

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	16-11-2026 14:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	17-11-2026 14:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Autonomous Body
विभाग का नाम/Department Name	Supreme Court Of India
संगठन का नाम/Organisation Name	Supreme Court Of India
कार्यालय का नाम/Office Name	Tilak Marg New Delhi 110001
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :osd.kaveri@sci.nic.in Buyer Email id: bo.kapilarora@sci.nic.in
वस्तु श्रेणी /Item Category	Facility Management Service - Outcome Based , Manpower Outsourcing Services - Minimum wage - Skilled; Supervisor (Skilled) As Detailed in ATC Document; Others , Manpower Outsourcing Services - Minimum wage - Skilled; Room Boys (Skilled) As Detailed in ATC Document; Others , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Facility Manager* (Highly Skilled) As detailed in ATC Document; Others , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Trained Personnel (Highly Skilled) As Detailed in ATC Document; Others , Manpower Outsourcing Services - Minimum wage - Unskilled; Attendants/ Loaders (Unskilled) As detailed in ATC Document; Others , Manpower Outsourcing Services - Minimum wage - Unskilled; Gardeners (Unskilled) As Detailed in ATC Document; Others , Manpower Outsourcing Services - Minimum wage - Skilled; Chauffeurs/ Drivers (Skilled) As detailed in ATC Document; Others , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Cook/ Halwai-cum-Cooks (Highly Skilled) As detailed in ATC Document; Others , Manpower Outsourcing Services - Minimum wage - Skilled; Assistant Cook/ Assistant Halwai-cum-Cooks (Skilled) As detailed in ATC Document; Others , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Steward (Semi-Skilled) As Detailed in ATC Document; Others , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Gym Instructors (Highly Skilled) As detailed in ATC Document; Others , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Multi-Tasking Service (Highly Skilled) As Detailed in ATC Document; Others , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Guides (Highly Skilled) As Detailed in ATC Document; Others

बिड विवरण/Bid Details	
अनुबंध अवधि /Contract Period	2 Year(s) 1 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	22500 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	2
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	3
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	3 Days

बिड विवरण/Bid Details	
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	800000000
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

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	80000000

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

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

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

लाभार्थी /Beneficiary :

The Registrar (Admn.)
Supreme Court of India, Tilak Marg, New Delhi
(The Registrar, Admn.)

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

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

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

4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

5. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Details of the premise:[1791883031.pdf](#)

Scope of work:[1791883045.pdf](#)

This Bid is based on Least Cost Method Based Evaluation (LCS). The technical qualification parameters are:-

Parameter Name	Max Marks	Min Marks	Evaluation Document	Seller Document Required
Average Annual Financial Turnover as per Annexure A of ATC	25	20	View file	No
Past Experience Criteria as per Annexure A of ATC	25	20	View file	No
Existing minimum three Work Orders or Contracts as per Annexure A of ATC	25	20	View file	No
Payroll Strength as per Annexure A of ATC	25	20	View file	No

Total Minimum Passing Technical Marks: 80

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
29-10-2026 11:00:00	Main Building, Supreme Court of India, Tilak Marg, New Delhi-110001

Facility Management Service - Outcome Based (129400)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Premises	As Detailed in ATC Document
Type of services required	Comprehensive Maintenance: Housekeeping & Mechanized Cleaning and Conservancy Services (including 490 unskilled Housekeeping Staff-Table A(I))
Cost for Consumables/ Materials	Machinery Equipment (Table-B) and Consumables (Table-C)
Service component	As Detailed in ATC Document
एडऑन /Addon(s)	

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Total area in sq. ft	अतिरिक्त आवश्यकता /Additional Requirement
1	Kapil Arora	110001,SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001	129400	No. of months within the contract period : 24

Manpower Outsourcing Services - Minimum Wage - Skilled; Supervisor (Skilled) As Detailed In ATC Document; Others (34)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Skilled
Educational Qualification	Supervisor (Skilled) As Detailed in ATC Document
Type of Function	Others
List of Profiles	Supervisor (Skilled)
Specialization	As Detailed in ATC Document
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Delhi
एडऑन /Addon(s)	

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Kapil Arora	110001,SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001	34	• Minimum daily wage (INR) exclusive of GST : 1008 • Bonus (INR per day) : 84 • EDLI (INR per day) : 00 • EPF Admin Charge (INR per day) : 00 • Optional Allowances 1 (INR per day) : 9 • Optional Allowances 2 (INR per day) : 00 • Optional Allowances 3 (INR per day) : 00 • Estimated Number of Overtime Hours per Resource per Month : 00 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 00 • ESI (INR per day) : 00 • Provident Fund (INR per day) : 125 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 24

Manpower Outsourcing Services - Minimum Wage - Skilled; Room Boys (Skilled) As Detailed In ATC Document; Others (3)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	

विवरण/ Specification	मूल्य/ Values
Skill Category	Skilled
Educational Qualification	Room Boys (Skilled) As Detailed in ATC Document
Type of Function	Others
List of Profiles	Room Boys (Skilled)
Specialization	As Detailed in ATC Document
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As Detailed in ATC Document
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Delhi
एडऑन /Addon(s)	

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Kapil Arora	110001,SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001	3	• Minimum daily wage (INR) exclusive of GST : 1008 • Bonus (INR per day) : 84 • EDLI (INR per day) : 00 • EPF Admin Charge (INR per day) : 00 • Optional Allowances 1 (INR per day) : 9 • Optional Allowances 2 (INR per day) : 00 • Optional Allowances 3 (INR per day) : 00 • Estimated Number of Overtime Hours per Resource per Month : 00 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 00 • ESI (INR per day) : 00 • Provident Fund (INR per day) : 125 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 24

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Facility Manager* (Highly Skilled) As Detailed In ATC Document; Others (3)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Highly-Skilled
Educational Qualification	Facility Manager* (Highly Skilled) As detailed in ATC Document

विवरण/ Specification	मूल्य/ Values
Type of Function	Others
List of Profiles	Facility Manager* (Highly Skilled)
Specialization	As Detailed in ATC Document
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As Detailed in ATC Document
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Delhi
एडऑन /Addon(s)	

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Kapil Arora	110001,SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001	3	- Minimum daily wage (INR) exclusive of GST : 1094 - Bonus (INR per day) : 91 - EDLI (INR per day) : 00 - EPF Admin Charge (INR per day) : 00 - Optional Allowances 1 (INR per day) : 9 - Optional Allowances 2 (INR per day) : 00 - Optional Allowances 3 (INR per day) : 00 - Estimated Number of Overtime Hours per Resource per Month : 00 - Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 00 - ESI (INR per day) : 00 - Provident Fund (INR per day) : 125 - Number of working days in a month : 26 - Tenure/ Duration of Employment (in months) : 24

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Trained Personnel (Highly Skilled) As Detailed In ATC Document; Others (3)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Highly-Skilled
Educational Qualification	Trained Personnel (Highly Skilled) As Detailed in ATC Document

विवरण/ Specification	मूल्य/ Values
Type of Function	Others
List of Profiles	Trained Personnel (Highly Skilled)
Specialization	As Detailed in ATC Document
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As Detailed in ATC Document
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Delhi
एडऑन /Addon(s)	

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Kapil Arora	110001,SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001	3	- Minimum daily wage (INR) exclusive of GST : 1094 - Bonus (INR per day) : 91 - EDLI (INR per day) : 00 - EPF Admin Charge (INR per day) : 00 - Optional Allowances 1 (INR per day) : 9 - Optional Allowances 2 (INR per day) : 00 - Optional Allowances 3 (INR per day) : 00 - Estimated Number of Overtime Hours per Resource per Month : 00 - Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 00 - ESI (INR per day) : 00 - Provident Fund (INR per day) : 125 - Number of working days in a month : 26 - Tenure/ Duration of Employment (in months) : 24

Manpower Outsourcing Services - Minimum Wage - Unskilled; Attendants/ Loaders (Unskilled) As Detailed In ATC Document; Others (168)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Unskilled
Educational Qualification	Attendants/ Loaders (Unskilled) As detailed in ATC Document

विवरण/ Specification	मूल्य/ Values
Type of Function	Others
List of Profiles	Attendants/ Loaders (Unskilled)
Specialization	As detailed in ATC Document
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As detailed in ATC Document
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Delhi
एडऑन /Addon(s)	

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Kapil Arora	110001,SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001	168	- Minimum daily wage (INR) exclusive of GST : 827 - Bonus (INR per day) : 69 - EDLI (INR per day) : 00 - EPF Admin Charge (INR per day) : 00 - Optional Allowances 1 (INR per day) : 9 - Optional Allowances 2 (INR per day) : 00 - Optional Allowances 3 (INR per day) : 00 - Estimated Number of Overtime Hours per Resource per Month : 00 - Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 00 - ESI (INR per day) : 00 - Provident Fund (INR per day) : 108 - Number of working days in a month : 26 - Tenure/ Duration of Employment (in months) : 24

Manpower Outsourcing Services - Minimum Wage - Unskilled; Gardeners (Unskilled) As Detailed In ATC Document; Others (38)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Unskilled
Educational Qualification	Gardeners (Unskilled) As Detailed in ATC Document

