) registered under MSME’ and ‘GeM GTC categorised EMD exempted service providers’ are exempted from EMD. Service providers under MSE category registered as ‘Employment activities (78)’ or ‘Services to buildings & landscape activities (81)’ are only eligible for exemption. Manufacturers for goods and Traders as Major Activity are excluded from the purview of this exemption.</p> <p>However they are required to furnish the MSME certificate/ concerned proof of certification instead of EMD at GeM Portal.</p>
v) <i>Cost of tender document</i>	NIL
vi) <i>Tender processing fee</i>	As applicable

vii) Security Deposit	2.5 % of tendered value
viii) Performance Guarantee	3 % of tendered value
ix) Dates of availability of Tender Documents for view, download and submit	<p>From 10/10/2025 (10:00 Hours) to 31/10/2025 (14:00 Hours)</p> <p>To Download – please visit GeM website on: https://gem.gov.in</p> <p>Detailed NIT is also available on website www.igcar.gov.in for view only.</p>
<p>Please note that the tender will be available for download between the dates as prescribed above. Agencies interested in participating must register in the GEM web portal and pay the prescribed registration charges as per requirements, should pay tender processing fee online, all within the dates prescribed above. <u>Only agencies who have registered in the above mentioned web portal can participate in e-tender.</u> Detailed NIT is also available on website www.igcar.gov.in for view only.</p>	
x) Free viewing of Tender Documents in PDF format.	Search on Website https://gem.gov.in If interested in participating in the tender, download tender details as under.
xi) Purchase of tender Documents in Excel Format for participation in tendering.	<p>Login in the Home page of the website https://gem.gov.in with your User ID & Password.</p> <p>Click on “Bids” button; then Click on “List of Bids”; Click on “Search” button. Now type appropriate key word on search tab. In the list select our bid and apply.</p> <p>Please refer Help Manual for submission of Tender / contact Help Desk at https://gem.gov.in/contact Us for any queries.</p>
xii) Last date & Time of prebid clarification if any, sent by bidder	<p>The bidders are requested to send their Pre-bid clarifications / queries by not later than 14:00 Hours on 21/10/2025 to Mail id – straj@igcar.gov.in & vijayas@igcar.gov.in (Phone No.044-27480500 – Extn: 85803, 85808)</p>
xiii) Last date and time of closing of online submission of tenders (Bid end date):	31/10/2025 (14:00 Hours)

<p>v) Last date for submission of Original DD/BC/PO/DR for EMD.</p>	<p>31/10/2025 (14:00 Hours), at Centralised Tender Cell, Room No. 301, GSO Annex Building, Kalpakkam – 603 102, Chengalpattu District. (Contact Phone No. 044-27480500 Extn : 85803/ 85808). The tenderer shall be required to submit the Earnest Money in a sealed envelope marked 'Earnest Money'</p> <p>Please note that, EMD shall be submitted in a sealed envelope clearly mentioning the Unit name <u>GSO</u>, Tender number & Name of work in a cover without fail.</p> <p>However, documents sent by post or courier will also be considered provided the same is received within due date & time and postal details shall be sent to Mail id straj@iqcar.gov.in & vijayas@iqcar.gov.in</p> <p>If a tenderer fails to submit original DD/BC/ PO/DR/ Insurance Surety Bond within the prescribed period as mentioned above, those tender will be summarily rejected.</p>
<p>xv) Date and Time of online opening of Part-I (Technical Bid)</p>	<p>31/10/2025 (14:30 Hours), at the office of Room No. 301, GSO Annex Building, Kalpakkam</p>
<p>xvi) Period of verification of credentials for evaluation.</p>	<p>03/11/2025 to 10/11/2025 [Except on 05/11/2025, 08/11/2025 & 09/11/2025]</p> <p>Note: Original documents substantiating the eligibility criteria all mentioned should be produced for verification during the above period. If the tenderers fail to submit original credentials for verification, within the prescribed period as mentioned above those tenders will be summarily rejected.</p> <p>For outstation bidders who have difficulty in appearing in person original notary certified documents can be submitted by registered post.</p>
<p>xvii) Evaluation of Part-I (Technical bid)</p>	<p>Part-I evaluation for qualifying the bidders will be done based on credentials submitted by the bidder for opening Part-II (Financial bid). Inspection of eligible works will be carried out by an Engineering Team of Technical Evaluation Committee, if necessary.</p>
<p>xviii) Bid offer validity</p>	<p>120 Days from the last date for online submission of tenders</p>