विवरण/ Specification	मूल्य/ Values
Type of Function	Others
List of Profiles	Gardeners (Unskilled)
Specialization	As Detailed in ATC Document
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As Detailed in ATC Document
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Delhi
एडऑन /Addon(s)	

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Kapil Arora	110001,SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001	38	- Minimum daily wage (INR) exclusive of GST : 827 - Bonus (INR per day) : 69 - EDLI (INR per day) : 00 - EPF Admin Charge (INR per day) : 00 - Optional Allowances 1 (INR per day) : 9 - Optional Allowances 2 (INR per day) : 00 - Optional Allowances 3 (INR per day) : 00 - Estimated Number of Overtime Hours per Resource per Month : 00 - Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 00 - ESI (INR per day) : 00 - Provident Fund (INR per day) : 108 - Number of working days in a month : 26 - Tenure/ Duration of Employment (in months) : 24

Manpower Outsourcing Services - Minimum Wage - Skilled; Chauffeurs/ Drivers (Skilled) As Detailed In ATC Document; Others (50)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Skilled
Educational Qualification	Chauffeurs/ Drivers (Skilled) As detailed in ATC Document

विवरण/ Specification	मूल्य/ Values
Type of Function	Others
List of Profiles	Chauffeurs/ Drivers (Skilled)
Specialization	As detailed in ATC Document
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As detailed in ATC Document
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Delhi
एडऑन /Addon(s)	

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Kapil Arora	110001,SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001	50	- Minimum daily wage (INR) exclusive of GST : 1008 - Bonus (INR per day) : 84 - EDLI (INR per day) : 00 - EPF Admin Charge (INR per day) : 00 - Optional Allowances 1 (INR per day) : 9 - Optional Allowances 2 (INR per day) : 00 - Optional Allowances 3 (INR per day) : 00 - Estimated Number of Overtime Hours per Resource per Month : 00 - Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 00 - ESI (INR per day) : 00 - Provident Fund (INR per day) : 125 - Number of working days in a month : 26 - Tenure/ Duration of Employment (in months) : 24

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Cook/ Halwai-cum-Cooks (Highly Skilled) As Detailed In ATC Document; Others (6)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Highly-Skilled
Educational Qualification	Cook/ Halwai-cum-Cooks (Highly Skilled) As detailed in ATC Document

विवरण/ Specification	मूल्य/ Values
Type of Function	Others
List of Profiles	Cook/ Halwai-cum-Cooks (Highly Skilled)
Specialization	As Detailed in ATC Document
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As Detailed in ATC Document
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Delhi
एडऑन /Addon(s)	

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.No.	प्रेषित/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Kapil Arora	110001,SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001	6	• Minimum daily wage (INR) exclusive of GST : 1094 • Bonus (INR per day) : 91 • EDLI (INR per day) : 00 • EPF Admin Charge (INR per day) : 00 • Optional Allowances 1 (INR per day) : 9 • Optional Allowances 2 (INR per day) : 00 • Optional Allowances 3 (INR per day) : 00 • Estimated Number of Overtime Hours per Resource per Month : 00 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 00 • ESI (INR per day) : 00 • Provident Fund (INR per day) : 125 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 24

Manpower Outsourcing Services - Minimum Wage - Skilled; Assistant Cook/ Assistant Halwai-cum-Cooks (Skilled) As Detailed In ATC Document; Others (3)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Skilled
Educational Qualification	Assistant Cook/ Assistant Halwai-cum-Cooks (Skilled) As detailed in ATC Document

विवरण/ Specification	मूल्य/ Values
Type of Function	Others
List of Profiles	Assistant Cook/ Assistant Halwai-cum-Cooks (Skilled)
Specialization	As detailed in ATC Document
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As detailed in ATC Document
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Delhi
एडऑन /Addon(s)	

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Kapil Arora	110001,SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001	3	- Minimum daily wage (INR) exclusive of GST : 1008 - Bonus (INR per day) : 84 - EDLI (INR per day) : 00 - EPF Admin Charge (INR per day) : 00 - Optional Allowances 1 (INR per day) : 9 - Optional Allowances 2 (INR per day) : 00 - Optional Allowances 3 (INR per day) : 00 - Estimated Number of Overtime Hours per Resource per Month : 00 - Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 00 - ESI (INR per day) : 00 - Provident Fund (INR per day) : 125 - Number of working days in a month : 26 - Tenure/ Duration of Employment (in months) : 24

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Steward (Semi-Skilled) As Detailed In ATC Document; Others (7)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Semi-skilled
Educational Qualification	Steward (Semi-Skilled) As Detailed in ATC Document

विवरण/ Specification	मूल्य/ Values
Type of Function	Others
List of Profiles	Steward (Semi-Skilled)
Specialization	As Detailed in ATC Document
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As Detailed in ATC Document
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Delhi
एडऑन /Addon(s)	

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Kapil Arora	110001,SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001	7	- Minimum daily wage (INR) exclusive of GST : 918 - Bonus (INR per day) : 77 - EDLI (INR per day) : 00 - EPF Admin Charge (INR per day) : 00 - Optional Allowances 1 (INR per day) : 9 - Optional Allowances 2 (INR per day) : 00 - Optional Allowances 3 (INR per day) : 00 - Estimated Number of Overtime Hours per Resource per Month : 00 - Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 00 - ESI (INR per day) : 00 - Provident Fund (INR per day) : 119 - Number of working days in a month : 26 - Tenure/ Duration of Employment (in months) : 24

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Gym Instructors (Highly Skilled) As Detailed In ATC Document; Others (2)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Highly-Skilled
Educational Qualification	Gym Instructors (Highly Skilled) As detailed in ATC Document

विवरण/ Specification	मूल्य/ Values
Type of Function	Others
List of Profiles	Gym Instructors (Highly Skilled)
Specialization	As detailed in ATC Document
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As detailed in ATC Document
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Delhi
एडऑन /Addon(s)	

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Kapil Arora	110001,SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001	2	- Minimum daily wage (INR) exclusive of GST : 1094 - Bonus (INR per day) : 91 - EDLI (INR per day) : 00 - EPF Admin Charge (INR per day) : 00 - Optional Allowances 1 (INR per day) : 9 - Optional Allowances 2 (INR per day) : 00 - Optional Allowances 3 (INR per day) : 00 - Estimated Number of Overtime Hours per Resource per Month : 00 - Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 00 - ESI (INR per day) : 00 - Provident Fund (INR per day) : 125 - Number of working days in a month : 26 - Tenure/ Duration of Employment (in months) : 24

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Multi-Tasking Service (Highly Skilled) As Detailed In ATC Document; Others (15)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Highly-Skilled
Educational Qualification	Multi-Tasking Service (Highly Skilled) As Detailed in ATC Document

विवरण/ Specification	मूल्य/ Values
Type of Function	Others
List of Profiles	Multi-Tasking Service (Highly Skilled)
Specialization	As Detailed in ATC Document
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As Detailed in ATC Document
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Delhi
एडऑन /Addon(s)	

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Kapil Arora	110001,SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001	15	• Minimum daily wage (INR) exclusive of GST : 1094 • Bonus (INR per day) : 91 • EDLI (INR per day) : 00 • EPF Admin Charge (INR per day) : 00 • Optional Allowances 1 (INR per day) : 9 • Optional Allowances 2 (INR per day) : 00 • Optional Allowances 3 (INR per day) : 00 • Estimated Number of Overtime Hours per Resource per Month : 00 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 00 • ESI (INR per day) : 00 • Provident Fund (INR per day) : 125 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 24

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Guides (Highly Skilled) As Detailed In ATC Document; Others (6)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Highly-Skilled
Educational Qualification	Guides (Highly Skilled) As Detailed in ATC Document

विवरण/ Specification	मूल्य/ Values
Type of Function	Others
List of Profiles	Guides (Highly Skilled)
Specialization	As Detailed in ATC Document
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As Detailed in ATC Document
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Delhi
एडऑन /Addon(s)	

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Kapil Arora	110001,SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001	6	• Minimum daily wage (INR) exclusive of GST : 1094 • Bonus (INR per day) : 91 • EDLI (INR per day) : 00 • EPF Admin Charge (INR per day) : 00 • Optional Allowances 1 (INR per day) : 9 • Optional Allowances 2 (INR per day) : 00 • Optional Allowances 3 (INR per day) : 00 • Estimated Number of Overtime Hours per Resource per Month : 00 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 00 • ESI (INR per day) : 00 • Provident Fund (INR per day) : 125 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 24

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

1. Generic

OPTION CLAUSE 50% : The buyer can increase or decrease the contract quantity or contract duration up to 50 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 50 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 50 percent with the consent of the service provider

2. Buyer Added Bid Specific ATC

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

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer, is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

SUPREME COURT OF INDIA
ADMN. MATERIALS (P&S)

F.No.: AM-M/12(12)/1/2026-SC(AM-M)

Dated: 13.10.2026

GEM BID NOTICE
FOR AWARDING CONTRACT FOR COMPREHENSIVE MAINTENANCE I.E.
HOUSEKEEPING & MECHANIZED CLEANING AND CONSERVANCY SERVICES IN
VARIOUS OFFICES, ESTABLISHMENTS, BUILDINGS AND OPEN AREAS OF THE
REGISTRY INCLUDING SUPREME COURT GUEST HOUSE, LAWYERS CHAMBERS
BLOCKS AND SUPREME COURT OF INDIA PREMISES FOR A PERIOD OF TWO
YEARS, FURTHER EXTENDABLE FOR A PERIOD OF TWO YEARS ON ANNUAL
BASIS UPON SATISFACTORY PERFORMANCE

1.1 The Supreme Court of India, an apex Judicial Body under the Constitution of India, intends to invite online bids/ tenders through **GeM Bid No. : GEM/2026/B/8141211** via GeM portal, from reputed and well renowned vendors/ agencies for “comprehensive maintenance i.e. housekeeping & mechanized cleaning and conservancy services in various offices, establishments, buildings and open areas of the Registry including Supreme Court Guest House, Lawyers Chambers Blocks and Supreme Court premises for a period of two years, further extendable for a period of two years on annual basis”.

2. DOCUMENTS DOWNLOAD

2.1 Bid document may be downloaded from GeM Portal as per the schedule given in Critical Date Sheet as hereunder:

<u>CRITICAL DATE SHEET</u>		
Stage	Date	Time
Bid/ Tender Document Publishing/downloading Date & Time on GeM portal	13.10.2026	16:00 Hrs.
Date of inspection of area by intending bidders under the supervision of the Caretaking Branch of this Registry *	14.10.2026 till 27.10.2026 (except Registry holidays)	10:00 Hrs. To 16:00 Hrs
Date of Pre-bid meeting under the supervision of the Committee nominated for the purpose **	29.10.2026	11:00 Hrs . Onwards
Upload of response on the Supreme Court of India website to the queries raised in pre-bid meeting, if any	04.11.2026	16:00 Hrs.
Bid/ Tender Submission Start Date & Time on GeM portal	13.10.2026	16:05 Hrs.
Bid/ Tender Submission End Date & Time on GeM portal	16.11.2026	14:00 Hrs.
Date of opening Technical Bid on GeM portal ***	17.11.2026	15:00 Hrs.
Date of opening of financial bids for technically qualified bidder on GeM portal	To be notified later	

Note: The Registry will remain close w.e.f. 19.10.2026 to 24.10.2026 on account of Dussehra Holidays and w.e.f. 09.11.2026 to 14.11.2026 on account of Diwali Holidays.

- * All the intending bidders are advised to inspect area on the scheduled date and make themselves aware of the area and its requirements. No dispute in this regard will be entertained later. Not more than 2 persons per intending bidder will be permitted for the inspection.
- ** There shall be a pre-bid meeting in which the doubts, if any, of the intending bidders shall be clarified, besides discussions or any additional suggestions proposed by the bidders. If found necessary a corrigendum to the tender document would be issued for information of all the intending bidders, and thereafter no further query shall be entertained. Bidders who wish to attend the pre-bid meeting to be held on **29.10.2026** may inform in writing to the Additional Registrar (AM) at e-mail: boamsupremecourt.sc@nic.in **on or before 28.10.2026 upto 04:00 P.M.**
- *** The interested intending bidders may attend the opening of Technical bids on GeM portal by the Committee of the Registry, on the stipulated date & time.

SALIENT FEATURES OF AREAS TO BE COVERED ARE TABULATED BELOW

S. No.	Location	Area (Sq.m.) Approx	Salient feature of the Building
1.	Supreme Court of India - Main Building	Plot area - 64,500 Sq.m.	Supreme Court Main Building is an iconic building symbolizing the scales of justice, features a 91 ft. high central dome, spacious colonnaded verandah, and wings representing balance. This building was constructed and made operational in the 1950s. The facade and pathways of the building are covered with red sand stone. The corridors connecting various sections of the building display red sand stones, Kota stone, Terrazo, granite, and tile flooring. The court rooms are covered with wooden walls and flooring. The offices in the VIP Area of the building have wooden and tile flooring, which are covered with carpets and rugs. The building also houses a rooms/halls used for hosting high level discussions, meetings, and other official gatherings. These rooms are laid with a mix of marble, wooden, and tiles floor while the walls are painted with wooden dado. The walls in other parts of the building are painted with Korean stone dado in some areas while other areas feature either laminated walls or wallpapers. The ceiling is a combination of high rise and false ceiling. Name plates and information board are usually made of acrylic and brass. Brass fittings are also commonly found across various places in the building. Furniture and upholstery are a wonderful combination of old world charm and modern designs. The main building also houses offices and other facilities for top Law Officers of the Government and other Legal Practitioners, which bear similar features as listed above. The various sections of the main building are connected with bitumen road which are dotted with tactile pathways. These roads connect the four single storied Lawyers Chambers Blocks, and adjoining area consisting of various utilities/ services such as bank, Post Office, DGHS etc., facilities of Bar, works of Art & lawn area. The main building is visited by thousands of visitors on a daily basis. The total built areas comes to above 44,000 sq.m (approx.).

S. No.	Location	Area (Sq.m.) Approx	Salient feature of the Building
2.	Administrative Building Complex	Plot area - 49,300 Sq.m.	The Administrative Buildings Complex (ABC) of the Supreme Court of India comprises of three basements and six blocks, namely Blocks A, B, C, D, E and F. Blocks B, D and E are Ground plus eight-storeys, Blocks A and C are Ground plus five-storeys, and Block F is Ground plus three-storeys. Block A houses the Supreme Court Judges Library and offices; Block B houses offices, Block C houses the Auditorium, Multipurpose Hall and other connected facilities including VIP areas as also other utilities, Block D houses the Lawyers Chambers and other utilities for the Bar whereas Block E houses various utilities such as bank, canteen etc. Block F is the services areas. The complex also includes extensive underground basement areas spread over three levels which are used for parking and other essential services. The complex has a variety of flooring finishes, including granite, Kota stone, vitrified tiles and carpet flooring. The facade comprises of sandstone and glass panes on external faces, and granite lining in corridors and lobbies. The complex is equipped with various services and functional spaces, including an auditorium, meeting rooms, guest rooms, staircases, lift landings, lobbies, alighting points, and departmental canteens. A large number of well designed toilet facilities, equipped with water closets (W/Cs) and urinals, are also in this facility. The buildings also have false ceilings, doors and windows of various types, along with associated fixtures and fittings. The furniture comprises wooden and metal furniture, including compactors, provided in different functional areas. The complex also includes open spaces and external areas with paved surfaces finished in stone and bitumen road. The basement of the building is equipped with parking facility having cementious hard flooring. The built up area of the Complex comes to about 1,77,000 sq.m. (approx.).
3.	M.C. Setalvad Lawyers Chambers Block (five storeys)	Plot area - 5,900 Sq.m.	The M.C. Setalvad Lawyers Chambers Block is a five storeyed building comprising of pathways facilitating movement between various functional areas. The complex is secured by a boundary wall provided with grills and gates at designated access points. The corridors and staircases are provided with marble, Kota stone flooring and comprise various fixtures, informational boards, name plates, caution and safety signs and associated fittings. The toilet facilities comprise stoned/tiled flooring and wall surfaces, sanitary fixtures and fittings, painted wall surfaces, laminated doors, windows and glass ventilators, along with other associated fixtures

S. No.	Location	Area (Sq.m.) Approx	Salient feature of the Building
			and fittings. These facilities are provided across the complex to cater to the requirements of occupants and visitors. The building block has a built area of above 4,000 sq.m. (approx.).
4.	C.K. Daphtary Lawyers' Chambers Block (four storeys)	Plot area - 2,600 Sq.m.	The C.K. Daphtary Lawyers Chambers Block is a four storeyed building comprising of pathways facilitating movement between various functional areas. The complex is secured by a boundary wall provided with grills and gates at designated access points. The corridors and staircases are provided with granite stone flooring and comprise various fixtures, informational boards, name plates, caution and safety signs and associated fittings. The toilet facilities comprise tiled flooring and wall surfaces, sanitary fixtures and fittings, painted wall surfaces, laminated doors, windows and glass ventilators, along with other associated fixtures and fittings. These facilities are provided across the complex to cater to the requirements of occupants and visitors. The building block has a built up area of about 2,000 sq.m. (approx.).
5.	Supreme Court Guest House	Plot area - 7,100 Sq.m.	The Supreme Court Guest House is located at 34 Prithvi Raj Road, New Delhi. The guest house comprises of rooms, toilet, and other facilities having granite and tiled flooring and wall surfaces along with other necessary fixtures and fittings for their proper functioning and upkeep. The plot has a built up of about 1,500 sq.m. (approx.).
Total Plot Area			1,29,400 Sq.m. (approx.)

Note:

- The above area details given are only indicative and not exhaustive. The intending bidders are advised **to visit the site thoroughly on the scheduled date before quoting the bid online on the GeM portal.**
- No claims on account of misquoting of rates shall be entertained whatsoever at the later date.
- The Courts, Lawyers Chambers Blocks, administrative offices & such other areas are daily visited by large number of Advocates, litigants and the general public and hence requires that the highest standards of hygiene and sanitation are maintained.
- The intending bidders may note that there is an ongoing project for expansion of the Supreme Court Building and some other such areas are also under consideration. Upon completion and being made functional, services for such increased space may also be requisitioned, on approved pro-rata basis/proportionate basis in regard to the manpower, machinery and consumables.