xix) Opening of Financial Bids of qualified bidders	Bidder shall check on GeM after Evaluation of Part-I Technical bid.
xx) Financial Bid/ Price Breakup	<p>The Bidders may note that, lump sum quoted tender amount should be same in both GeM portal and the price bid break-up sheet (strictly as per the given price-bid format) duly signed & stamped.</p> <p>If there is any difference between the total tender amount quoted in GeM portal and the price-break-up sheet as well as if there is any difference in the format of the price-bid uploaded in the Gem portal, the tender will be summarily rejected.</p>

Note: Corrigendum/ Addendum/ Amendments if any shall be hosted on GSO/ GeM websites only. Bidders are requested to visit the website regularly.

1.2 Eligibility Criteria:

Contractors who fulfil the following requirements only shall be eligible to apply.

(a) Similar Works:-

The bidder must have experience of successfully executed/completed similar services over 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% of the estimated cost, **[or]**
- 2) Two similar completed services costing not less than the amount equal to 50% of the estimated cost, **[or]**
- 3) One similar completed service costing not less than the amount equal to 80% of the estimated cost,

Name and address of the firm to whom the services were provided indicating the duration of service and work completion certificate shall be furnished.

(#) 'Similar services' shall mean "Housekeeping Services in Office/ Industrial/ Residential Buildings/ Public Buildings".

NOTE – (a):

- (i). Eligible similar nature of work should have been executed in India Only.
- (ii). Works got executed on back to back basis through another contractor will not be treated as eligible works.

- (iii). In case of the work done under private sector, the completion certificate shall be supported with the copies of Tax Credit Statement (Form 26AS).
- (iv). The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to last date of submission of tenders.

(b) Financial Eligibility: -

Average annual financial turnover of the agency during the last three years, ending 31/03/2024, shall be **at least ₹27.00 Lakhs (Rupees Twenty seven Lakhs only)**. **Scanned copy of certificate from Chartered Accountant to be uploaded.** Details shall be furnished duly supported by figures in balance sheet/profit & loss account for the last 3 years duly certified by Chartered Accountant as uploaded by the applicant to Income tax department, as per proforma specified in Form – A.

NOTE – (b):

- (i). Bidders who are Micro or Small Enterprises are exempted from points (a) & (b). Documentary proof substantiating MSE shall be submitted along with the bid. **Service providers under MSE category registered as 'Employment activities (78)' or 'Services to buildings & landscape activities (81)' are only eligible for exemption.** Manufacturers for goods and Traders as Major Activity are excluded from the purview of this exemption.

(c) The bidder shall also have the following eligibility criteria:

- (i). The bidder should be registered with Employees Provident Fund Organization (EPFO). He shall furnish the Certificates of Registration with EPFO. Bidder's profile shall invariably contain EPF registration number.
- (ii). The bidder should be registered with Employees State Insurance Corporation (ESIC). He shall furnish the Certificates of Registration with ESIC. Bidder's profile shall invariably contain ESIC registration number.
- (iii). The contractor shall give an undertaking in the attached format, for taking workman compensation policy for the subject work after the award of contract.
- (iv). **Availability of Office of Service Provider:** An office of the Service Provider must be located within 20 km distance in and around Kalpakkam. The bidder must give an undertaking that, "I/we will establish a Local/ Zonal office within 20 Km distance in and around Kalpakkam, within 15 days of award of contract, failing which suitable action shall be initiated by OIC".

NOTE – (c):

- (a) Bidders debarred for bidding in any of the DAE units are not eligible to participate in the tender.

- (b) Bidders who are GST defaulters as per the GST authorities at the time of submission of the bid are not eligible for this tender. Bidders shall submit an undertaking in the format provided in this document. Any subsequent defaulting in payment of GST by the bidder, will also be scrutinized by the department, and may lead to rejection of the bid/cancellation of contract.
- (c) The bidder shall provide undertaking, in format provided in this document, to the effect that he will not allow or permit any employee to participate in any trade union activities or agitation in GSO / Township Premises.
- (d) Joint Ventures (JV) are not permitted;
- (e) Each bidder shall submit only one bid.
- (f) The contractor shall be responsible for providing all statutory benefit to the personnel employed by him like minimum wages, bonus, EPF, ESI etc., as applicable and comply with all the Labour Codes, legislations and statutory conditions or any other acts dealing with minimum wages, bonus, industrial relations, and social security.

Even though any bidder may satisfy the above requirements, the bidder would be liable to disqualify/ debarred if the bidder has: -

- i. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document.
- ii. Any effort on the part of the bidder or his agent to exercise influence or to pressurize the employer would result in rejection of his bid. Canvassing of any kind is prohibited.
- iii. Record of poor performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses, etc.,
- iv. The Originals of the above Certificates shall be produced as and when called for. Irregularities if any observed will lead to rejection of the offer irrespective of the stage at which it is observed. Such bidders will be debarred for bidding in GSO as per applicable rule.
- v. Firms will be debarred for a period of two years if it is determined that the bidder has breached the code of integrity as per Rule 175 and Rule 151 of GFR 2017.
- vi. Firms will be debarred for a period of two years for any actions or omissions by the bidder for other than violation of code of integrity, for the reason like supply of sub-standard material, non-supply of material, abandonment of works, sub-standard quality of works, etc.,

1.3 MANDATORY DOCUMENTS TO BE UPLOADED

The bidders are required to provide the following information and documents with their bids. Tenders not furnishing the following information and documents are liable to be summarily rejected. **Failing to upload the documents will result in disqualification of bid.**

- (a) Copies of registration certificate documents defining the constitution or legal status, place of registration and principal place of business; written power of attorney of the signatory of the bid to commit the bidder. Appropriate business licences/registrations.
- (b) If the Tenderer is a limited company or a corporation, the Tenderer should also furnish a copy of the Memorandum of Association of the Company/Corporation duly attested by a Notary Public.
- (c) In the case of partnership firm, certified copy of the partnership deed duly attested by Notary Public and current and permanent address, telephone no. and mobile no. of all the partners.
- (d) Power of Attorney in favour of the official of the Company signing the tender if the Tenderer is a Private or Public Limited Company.
- (e) PAN;
- (f) GST registration certificate;
- (g) Proof of experience in similar services as asked in para. 1.2. (a);
- (h) Proof of Average annual financial turnover as asked in para. 1.2. (b);
- (i) Audited financial statements including copies of the Profit and Loss (P/L) statements along with Balance Sheet for the last three years, 2021-2022, 2022-2023 and 2023-2024.
- (j) Bank Account details;
- (k) Authority to seek references from the bidder's bankers;
- (l) Information regarding any litigation, exclusion orders, expulsion or block entry, current or during the last three years, in which the Bidder is involved, the parties concerned and disputed amount.
- (m) Declaration by the bidder, Checklist and Undertakings.
- (n) Micro or Small Enterprise certificate in case of MSE.
- (o) Employees Provident Fund Organization (EPFO) and Employees State Insurance Corporation (ESIC) Certificates of Registration.