**PRICE BREAK-UP FOR INDICATIVE LIST OF MANPOWER /MACHINERY/
CONSUMABLES TO BE DEPLOYED**

**(TO BE UPLOADED ONLY UNDER FINANCIAL DOCUMENTS AS PRICE-BREAKUP)
(DO NOT UPLOAD PRICE BREAK-UP UNDER TECHNICAL BID)**

TABLE-A(I)

HOUSEKEEPING REQUIREMENT					
A	B	C	D	E	F
Sr. No.	Category of Manpower Required for housekeeping & mechanized cleaning	Manpower to be deployed under the Supervision of respective Branch of the Registry	Total Proposed for Main Building and Administrative Building Complex (ABC)	Total Area (in Sq.m.) to be covered under Housekeeping	Cost of housekeeping & mechanized cleaning (in Rs. per Sq.m.) for contractual period inclusive of; a) 490 Housekeeping Staff (Unskilled), b) Machinery as at Table B and c) Consumables as at Table C (inclusive all Govt. Levies, etc.)
1	Housekeeping Staff (Unskilled) for housekeeping & mechanized cleaning	Caretaking	490	1,29,400 Sq.m (as per salient features)	

TABLE-A(II)

MANPOWER REQUIREMENT							
A	B	C	D	E	F	G	H
Sr. No.	Category of Manpower Required	Manpower to be deployed under the supervision of respective Branch of the Registry	Strength proposed for the Main Building	Strength proposed for the Administrative Buildings Complex (ABC)	Total Proposed Strength	Cost of one manpower (per day) in the respective category (inclusive all Govt. Levies, etc.)	Monthly Cost of total proposed requirement as at Column F (inclusive all Govt. Levies, etc)
2	Supervisor (Skilled)	Caretaking	17	15	34		
		Caretaking (For Helpdesk)	1				
		Admn. J (Guest House)	1				
3	Room Boys (Skilled)	Admn. J (Guest House)	3		3		
4	Facility Manager* (Highly Skilled)	Caretaking	2	1	3		
5	Trained Personnel	Caretaking	2	1	3		

	(Highly Skilled)					
6	Attendants/Loaders (Unskilled)	Admn. J (Admn. J Branch, Guest House at 34, Prithviraj Road, Guest Rooms, ABC)	10	168		
		Recruitment Cell	158			
7	Gardeners (Unskilled)	Caretaking	38	38		
8	Chauffeurs/ Drivers (Skilled)	Recruitment Cell	50	50		
9	Cook/ Halwai-cum-Cooks (Highly Skilled)	Supreme Court Departmental Canteen	6	6		
10	Assistant Cook/ Assistant Halwai-cum-Cooks (Skilled)		3	3		
11	Steward (Semi Skilled)		7	7		
12	Gym Instructors (One Male and One Female)	Health & Wellness Centre	2	2		
13	Multi-Tasking Service (Highly Skilled) For Airport Assistance to Protocol	Protocol Section	15	15		
14	Guides (Highly Skilled)	Recruitment Cell	6	6		
Total manpower to be deputed Table A(I) + Table A(II)**				828		
**Proposed Strength may be increased or decreased by the Registry, as and when required during the contractual period and are indicative in nature.				Total Cost of Manpower		

TABLE-B

MACHINERY REQUIREMENT									
A	B	C	D			E	F	G	H
S.N o.	Type of Machine	Area Applicati on	Taski Model	Kärcher Model	Nilfisk Model	Deployment Area	Propo sed Qty.	Deployment Cost of one Machine (per day) in the respective category (inclusive all)	Monthly Deployment Cost of total proposed requirement as at Column F (inclusive all)
1	Scrubber machine for multiple applicatio n	Single Disc Scrubbing Machine	Brand-Taski Model-ERGO DISC 165	Brand-Kärcher Model-BDS 43 Duo C	Brand-Nilfisk Model-FM 400 D	ABC - 7	15		
						Main Campus -8			
2	Burnishin g machine	Burnishin g Machine for maintainin g the Marble & Kota floor	Brand-Taski Model-ERGO DISC 1200	Brand-Kärcher Model-BDS 43/Orbital C	Brand-Nilfisk Model-BU 800	Main Campus-1	3		
						ABC-2			
3	Compact Small Auto Scubber	Scrubbing the Compact hard floor areas	Brand-Taski Model-Swingo 455 B BMS	Brand-Kärcher Model-BD50/60 C Ep	Brand-Nilfisk Model-SC 530 BD AP	ABC -3 Main Campus -1	4		
4	Heavy Duty advance Walk Behind Auto Scrubber	Scrubbing & Drying of Hard floors	Brand-Taski Model-ULTIM AXX 1900 DD	Brand-Kärcher Model-B 50 W Bp Pack 115Ah+O 51+Dose+ Rinse+AF	Brand-Nilfisk Model-SCRUB BER SC650 66D	ABC- 5	7		
						Main Campus -2			
5	High-Pressure Jet	For cleaning the hard surface with high pressure	Brand-Lavor Model-ARIZO NA 1311LP	Brand-Kärcher Model-HD 6/15-4 M Classic	Brand-Nilfisk Model-MC 6P-250/110 0FA	ABC - 4	10		
						Main Campus - 6			
6	Backpack Dry vacuum Cleaner	For vacuumin g the vertical & constrain areas	Brand-Taski Model-AERO BP	Brand-Kärcher Model-BVL 5/1 Bp	Brand-Nilfisk Model-GD5 BATTE RY EU	ABC - 2	4		
						Main Campus - 2			
7	Dry-Vacuum Cleaner	Cleaning of carpet	Brand-Taski Model-AERO 15 POWE R	Brand-Kärcher Model- T 14/1 Classic	Brand-Nilfisk Model-GD 930 220V KR	ABC - 4	6		
						Main Campus - 2			

8	Wet & Dry cleaner-Regular	For vacuuming the floor- both operations	Brand-Taski Model-Vacumat-22	Brand-Kärcher Model-NT 65/2 Ap	Brand-Nilfisk Model-ATTIX 40	ABC - 1	2		
						Main Campus-1			
9	Commercial wet & Dry vacuum cleaner-with fixed trolley	For vacuuming the floor- both operations	Brand-Taski Model-Vacumat 44T EURO	Brand-Kärcher Model-NT 75/2 Tact	Brand-Nilfisk Model-ATTIX 961	ABC-1	2		
						Main- 1			
10	Injection Extraction & Encapsulation Machine	Carpet wet & dry shampooing Machine	Brand-Taski Model-Procarnet 30	Brand-Kärcher Model-BRC 45/45 C	Brand-Nilfisk Model-CEX410 -EU	ABC - 1	2		
						Main Campus - 1			
11	Ride-on Mechanical Sweeper-Battery Operated	For sweeping the floor	Brand-Taski Model-Balimat 6500 RTU	Brand-Kärcher Model-KM 100/100 R Bp	Brand-Nilfisk Model-SW 5500 B	ABC - 2	2		
12	Walk Behind Manual sweeper	Sweeping of small outdoor or indoor areas for narrow passage & carpet vacuuming	Brand-Taski Model-Balimat 1600	Brand-Kärcher Model-Push Sweeper S6 Twin	Brand-Nilfisk Model-SW250	ABC-2	4		
						Main Campus-2			
13	Steam Ironing System	Ironing of the crumple curtain	Function: Steam ironing designed for curtains Tank Capacity: 1.5 to 2 liters	Function: Steam ironing designed for curtains Tank Capacity: 1.5 to 2 liters	Function: Steam ironing designed for curtains Tank Capacity: 1.5 to 2 liters	ABC-1	2		
						Main Campus-1			
14	Dry steam Cleaner	Clean the Surfaces such as silks, some very thin plastics, and some types of velour upholstery those be treated with great care.	Brand-Taski Model-Steam SV4 with Kit	Brand-Kärcher Model-SG 4/4 *EU	Brand-Nilfisk Model-SO 4500	ABC-1 Main Campus- 1	2 On demand		
15	Cold Fogger	Used to disinfect hard-to-reach areas in large indoor	Brand-Taski Model-TYPHOON ULV COLD	Any other equivalent	Any other equivalent	ABC-1	2		
						Main Campus-1			

		spaces	FOGG						
16	Glass Cleaning Kit	Cleaning large glass partitions, storefronts , and high-rise or multi-story windows using extension poles without needing ladders	Brand-Taski Model-Glass Cleaning Kit	Brand-Kärcher Model-Std Glass Cleaning Kit	Brand-Nilfisk Model-Pro Glass Cleaning Kit	ABC-2 Main Campus- 2	4		
17	Magnetic Window Glass Cleaner	A magnetic window glass cleaner is a double-sided tool used to clean both the inside and outside of a glass window at the exact same time from indoors.	Model-magnetic window glass cleaner	Model-magnetic window cleaner	Model-magnetic window cleaner	ABC-2 Main Campus- 2	4		
18	Ladder (20 ft and 30 ft)	Aluminum Foldable	Model-Aluminum Foldable	Model-Aluminum Foldable	Model-Aluminum Foldable	ABC—1 of each Main Campus-1of each	4		
19	Telescopic Rod	A telescopic rod (or extension pole) for cleaning is an adjustable, extendable handle that lets you reach high or distant surfaces safely from the ground (20 ft and 40 ft)	Model-Telescopic Extension pole	Model-Telescopic Extension pole	Model-Telescopic Extension pole	ABC-1 of each Main Campus-1 of each	4		
20	Garbage Collection Vehicle	Waste collection from the designated area	Model-Manual transport vehicle	Model-Manual transport vehicle	Model-Manual transport vehicle	ABC-1 Main Campus-1	2		
21	Janitors Trolley	Transport cleaning	Brand-Taski	Brand-Kärcher	Brand-Nilfisk	ABC – 1	2		

		supplies, tools, and waste collection bags efficiently around a facility in a single trip	Model-Jonmaster Open	Model-Professional Trolley	Model-Professional Trolley	Main Campus – 1			
22	Foam Generator	"Dry foam" technology containing very little moisture (2–5% water) to clean sofas and carpets without soaking the inner padding or backing, allowing fast drying	Brand-Taski Model-Foam Generator or 230/240	Any other equivalent	Any other equivalent	ABC – 1 Main Campus – 1	2		
23	Dehumidifier	Extracts excess water vapor from the indoor air to lower and control relative humidity levels	Brand-Industrial Model-Dehumidifier	Brand-Industrial Model-Dehumidifier	Brand-Industrial Model-Dehumidifier	ABC – 1 Main Campus – 1	2		
GRAND TOTAL									