1.4 Additional instructions to bidders:

- a) GSO, DAE, Kalpakkam is located 85kms away from Chennai. The site is accessible by road from Chennai via Chengalpattu, Thirukalukundram and also via Mamallapuram by East Coast Road (ECR).
- b) Information and Instructions for tenderers posted on website shall form of tender document.
- c) **Those contractors not registered on the website <https://gem.gov.in>, are required to get registered for e-tendering mode. Registered contractors only can submit / upload tenders.**

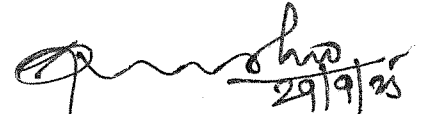
- d) Shortlisting of the agencies shall be subject to thorough verification of their credentials and inspection of services carried out by them.
- e) IF ANY INFORMATION FURNISHED by the applicant is found to be incorrect at a later stage, they shall be liable to be debarred from tendering / taking up works in IGCAR/GSO. The department reserves the right to verify the particulars furnished by the applicant independently.
- f) Scanned copy of the following duly signed & sealed on letter head of the bidder to be uploaded at the time of submission of bid and the same shall be submitted during the period of technical evaluation:-
 - i. Annexure I – Technical Bid information's
 - ii. Annexure II – Bidder Financial Information's
 - iii. Annexure III – Declaration by the Bidder
 - iv. Annexure IV – Undertaking by the Bidder
 - v. Annexure V – Letter of Transmittal
 - vi. Annexure VI – Tender Acceptance Letter
 - vii. Annexure VII – Letter to Bank

Note: During technical evaluation, above missing documents if any, can be asked for submission. **Failing to upload the documents will result in disqualification of technical bid.**

- g) In case of successful tenderer, the tenderer is required to deposit an amount equal to 3% of the tendered value of the contract as irrevocable performance guarantee in the form of bank guarantee from any of the scheduled bank or by demand draft from State bank of India or Canara Bank drawn in favour of **Pay & Accounts Officer, GSO, Kalpakkam** payable at Kalpakkam within a period of 15 days of issue of letter of intent.
- h) The letter of award of work (GeM Contract Order) will be issued only after the above said performance guarantee in any one of the prescribed forms is received and accepted failing which the Government shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the earnest money absolutely and suitable action as deemed fit will be initiated against the bidder.
- i) In addition to the above, the successful tenderer is required to remit security deposit amounting to 2.5% of the tendered value which shall be deducted at 2.5% of the gross amount of the bill from each running bill, till total security deposit is recovered. EMD deposited along with bid will be returned after receiving Performance Guarantee.
- j) Tender will be kept valid for **120 (One hundred and Twenty)** days from the last date of closing of online submission of tender.
- k) No modifications in the tender shall be allowed after opening Part –I bid.

- l) After opening of Part-I (Technical Bid) of tender, Associate Director, ESG, GSO may constitute a Technical Evaluation Committee which will first verify the online credentials submitted by the bidder with respect to their eligibility for the work. Short listing of bidders shall be subject to thorough verification of bidder's credentials and inspection, if any carried out. The Part-II (Financial Bid) of the qualified tenderers shall then be opened at notified date and time. Date of opening of Part-II (Financial Bid) will be intimated to all bidders through the GeM Portal website.
- m) Note: During technical evaluation, missing documents if any, can be asked by committee for submission.
- n) The EMDs of the unsuccessful bidders will be returned without any interest only after publishing financial evaluation status of bidders on GeM portal.
- o) Bidders are requested to note that, they should necessarily submit their price breakup/financial bid in the format provided and no other format is acceptable. The price breakup is given as a standard BoQ format (excel sheet), bidders are required to download the BoQ file, open it and complete the Yellow coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). **No other cells should be changed. Once the details have been completed, the bidder should save it and print the same. The printed price breakup should be signed, scanned and uploaded as pdf file. If there is any difference between quoted lump sum amount and the uploaded price breakup, then the bid will be summarily rejected.**
- p) VDA, Bonus and employer's contribution to EPF& ESI as per extant government orders shall be paid by the contractor which shall be reimbursed on production of documentary evidence.
- q) Workman compensation policy as per extant government orders shall be paid by the contractor and will have to be made by the Contractor at his own cost and will not be reimbursed.
- r) Bidders shall not be under a declaration of ineligibility for tender quoting and fraudulent practice.
- s) **If the bidder is submitting the financial bid along with technical bid, such bid will be summarily rejected.**
- t) **Bidders may please note that GeM is capturing and showing the IP addresses used by the Buyer and the Bidder(s). If the received bids having matching/common IP address between Bidder(s) and Buyer, such bids shall be outrightly rejected and shall not be considered for further evaluation. If the received bids having matching/common IP address among the Bidder(s), the buyer reserves the right to seek clarification. If the clarification is not satisfactory, such bids shall be outrightly rejected & shall not be considered for further evaluation.**