TABLE-C

CONSUMABLES REQUIREMENT						
Consumables required for Supreme Court Premises						
A	B	C	D	E	F	G
S. No.	Consumable Items	Application and Quality parameter	Unit Value	Approx. Monthly Quantity to be provided	Per Unit cost for each consumable item (inclusive all Govt. Levies, etc.)	Total Cost Per Month for Quantity mentioned in Column D (inclusive all Govt. Levies, etc.)
1.	(Godrej) Air Pocket	Compact gel based air freshner, used to neutralize unpleasant odour for upto 30 days	No.	54 (24 + 30)		
2.	Bamboo Stick	For cleaning and reaching high or difficult areas	No.	55 (25 + 30)		
3.	(Gaiinda) Black Phenyl	For cleaning and disinfecting floors, toilets and common areas	L	40 (20 + 20)		
4.	Bleaching Powder	Effective disinfectant and algae remover, used in toilets, drains and sanitary areas	Kg	25 (20 + 5)		
5.	Brasso	Used for polishing brass and other metal fittings	ml	10 (5 + 5) (300 ml each)		
6.	(Diversey) Carpet Brush*	Used for cleaning carpets, comes with strong and durable bristles	No.	25 (10 + 15)		
7.	Choke Pump	Used for removing blockages from toilets, washbasins and drains. Should be strong and easy to use	No.	30 (15 +15)		
8.	Cleanzo (White Phenyle)	Used for effectively cleaning floors and other washable areas	L	550		
9.	Cobweb Brush (Jala Brush)	Used for removing cobwebs from walls, ceilings and high areas. Comes with strong handle and suitable bristles	No.	30 (15 +15)		
10.	Compound Broom	Used for sweeping outdoor areas, pathways, and open spaces. Should be strong and durable.	No.	10		

11.	(Kiwi) Drainex Powder (Pkt)	Used for effectively cleaning drain blockages	No.	200 (100 +100)		
12.	(Taski) Dry Mop (Dust Control)*	Used for effectively cleaning indoor floors without spreading dust, should have microfibre mop head	No.	85 (25 + 60)		
13.	(Gala) Dust Pan	Used for collecting dust and waste after sweeping, should be strong and durable	No.	60 (30 + 30)		
14.	Duster Big (in dozen)	Used for cleaning furnitures, tables, and other surfaces. Should be soft, absorbant and washable	No.	55 (25 + 30)		
15.	(Diversy) Duster Microfiber*	Used for effectively cleaning glass, furniture and other delicate surfaces. Should be durable and shrink resistant	No.	130 (50 + 80)		
16.	Duster Yellow	For routine cleaning of furniture and surfaces. Should be soft, absorbant, and washable	No.	96 (36 + 60)		
17.	(Diversy) Emeral Plus*	Multi surface creme cleaner for effectively cleaning and polishing, without damaging the surface	L	30 (5 + 25)		
18.	Face Mask	Used by staff during cleaning work. Should be clean, comfortable and provide basic protection	No.	150 (50 + 100)		
19.	Fena/ Vim or Equivalent	Used for removing dirt, grease, and heavy stains from washable surfaces	Kg	140 (70 + 70)		
20.	(Godrej) Hit (Black)	Used for controlling insects in offices, toilets, and other areas	ml	40 (20 + 20) (400 ml each)		
21.	Floor Swab (Big)	Used for wet cleaning of large floor areas, should be absorbent and durable	No.	450 (200 + 250)		
22.	(Reli) Garbage Bag	Used for collecting and carrying waste from the premises. Should be environment friendly, strong, colour coded, and not easily tear or leak(may vary in sizes)	Kg	400 (150+250)		

23.	GPS	Used for routine and effective cleaning of floors and other areas	L	04 (2 + 2)		
24.	(Hillson) Gum Boot (Pair)	Used by housekeeping in cleaning wet areas. Should be waterproof and have a good grip.	Pair	07 (2 + 5)		
25.	Gunny Bag Plastic	Used for collecting and carrying material. Should be strong and tear-resistant.	No.	60 (30 + 30)		
26.	Hard Broom (Tilli Jhaadu)	Used for sweeping outdoor and rough floor areas. Should have strong and durable bristles.	No.	240 (100+140)		
27.	Iron Patti (Flat metal scraper)	Used to scrape off tough stains, dried paint, grease, cement patches and accumulated grime and floors and walls. Should be durable and rust free.	No.	50 (15+35)		
28.	(Diversy)Jobby Dust Pan*	Used for collecting dust and waste during cleaning. Should be strong and easy to handle.	No.	10 (4+6) (For 3 Months)		
29.	(Diversy) Jontec Ternova*	Used for the crystallization of all calcareous stone flooring such as marble travertine, calcareous terrazzo etc. Should render shine and protection to the surface.	L	40 (10+30)		
30.	(Diversy) Kentucky Mop*	Used for wet mopping of office floors and common areas. Should be absorbent and durable.	No.	32 (12+32)		
31.	(Scotch- Brite) Kitchen Wiper	Used for removing water from kitchen and wet floor areas. Should have a durable rubber blade and strong handle.	No.	37 (12+25)		
32.	(Diversy)* Liquid Soap (Handwash) [Softcare, Fem, Savlon, Santoor, Dettol]	Used in washrooms and handwashing areas. Should provide effective hand cleaning and be skin-friendly.	L	1000 (400+600)		
33.	(Wonder Fresh) Naphthalene Balls	Used in toilets, washrooms, and other designated areas for providing effective odour and insect control.	Kg	45 (15+30)		
34.	(Diversy) Nobile Plus*	Used for routine cleaning of designated areas. Should render shine and protection to the surface.	Kg	04 (2+2)		

35.	Odonil (50 gm Packet)	Used in washrooms, offices and common areas for providing a pleasant and long-lasting fragrance.	No.	420 (120+300)		
36.	(Diversey) POG*	Used for removing dirt and stains and provide effective cleaning of surfaces and removing stains.	No.	04 (02+02)		
37.	(Taski) Red Pad*	Used with floor- cleaning machines for routine floor maintenance. Should be durable, effective, and not damaged the floor.	No.	15 (5+10)		
38.	(Scotch- Bright) Rubber Gloves (Pair)	Used by staff for safe handling of cleaning material, waste, and chemicals. Should be waterproof, flexible and durable.	Pair	140 (40+100)		
39.	(Scotch Brite) Scrubber	Used for cleaning fittings and other hard surfaces. Should be durable and suitable for scrubbing without damaging the surface.	No.	250 (100+150)		
40.	Soft Broom (Phool Jhaadu)	Used for removing fine dust from indoors. Should have soft and dense bristles and be long lasting.	No.	110 (50+60)		
41.	(Diversey) Spiral*	Used for routing housekeeping work in the premises. Should be able to provide effective cleaning.	L	5		
42.	Spray Bottle	Used for spraying cleaning chemicals on required surfaces. Should be strong, leak-proof and easy to use.	No.	48 (24+24)		
43.	(Diversey) Squeeze*	Used for removing water from floors and glass surfaces. Should have a strong handle and durable rubber blade.	No.	8 (2+6)		
44.	(Diversey) Taski-R1*	Used in toilets and washrooms for effectively cleaning toilet and sanitary surfaces.	L	120 (60+60)		
45.	(Diversey) Taski-R2*	Used for effectively cleaning floors, walls and other washable surfaces.	L	170 (70+100)		
46.	(Diversey) Taski-R3*	Used for windows, glass doors, and glass partitions. Should give a	L	120 (50+70)		