- u) Bids submitted with any conditions including bids with conditional rebate in price shall be summarily rejected
- v) Information regarding litigation, exclusion orders and expulsion or block entry if any shall be furnished along with the bid.
- w) Eligible source countries: Any Bidder, from a country which shares a land border with India must comply to the Order (Public Procurement No.1) & Order (Public Procurement No. 2) issued by Public Procurement Division, Department of Expenditure, ministry of Finance, Government of India vide F. No. 6/18/2019-PPD dated 23.07.2020 and its addendum from time to time. Also, the bidder shall provide a undertaking as per Para – 11 of Annexure - IV. If such declaration or certificate is found to be false or to be incorrect at any time of submission of Bid or after awarding the Contract then, the said Contract will be terminated, along with such other actions as may be permissible under the relevant law of India.
- x) Bidder shall submit undertaking as per Para-12 of Annexure-IV for Compliance of MII Order 2017. If such declaration or Certificate is found to be false or to be incorrect at any time of submission of Bid or after awarding the Contract then, the said Contract will be terminated, along with such other actions as may be permissible under the relevant law of India.
- y) **Associate Director, CEG, GSO** on behalf of President of India does not bind himself to accept the lowest or any other tender and reserves to himself the authority to reject any or all of the tenders or to allot parts of the works to different agencies without assigning any reasons there for. All tenders, in which any of the prescribed conditions is not fulfilled shall be summarily rejected.



Associate Director, CEG, GSO

For and on behalf of the President of India



Technical Bid

(To be furnished in the Tenderer's letterhead)

NOTICE INVITING TENDER No. GSO/CTC/CEG/240/2025

Sl. No.	Particulars to be furnished	
1.	Name of the Contractor/Proprietor/ Authorized Signatory	
2.	Name and Address of the Organization (including landline no., email ID, Mobile No., Web-site, if any)	
3.	Type of Organization (Proprietary/ Partnership Firm/ Company)	
4.	Registration No. & Year of Registration (upload copy)	
5.	Details of Authorized person to deal with (upload copy of power of attorney, if any)	Name: Designation: E-mail ID: Website: Landline No.:
6.	Business License of the firm issued by Municipal Corporation/State/Central. Govt. Authorities. (upload copy)	
7.	Aadhar No.(upload copy) (for Individual / Proprietary firms)	
8.	Aadhar and PAN linked Proof(for Individual / Proprietary firms)	Copy uploaded (Yes or No):
9.	Permanent Account No. (PAN) /GIR No. (upload copy)	
10.	GST Registration No. (upload copy)	
11.	Provident Fund Account No. of the firm. (upload copy)	
12.	ESI Registration No. of the firm. (upload copy)	

Sl. No.	Particulars to be furnished				
13.	Copy of duly audited Profit & Loss Account and Balance Sheet for three successive financial years 2021-22, 2022-23 & 2023-24.	Year		Copy uploaded (Yes or No)	
		2021-22			
		2022-23			
		2023-24			
Particulars to be furnished					
12.	Copy of Income Tax returns for three financial years 2021-22, 2022-23 & 2023-24.	Year		Copy uploaded (Yes or No)	
		2021-22			
		2022-23			
		2023-24			
13.	<p>Details of having completed, 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):</p> <p>(i) THREE similar services each costing not less than the amount equal to 40% of the estimated cost put to tender; (or)</p> <p>(ii) TWO similar services each costing not less than the amount equal to 50% of the estimated cost put to tender; (or)</p> <p>(iii) ONE similar service costing not less than the amount equal to 80% of the Estimated cost put to tender.</p>				
Sl. No.	Name and address of the establishment	Period of contract		Value of contract	Copy uploaded (Write yes or No)
		From	To		
14.	Details of GSO work orders on hand (upload copies of work orders)				

Sl. No.	Name and address of the establishment	Period of contract		Value of contract	Copy uploaded (Write yes or No)				
		From	To						
15.	Particulars of relatives working in GSO								
Sl. No.	Name of the Employee	Designation		Unit					
16.	Any other relevant information								
17.	Details of EMD								
Mode of payment	Name of the Bank Branch	Date & Place of Issue:	Amount						
			In figures	In words					
18.	Details of MSME Certificate / concerned proof of certification availed for EMD Exemption:								

Date:

(Signature of the Bidder, with Official Seal)

FORM 'A' : FINANCIAL INFORMATION

(To be given on Company Letter Head)

I. Financial Analysis - Details to be furnished duly supported by figures in balance sheet for the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

Particulars	Financial Year		
	2021-22	2022-23	2023-24
i) Gross Annual turnover on works/Services. Rupees (In Lakhs)			
iii) Certified by			

Name and address of Chartered Accountant	
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II. Financial arrangements for carrying out the proposed work.

Viz. line of credit, Working Capital, Liquid Capital, Fixed Deposits etc. - Upload scanned copy of statement

III. The scanned copies of following certificates are to be uploaded.

Profit & Loss account certified by CA & as submitted to Income Tax Department.

Signature of the Bidder, with Official Seal

Note: Further details if required may be asked from the contractor after opening of the bids. There is no need to upload the entire voluminous balance sheet.

DECLARATION BY BIDDER TO BE SUBMITTED BY THE BIDDER

(To be given on Company Letter Head)

(Scanned copy of the declaration duly signed & sealed on letter head of the bidder to be uploaded at the time of submission of bid and original shall be submitted during the period of verification of originals).

Name of Work: **AMC for Housekeeping of school premises of AEC Schools 1 & 2 in DAE Township at Kalpakkam during the Year 2026-2028.**

NIT No. **GSO/CTC/CEG/240/2025**

1. This is to certify that:

- a. I /We have submitted the tenders in the Proforma as downloaded directly from the websites which are same as available in the website and there is no change in the format, number of pages etc.,
- b. I /We have not made any modifications / corrections / additions etc., in the tender documents downloaded from website by me / us.
- c. I /We have checked that no page is missing and all pages as per the index are available and that all pages of tender document submitted by us are clear and legible.
- d. I /We have submitted requisite EMD in the prescribed form (or) Availled EMD Exemption.
- e. In case at later stage, it is noticed that there is any difference in my/ our tender documents with the original documents, GSO shall have the right to cancel the tender / work, forfeit the Earnest Money, Performance Guarantee & Security Deposit, take appropriate action as per the prevailing rules in force and GSO shall not be bound to pay any damages to me / us on this account.

2. I/We (Name of the contractor/ agency) hereby declare compliance towards all the labour codes, legislations and statutory conditions or any other acts dealing with minimum wages, bonus, industrial relations, and social security and authorise General Services Organisation, Department of Atomic Energy to recover any payment that arises due to failure to comply with any of the Labour Codes, legislations and statutory conditions or any other acts dealing with minimum wages, bonus, industrial relations and social security etc. and all other acts mentioned in the tender document.

Date:

(Signature of the Bidder, with Official Seal)

UNDERTAKING TO BE SUBMITTED BY THE BIDDER

(To be given on Company Letter Head)

(Scanned copy of the undertaking duly signed & sealed on letter head of the bidder to be uploaded at the time of submission of bid and original shall be submitted during the period of verification of originals).