		clean and clear finish to the surface.				
47.	(Diversey) Taski-R4*	Used for furniture and designated surfaces in offices and chamber. Should effectively clean and maintain furniture and suitable surfaces.	L	90 (10+80)		
48.	(Diversey) Taski-R5*	Effectively controls unpleasant odour and provides fragrance in washrooms, offices and common areas.	L	50 (10+40)		
49.	(Diversey) Taski-R6*	Toilet Cleaner, used to effectively remove lime scale deposits and stubborn stains, leaving toilet bowls & urinals sparkling clean.	L	300 (100+200)		
50.	Toilet Brush (With Holder)	Used for cleaning toilets and sanitary fittings. Should have strong bristles and a durable holder.	No.	65 (30+35)		
51.	Toilet Roll	Used in washrooms throughout the premises. Should be soft, hygienic, absorbent and biodegradable.	No.	900 (400+500)		
52.	(Diversey) TR-101*	Used for safe, gentle and effective cleaning of carpet and upholstery surfaces. Should be pH neutral.	L	35 (10+25)		
53.	(Diversey) TR-103*	Used for deep cleaning carpets and upholstery, as well as for spot and stain removal. Should be specialized, mildly alkaline, effective, and not damage the surface.	L	35 (10+25)		
54.	(Sani Fresh) Urinal Cubes	Used in urinals and washrooms to control bad odour and help maintain hygiene.	No.	20 (10+10)		
55.	(Diversey) White Pad*	Used for cleaning and polishing floor surfaces as applicable. Should be soft, effective, and not damage the floor.	No.	24 (6+18)		
56.	(Scotch-Bright)Wiper with Rod	Used for removing water from floors and wet areas. Should have a strong rod and durable rubber blade.	No.	125 (50+75)		
57.	Dustbin 60 Ltr. (with wheel)	Used for collecting waste in offices and common areas. Should be strong, durable and easy to clean.	No.	20 (10+10) (3 months)		

58.	(Nayasa)Bucket Plastic	Used for carrying water and cleaning materials. Should be strong, durable, leak proof, and crack-resistant.	No.	10 (5+5)		
59.	Feather Brush	Used for dusting delicate surfaces, furniture and fittings. Should be soft and lightweight.	No.	20 (10+10)		
60.	(Nayasa) Mug Plastic	Used in washrooms and other designated areas. Should be strong, durable, leak proof, and crack-resistant.	No.	30 (15+15)		
61.	(Godrej) Room Freshener	Used in offices, chambers, washrooms and common areas to provide a pleasant fragrance and control bad odour.	No.	20 (10+10)		
62.	Caution Board	Used to warn people about wet floors or cleaning work. Should be brightly coloured, clearly visible and stable.	No.	20 (10+10) (For 6 months)		
63.	(Diversey) Taski-D7*	Used for polishing stainless steel doors and outside surfaces. Should be specially formulated and protect against grease and water splashes and leaves surface with a bright finish.	L	40 (10+30)		
64.	(Diversey) Taski-R9*	Used for effectively cleaning and removing deposits and stains from toilet, washroom, and sanitary areas.	L	50 (10+40)		
65.	R6 Dispensing Bottle*	Used for dispensing Taski-R6. Should be strong, leak-proof, easy and effective to use.	No.	60 (30+30)		
66.	(Diversey) Taski-Jontec Lenio*	Used for putting a slip resistant, satin like protective film on wooden and parquet floors to protect them from humidity and premature wear. Should be solvent free, waterbased wax dispersion, with a fresh fragrance.	L	25 (20+5)		
67.	Automatic Aroma Diffuser	Used for automatically maintaining a pleasant fragrance in designated areas.	No.	24 (12+12) (Yearly)		

68.	Diffuser Essence Oil (Lemongrass, Lavender, Jasmine, Musk)	Used for providing a organic, pleasant and consistent fragrance in the premises.	L	06 (3+3)		
69.	D Thrine Liquid (Diversey)*	Used to rapidly knock down and control pests like cockroaches, houseflies, and mosquitoes. Should be highly effective, odorless, and stain-free synthetic pyrethroid insecticide.	L	10 (5+5)		
70.	(Diversey) Double Bucket Wringer Mop Trolley*	Used for carrying water and cleaning materials and for mopping floors. Should be easy to move, strong, durable, leak proof, and crack free.	No.	45 (15+30) (Yearly)		
71.	(Diversey) Taski Microfibre Wall Mop*	Used for effectively cleaning walls and hard to reach areas. Should have a good head and strong handle	No.	20 (10+10)		
72.	Dettol	Proprietary Disinfectant	L	07 (5+2)		
73.	(All Out)Mosquito Repellent Machine	For prevention of mosquito in indoor areas	No.	20 (10+10) (Yearly)		
74.	(All Out) Mosquito Repellent Refill	For prevention of mosquito in indoor areas	No.	40 (20+20)		
75.	(Diversey) Taski Caddy Basket*	For carrying cleaning equipment and agents in an organised manner. Should be strong, durable and user friendly	No.	36 (6+30) (Yearly)		
76.	(Diversey) Hand Held Manual Sweeper*	For removing dust from upholstery. Should have rotatory brush with collection box, be durable, and user friendly.	No.	06 (3+3) (6 months)		
77.	Min Cream	For cleaning and polishing different surfaces (all purpose polish).	No.	10 (5+5) (100 ml bottle each)		
78.	(Yonill) Deck Brush	For cleaning and scrubbing hard floor surfaces manually. Should have bristles, strong joints and strong handles.	No.	18 (6+12) (Yearly)		

79.	Dustbin 120 L (with wheel)	Used for collecting waste in offices and common areas. Should be strong, durable and easy to clean.	No.	04 (2+2) (4 months)		
80.	(Diversey) Taski Suma D-Scaler*	Used for removing hard water deposits and stains from toilets, taps, and sanitary fittings without damaging the surface	L	15 (5+10)		
Grand Total						

IMPORTANT NOTE: PRICE BREAK-UP AS PER TABLES A(I) & A(II), B and C ARE TO BE MANDATORILY SUBMITTED WITH THE FINANCIAL BID. DO NOT SUBMIT THE SAME WITH TECHNICAL BID OR ELSE THE BIDS WILL NOT BE CONSIDERED

Note :

(i) The Tenderer will be evaluated based on meeting the tender criteria and shall normally be awarded to the lowest evaluated quotationer, on aggregate basis in Total of Tables A(I) & A(II), B and C above, with a view to have single point of contract (SPOC) and whose bid would be found to be responsive and who is eligible and qualified to perform the contract satisfactorily.

(ii) Colour coded material to be used by the vendor to uphold hygiene practices. Different colour codes for toilets, general public areas and food preparation areas to be used.

*(iii) The quality of the cleaning agents and cleaning manual equipment should be based on safety, efficacy, effective and sustainability. The agents should be industry renowned ensuring highest cleaning standards (*Diversy brand or equivalent, conforming to the specified technical specifications). The consumables should be able to deliver highest standard of cleanliness, efficiency and operational excellence.*

(iv) The successful Bidder/ Tenderer shall provide additional quantity of consumables as mentioned against each in Table C as and when requisition by the Registry and no cost in relation to increase in quantity upto 10% will be paid by the Registry.

TABLE-D
FREQUENCY SCHEDULE & PERFORMANCE STANDARD FOR CLEANING

Surface / Item	Tasks to be Completed with Frequency	Mechanical Cleaning Equipment Required	Performance Standard
Boundary Wall (stone, gates and grills)	Daily: Dry dusting in security rooms at gates; Weekly: Brass polishing; Once in 6 months: Pressure washing entire compound wall	High Pressure Water Jet	Dust free, Cobweb free, Well maintained, No unwanted weed growth, No posters/ads, Stain and tarnish free
Blinds / Curtains	Monthly: Vacuum / dust blinds or curtains, including headers; spot-clean and realign	Vacuum cleaner with suitable attachment	Dust-free, clean and properly aligned

Brass / Metal decorative items / SS or Chrome fixtures	Daily: Dusting; Weekly/ Fortnightly: Polishing		Clean, shining and free from tarnish/ fingerprints
Ceiling / High level dusting	Weekly: Remove cobwebs and carry out high-level dusting, including corners and areas around vents Quarterly: Vacuum cleaning (for non-metallic false ceiling); damp dusting and stop removal (metallic false ceiling)	Vacuum / telescopic dusting equipment	Dust-free and cobweb-free
Doors / Name plates	Daily: Dust and wipe doors, frames, handles, name plates / signage; check operation and visibility; Weekly: Polish brass handle and name plates; overall stain removal		Clean, dust-free, and properly maintained. Brass parts to be tarnish free and shining.
Dado (Korean Stone / Granite / Wood / Paint / Acrylic Sheet) / Wooden pillars / Partitions	Weekly: Dust; Remove cobwebs and stains; Periodic: Carry out polish touch-ups where applicable		Free from dust, stain, and cobwebs
Door mats	Daily: Vacuum clean; Weekly: Shampoo (with pile material); rubber (pressure clean)	Vacuum cleaner, high pressure jet cleaner	Clean, stain free, well placed
Dustbins	Daily (on requirement more than once): Clear dustbin (before it is 3/4 full); line / reline dustbin with colour coded garbage bag; place at the designated place, wash and scrub at the end of the day.		Clean, well placed, colour coded with liner, lid clean and closed, lid and dustbin to be of same colour, not damaged
Floor: Carpet / rugs	Daily: Vacuum / brush carpet or rug; remove visible stains and litter; raise and align pile; Fortnightly: Vacuum below and behind furniture; Monthly: Deep cleaning using Injection Extraction; Quarterly: Shampooing	Vacuum cleaner; carpet injection extraction machine, wet vacuum, single disc with foam generator	Dust-free, stain-free, odour-free and well maintained
Floor: Marble / Granite / Kota floor / Terrazzo / Tiles / Cemented / Sandstone / Wood	Daily: Sweep / dry mop and damp mop the floor; remove spills, stains and litter; clean corners and skirting; Weekly: Mechanical scrubbing and polish, (buffing twice a week except tiles, cemented & sandstone); Crystallization (as per requirement) Fortnightly: Scrub skirting	Mechanical / manual sweeper; Scrubber-drier, Single disc; High pressure jet cleaner, Burnishing	Clean, litter-free, stain-free and free from mop marks; high gloss (where ever applicable); skirting clean; not damaged
Floor: Tar / Concrete / External roads / Parking	Daily (before 9 am): Sweep (mechanically) and remove litter, debris and standing water; clean tactile paths and accessible external surfaces, clean and check road marking; pressure wash,	Mechanical sweeper; High pressure jet cleaner	Free from litter, debris, loose material and water accumulation, clean tactile paths and accessible external

	Monthly: Drain cleaning		surfaces, clean roads & parking areas
Furniture / Upholstery	Daily: Dust /vacuum all surfaces and upholstery; clean glass tops; remove stains; check stability; Weekly: Polish; stain removal & upholstery shampoo (as and when required);	Vacuum cleaner, Injection extraction machine, Wet vacuum cleaner	Dust-free, clean, properly arranged and polished where applicable, even shine (for polished furniture); glass surface stain and smudge free; free from damage
Lighting Fixtures / Electrical fixtures	Daily: Dusting (up to 6 feet) Weekly: Dusting (till ceiling height)	Telescopic cleaning equipment	Dust-free, clean and functional; no cobwebs around the fixtures
Porch glass / Fibre sheds	Periodic: cobweb removal, clean nest (if any)	Telescopic cleaning equipment	Clean, clear and free from dust, stains and bird droppings
Pictures / Picture lights	Daily/Weekly: Dust		Dust-free, clean, and properly aligned
Red sandstone wall / façade	Weekly: High pressure jet cleaning, removal of water marks (below drains)	High pressure jet cleaner	Free from dust, dirt, stains, algae and visible deposits
Road lights / LED street lights	Monthly: Dust	Telescopic dusting equipment	Dust-free, clean and functional
Racks - Library & Record room	Daily: Dusting, mopping floor under racks / compactors; Weekly: Scrub floor under racks	Back pack vacuum	Dust free, metal surface not tarnished, floor below racks clean & stain free
Stone jali / Partitions	Weekly: Dust from top to bottom; remove cobwebs and stains	High pressure jet cleaner to be used (where suitable)	Dust-free, cobweb-free and free from accumulated dirt and stains
Staircase	Daily: Sweep / mop; dust the railings and window glass frames Weekly: Remove cobwebs, dust walls; remove stains & polish the metal railing (if not painted); scrub tread and riser; emergency door - check operation, clean, remove stains; fire exit signs - clean and operational; fire safety equipment - dust free	Vacuum cleaner	Clean, stain free, windows clean, ventilators clean, railing - clean, shining & stain free; no cobweb
Signage / Fire extinguishers	Daily: Dust		Dust-free, clean, properly aligned and clearly visible
Toilets	Daily: Clean and disinfect WC, wash basin / vanity and fittings; mop floor / tiles; clean mirror; replenish amenities; clear dustbin; Clean and wipe SS / Chrome fittings; Dust electrical fixtures (Switch board); Dust window and window ledge Weekly: Polish SS / Chrome fixtures, Scrub tiles (Wall & Floor); Clean grouting; Clean window (Glass cleaning); Stain removal (if any); High level dusting; Cobweb removal;	Scrubber-drier, wet-dry vacuum, high pressure jet cleaner, glass cleaning kit	Spotless, hygienic and odour-free; in working conditions; no water marks; no dust; dustbin and drains not overflowing; amenities well stocked; drain clean

	Scrubbing below vanity counter; Sanitising high touch areas; Cleaning of dustbins (<i>In high traffic areas bathroom cleaning to be done 4 times a day; less traffic areas at least 2 times a day</i>)		
Terrace	Weekly: Sweeping and weed removal	Manual sweeper	Clean, no weeds, mumty clean & well painted, boundary wall clean (from inside and outside)
Telephones	Daily: clean, stain free, clean the liner, check telephone list (in terms of cleanliness) Twice in a week: Disinfect		Clean, stain free, smells clean
Façade glass / High level Glass	Periodic: Deep-clean glass and ledges; (to the level reachable using telescopic pole)	Telescopic glass-cleaning equipment	Clear, streak-free, lint-free and free from dirt/water marks
Windows / Frames / Ledges	Daily: Dust frames and ledges; clean glass to remove fingerprints, smudges and water marks Weekly: Deep-clean glass, frames, tracks, handles and ledges; polish brass handles (where applicable)	Glass cleaning equipment / vacuum cleaner	Glass clear and streak-free; frames / ledges dust-free. Brass parts to be tarnish free and shining
Wall - Painted / dado	Weekly: Dust from top to bottom; remove cobwebs and stains	Telescopic cleaning equipment	Dust free, stain free and cobweb free
Wallpaper	Weekly: Dust from top to bottom; remove cobwebs and stains	Telescopic cleaning equipment, vacuum cleaner	Dust free, stain free, cobweb free and intact
Walls - laminate	Weekly: Dust from top to bottom; remove cobwebs and stains	Telescopic cleaning equipment	Dust free, stain free, cobweb free and finish maintained
Wall - Upholstered	Weekly: Vacuum upholstery, polish wooden / metal parts, stain removal, deep cleaning with injection extraction (as and when required)	Vacuum cleaner (back pack); carpet injection extraction machine	Dust-free, clean and spot-free

Note: Frequency may vary depending on degree of soiling, type of area, amount of traffic in the area and as per requirements. The method of cleaning, frequency, and supervision shall be designed to ensure the highest standards of cleanliness and hygiene without any compromise.

<u>TABLE-E</u> <u>DETAILS OF QUALIFICATIONS, ROLES & RESPONSIBILITIES AND SKILL SET</u> <u>REQUIRED FOR CONTRACTUAL MANPOWER</u>				
Sr. No.	Category of Manpower	Qualification	Roles & Responsibilities	Skillset
1.	Supervisor (Skilled)	1. 10+2 with preferably 3 years experience in related field. 2. Technical knowledge in Housekeeping.	1. Supervision of the Housekeeping activities 2. Handling and monitoring complaint. 3. Ensures proper use of materials/equipment 4. Manpower support, emergency readiness, training, discipline, inventory and coordinating with Caretaking. 5. Any other duty assigned.	1. Supervisory skill 2. Communication skill 3. Interpersonal skill 4. Soft skill 5. Eye for detail
		Graduate/10+2 with relevant experience in housekeeping, hospitality or guest house management. Minimum 3 years' supervisory experience desirable.	Supervision of Room Boys and housekeeping staff; monitoring cleanliness and upkeep of Guest House premises; preparation of duty rosters; maintenance of attendance records; coordination with Guest House administration; ensuring adherence to prescribed standards of service and prompt redressal of deficiencies/complaints.	Supervisory ability, communication and coordination skills, record keeping, team management, housekeeping operations, problem solving.
2.	Room Boys (Skilled)	Minimum 10th Pass with experience in hospitality, guest house or housekeeping services.	Cleaning and upkeep of guest rooms and attached facilities; change of linen and replenishment of room amenities; preparation of rooms prior to occupation; attending to routine requirements of guests; ensuring cleanliness, hygiene and proper presentation of allotted areas.	Housekeeping skills, guest service etiquette, communication skills, cleanliness and hygiene management, ability to perform assigned duties efficiently.
3.	Facility Manager (Highly Skilled)	1. Graduate in any discipline/diploma in Hotel management or Sanitary Inspector or equivalent with minimum 5 years experience.	1. Responsible for smooth day-to-day facility operations through regular inspection of respective assigned areas. 2. Supervise manpower, equipment, material usage, manage complaints, records, support safety, emergency preparedness and special events closely with Caretaking Branch. 3. Any other duty assigned.	1. Soft skill 2. Eye for detail 3. Communication skill 4. Problem solving skill 5. Management and supervision skill 6. Technical knowledge
4.	Trained Personnel (Highly Skilled) (Help Desk Coordinator)	1. Graduate in any discipline 2. Computer literate and fluent in English & Hindi 3. Preferably 3 years'	1. Act as operational link between Registry and service provider. 2. Monitoring deployment and work allocation 3. Coordinating complaint	1. Communication skill 2. Soft skill 3. Interpersonal skill 4. Problem solving skill