Name of Work: **AMC for Housekeeping of school premises of AEC Schools 1 & 2 in DAE Township at Kalpakkam during the Year 2026-2028.**

NIT No. **GSO/CTC/CEG/240/2025**

1. I/We hereby give an undertaking that, I/we have read and I/we am/are aware of all the clauses and sub clauses of tender forms and I/we confirm that, I/we will abide by all the terms and conditions available in this tender document.
2. I/We undertake and confirm that eligible similar service(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/we shall be debarred for bidding in IGCAR/GSO in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Officer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit / Performance Guarantee.
3. I / We have read and examined the Notice Inviting Tender, General instruction, terms and conditions, Form of Tender & all other contents in the tender documents for the service AND ACCORDINGLY I / We, hereby tender for execution of the service specified for the President of India within the time specified in Schedule of Quantities and in accordance in all respects and instructions in writing in the general instructions terms and conditions and in respects in accordance with, such conditions so far as applicable.
4. I / We have downloaded and gone through the pre-bid clarifications issued by the Department after close of sale of tenders and submitting tender accordingly.
5. I / We have gone through the "Additional Notes" sheet of financial bid/BOQ and submitting tender accordingly.
6. I / We have understood the entire scope of work and service charges quoted accordingly. We shall carry out the service as per specifications, conditions and complete the service within stipulated time to the entire satisfaction of the Department.
7. If I/We fail to furnish the prescribed performance guarantee in the prescribed form within a period of 15 days from the date of issue of Letter of Intent, I/We agree that the said President of India or his successors in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely.

8. Further, if I/We fail to commence work as specified, I/We agree that President of India or his successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said performance guarantee absolutely.

9. Further, I/We agree that in case of forfeiture of Earnest Money or Performance Guarantee as aforesaid, I/We shall be debarred for participation in the re-tendering process of the work.

10. I/We undertake to enter into a contract agreement within one month of commencement of operations. The Notice Inviting Tender, ATC as tender document Letter of Intent, Work Order (GeM Contract order), GeM GTC, GeM SLA and other relevant correspondence shall form part of the Contract Agreement (duly signed on all the pages), deemed to be a single composite agreement/contract and are not severable and will be binding on us. Until an agreement is signed and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

11. I/We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India. I/We certify that, this bidder is not from such a country or from such a country has been registered with the Competent Authority. I hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered. I/We acknowledge the right of the department to terminate the Bidder for false declaration or certificate, along with such other actions as may be permissible under law.

12. I/We (Name of bidder) hereby certify that the products/ Services offered for this work meet the requirement of the minimum local content as mentioned in DPIIT order of Public Procurement (Preference to Make in India), Order-2017 dated 19/07/2024 and as amended from time to time and submit the requirement as per the order.

We hereby confirm that the Local content for this work is..... % of tendered value of work.

Note: In case, cost of work exceeds Rs.10 Crore, this Percentage of Local content shall be certified by statutory auditor (or) cost auditor of company (in case of companies) (or) from a practicing cost accountant (or) practicing chartered accountant (in respect of suppliers other than companies) as defined in PPP-MII Order, 2017.

13. I/ We do hereby give an undertaking that, none of my relative (s) as defined below is / are employed in DAE as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, GSO shall have the absolute right to take any action as deemed fit without any prior intimation to me

The near relatives for this purpose are defined as: 1) Members of a Hindu undivided family. 2) They are husband and wife. 3) The one is related to the other in the manner as father, mother, son(s), son's wife (Daughter-in-law), daughter(s), daughter's husband (Son-in-law), brother(s) and brother's wife, sister(s) and sister's husband (brother-in-law)

14. Further I/ We give an undertaking that: -

- a. I/We am/are not GST defaulter(s). I/We also give undertaking that I/We will pay GST in time during the complete period of the contract.
- b. I/We will take Workmen Compensation policy for my/our workmen, within 15 days of award of contract.
- c. I/we will not allow or permit any employee to participate in any trade union activities or agitation in GSO Premises.
- d. I/We give an undertaking that, I/we will establish a Local/ Zonal office in and around Kalpakkam namely at a range of within 20 Km distance, within 15 days of award of contract.

Date:

(Signature of the Bidder, with Official Seal)

LETTER OF TRANSMITTAL
(To be furnished in the Tenderer's letterhead)

To,

Associate Director,
CEG,GSO, Kalpakkam,
Chengalpattu District.

Sub: Notice Inviting Tender No. **GSO/CTC/CEG/240/2025** for Name of Work: **AMC for Housekeeping of school premises of AEC Schools 1 & 2 in DAE Township at Kalpakkam during the Year 2026-2028.**

* * * * *

Sir,

1. Having examined the details given in the notice and bid document for the above work, I/We hereby submit the relevant information.
2. I/We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
3. I/We have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
4. I/we also authorize Associate Director, CEG, GSO or his authorized representative to approach individuals, employers, firms and corporation to verify our competence and general reputation.
5. I/We hereby declare that I/We am/are not involved in any litigation on the date of submission of the tender.

OR

The details of litigation involving me/us are furnished below:

Date of submission:

Enclosures:

Date:

(Signature of the Bidder, with Official Seal)

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date: _____

To.

Associate Director,
CEG,GSO, Kalpakkam,
Chengalpattu District

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: GSO/CTC/CEG/240/ 2025

**Name of Work: AMC for Housekeeping of school premises of AEC Schools 1 & 2 in
DAE Township at Kalpakkam during the Year 2026-2028.**

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned Tender/Work from the web site(s) namely: <https://gem.gov.in> and www.igcar.gov.in as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that, I/We have downloaded and read the entire General Terms & Conditions (GTC) and Service Level Agreement (SLA) on GeM and I/We shall abide hereby the terms and conditions contained therein.
3. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents (including Tender documents, annexure(s), schedule(s), corrigendum(s),etc.,) which will form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.
4. The terms & conditions stipulated in SLA will supersede those in GTC and terms & conditions stipulated in this tender document (ATC) will supersede those in GTC and SLA in case of any conflicting provisions.
5. The corrigendum(s) issued from time to time by your department/organization to have also been taken into consideration, while submitting this acceptance letter.
6. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality/entirety.
7. I/We do hereby declare that our Firm has not been black listed/ debarred by any Govt. Department/Public sector undertaking.
8. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefor or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including actions as taken by Department.

Yours Faithfully,

Date:

(Signature of the Bidder, with Official Seal)

LETTER TO BANK
(To be furnished in the Tenderer's letterhead)

To,

The Manager,

_____ (Bank Name)

_____ (Branch)

Sub: Notice Inviting Tender No. **GSO/CTC/CEG/240/2025** for Name of Work: **AMC for Housekeeping of school premises of AEC Schools 1 & 2 in DAE Township at Kalpakkam during the Year 2026-2028.**

* * * * *

Sir,

1. I/ We am/are holding account No. _____ in _____ (Bank Name) _____ (Branch) since _____. I/We am/are participating in the tendering process for Name of Work: **AMC for Housekeeping of school premises of AEC Schools 1 & 2 in DAE Township at Kalpakkam during the Year 2026-2028.**

2. I/ We also authorize Associate Director, CEG, GSO or his authorized representative to approach your Bank to verify our competence and general reputation and queries, if any.

Date:

(Signature of the Bidder, with Official Seal)

CHECKLIST FOR THE BIDDER
(Please put 'Yes/ No' in the box provided)

Sr. No.	Particular of the document to be uploaded	'Yes / No'
1.	Copy of certificate of registration	
2.	Copy of the Memorandum of Association of the Company/Corporation (in case of limited company or a corporation)	
3.	Certified copy of the partnership deed (in the case of partnership firm)	
4.	Copy of Power of Attorney	
5.	Copy of PAN & Aadhar	
6.	Copies of GST Registration Certificate, EPF, ESI	
7.	Proof of experience in similar services as asked in para. 1.2. (a) of NIT.	
8.	Proof of Average annual financial turnover as asked in para.1.2(b) of NIT.	
9.	Bank Accounts details	
10.	Declaration by the bidder, Annexures and Undertakings	
11.	EMD placed in Separate envelope duly super scribed EMD and NIT for Tender Notice No. GSO/CTC/CEG/240/2025 and marked Envelop-I.	
12.	Details of Registered post shall be sent by email to both the mail ids straj@igcar.gov.in & vijayas@igcar.gov.in	
13.	Hard Copy of MSME registration/ concerned proof of certification instead of EMD if applicable	