		experience in public dealing	resolution 4. Maintains record through assigned Supervisor & submits daily reports. 5. Handling Help Desk 6. Any other duty assigned.	
5.	Chauffeurs/ Drivers (Skilled)	As per requirement of the user branch	The Chauffeur shall be responsible for the safe, efficient and proper driving, upkeep and maintenance of the official vehicle; ensuring its cleanliness, roadworthiness and timely servicing; observing all traffic rules and safety precautions; maintaining prescribed vehicle, fuel and mileage records in logbook; Reporting of accidents and other incidents promptly; performing local and outstation official journeys as directed; ensuring the security and proper custody of the vehicle; and carrying out such other lawful duties as may be assigned by the competent authority from time to time.	The Chauffeur should possess valid driving licence alongwith sound driving skills, thorough knowledge of traffic rules and road safety practices, basic knowledge of automobile maintenance and troubleshooting, navigation and route-planning skills, defensive and emergency driving skills, good communication and interpersonal skills, punctuality, discipline, reliability, confidentiality, and the ability to maintain prescribed vehicle and journey records. The chauffeur should have the proficiency in driving all type of vehicles like, two wheelers, three wheelers, four wheelers.
6.	Cook/ Halwai-cum-Cooks (Highly Skilled)	10th Pass	1.Prepare meals, snacks, sweets and Halwai items as per the approved canteen menu. 2. Ensure timely preparation with proper taste, quality, quantity and presentation. 3.Maintain food hygiene, kitchen cleanliness and safe handling/storage of ingredients. 4.Coordinate with Assistant Cooks and Stewards for smooth canteen operations. 5.Prepare food/refreshments for official meetings, functions and authorised visitors, as required.	1.Proficiency in Indian cuisine, snacks, sweets preparations. 2. Ability to prepare food in bulk while maintaining consistent taste and quality. 3. Knowledge of food hygiene, sanitation, storage and safe kitchen practices.
7.	Assistant Cook/ Assistant Halwai-cum-Cooks	10th Pass	1. Assist the Cook/Halwai in preparation of meals, snacks, sweets and other canteen items. 2. Maintain cleanliness and hygiene of the kitchen, utensils and work	1. Basic knowledge of Indian cooking, snacks and Halwai preparations. 2. Ability to assist in bulk food preparation

	(Skilled)		areas. 3. Assist in timely preparation and service of food, including for official meetings/functions.	efficiently. 3. Knowledge of food hygiene, sanitation and safe handling of ingredients.
8.	Steward (Semi Skilled)	10th Pass	1. Serve food, beverages and refreshments to officers and staff. 2. Maintain cleanliness and hygiene of dining and service areas before and after service. 3. Assist in serving during official meetings, functions and other departmental events, as required.	1. Basic knowledge of food and beverage service. 2. Good serving etiquette and communicating nicely with officers, staff and visitors. 3. Knowledge of cleanliness, hygiene and proper handling of crockery/cutlery.
9.	Gym Instructors (Highly Skilled)	1. Graduate in related discipline 2. Certificate(s) in related field desirable 3. Knowledge of operating fitness equipments 4. Preferably 3 years' experience in related field	1. Teaching correct techniques and supervision; 2. Ensuring equipments are used correctly and safely; 3. Design basic workout routines according to individual needs; 4. Maintenance of records related to attendance, training and equipment usage	1. Fluency in English and Hindi 2. Understands exercise physiology 3. Has good instructional ability with politeness 4. Knowledge of safety and first aid protocols including injury prevention and management 5. Knowledge of nutrition etc.
10.	Multi Tasking Service (Highly Skilled) For Airport Assistance to Protocol	As per requirement of the user branch	To provide protocol assistance at the Airport in connection with the arrival, departure and movement of Hon'ble Judges, their family members, relatives and guests; receive and assist such persons; facilitate their movement within designated areas; assist with luggage related requirements; coordinate, as required, with concerned Airport, airline, security and other officials; attend to urgent, last minute and unforeseen protocol assignments; and perform other duties assigned by the Protocol Section from time to time.	Effective communication and interpersonal skills; ability to speak in Hindi and English; courteous and professional public dealing; responsiveness to instructions; alertness and presence of mind; basic general awareness; appropriate conduct and presentable appearance; coordination and organisational ability; and capacity to work efficiently in a time sensitive environment and respond to urgent protocol requirements.
11.	Guides (Highly Skilled)	As per requirement of the user branch.	To facilitate regulated visits of students from Colleges/Universities to the Hon'ble Supreme Court; receive and guide visiting groups; accompany students to designated	Effective verbal communication and public-dealing skills; ability to speak in Hindi and English; ability to

			visit points, including Court Rooms, the National Judicial Museum and Archives, and the Judges' Library; regulate orderly movement of visitors; provide necessary information and instructions; coordinate with concerned officials and branches including places of interests/movements in and around Delhi; and perform other visitor facilitation duties assigned by the Protocol Section.	address and manage groups; courteous and presentable manner; patience and alertness; organisational and coordination skills; ability to interact effectively with diverse stakeholders; and capacity to maintain discipline and orderly movement during group visits.
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2.2 Manual bids shall not be accepted under any circumstances. The offer submitted by fax/e-mail or Financial bid information under technical bid shall not be considered. No correspondence will be entertained in this matter.

2.3 The bids/ tenders are to be submitted online on GeM Portal in strict compliance to the schedule mentioned in the Critical Date Sheet given under Para 2.1.

2.4 Tender Documents/ ATC documents and GeM Bid Document are also available on the website of the Supreme Court of India i.e. <https://www.sci.gov.in/notice-category/tenders/> (for reference only).

2.5 The bidder/ tenderer-firms are advised to regularly visit GeM Portal/ website of the Supreme Court of India/ notice board of the Registry for any updates, corrigendum, etc., related to the subject under reference, which will be intimated through the above mentioned portal/website only. **No individual correspondence shall be entertained in this regard.**

3. SCOPE OF WORK:

3.1 The scope of work encompasses comprehensive maintenance, housekeeping, mechanized cleaning, and conservancy services across the entire Supreme Court of India ecosystem. This includes the Supreme Court Main Building, the expansive Administrative Buildings Complex (ABC) with multi-level basements containing specialized Italian marble/granite flooring, and courtyards, Lawyers Chambers blocks (including the M.C. Setalvad and C.K. Daphtary buildings) and the Supreme Court Guest House at Prithviraj Road, New Delhi. The selected agency will be responsible for maintaining pristine standards of hygiene across diverse architectural surfaces, such as red sandstone, Kota stone, vitrified tiles, specialized wall linings, glass fixtures, public corridors, and extensive washroom facilities by ensuring highest standard of cleanliness, efficiency and operational excellence while meeting the statutory requirements as envisaged in this Notice Inviting Tender (NIT).

3.2 Given that these premises experience high daily footfall from litigants, advocates, and dignitaries, the services must integrate advanced mechanized cleaning techniques with eco-friendly consumables. Operations will cover regular sweeping, scrubbing, vacuuming, waste management, and upkeep of connecting subterranean motorways, pathways, parking areas, and open courtyards. The contractor must deploy requisite personnel; modern machinery; effective & efficient cleaning agents and rigorous supervision to ensure immaculate cleanliness, and

uninterrupted sanitation services across all administrative offices, judicial blocks throughout the duration of the contract. **The highest standards of cleanliness, efficiency and operational excellence must be delivered by the Service Provider without any compromise.**

3.3 The Service Provider shall deploy qualified, trained, skilled and experienced manpower, as indicated in the Table-E, for providing the required services, including chauffeurs, guides, cooks, stewards, gym instructors, room boys and other categories of personnel as may be required by the Registry and shall be capable of efficiently meeting the requirements of the Registry.

➤ **ELIGIBILITY AND SELECTION CRITERIA:**

4.1 Bidder/ tenderer firms who strictly fulfill the eligibility conditions as given hereinunder may upload the technical bid along with the scanned copy of the following documents failing which their bid(s)/ tender(s) shall be rejected summarily:

(i) The bidder should be in active and continuous existence in India for a minimum of last 7 years as on the closing date of bid submission, possessing valid statutory registrations including PAN, GST, Labour License, EPFO, and ESIC, along with valid ISO 9001, 14001, and 45001 certifications.

(ii) The bidder must have achieved a minimum average annual turnover of Rs.225 Crores from manpower or facility management services over the last 5 financial years.

(iii) Submit a Rs.15 Crores bank solvency certificate, and deposit the required Earnest Money Deposit subject to applicable MSME/NSIC rules.

(iv) The bidder must demonstrate past experience with Government, PSU, or Autonomous bodies through either one completed work order worth Rs.36 Crores, two work orders worth Rs.22.50 Crores each, or three work orders worth Rs.18 Crores each, alongside three existing active contracts worth Rs.15 to 20 Crores each.

(v) The bidder should maintain a fully functional office in Delhi/NCR, have a direct payroll strength of at least 1,500 operational personnel, and possess the capability to deploy resources within a 10 km radius of the Supreme Court of India entirely at their own cost.

(vi) The bidder should have a clean record without any history of blacklisting or debarment by Government Authorities, and must commit to strict compliance with all applicable statutory labor laws.

Note: The bidder must note that no exemptions from technical requirements are granted to MSMEs or Startups pursuant to General Financial Rules (GFR) 2017 and that the price break-up tables must be strictly excluded from the technical bid and submitted only with the financial bid.

(vii) The bidder must submit a signed and stamped copy of the duly filled Technical Bid Proforma covering turnover, GST, PAN, and other statutory requirements as per the format provided at **Annexure-A**.

(viii) The bidder must submit a signed and stamped copy of the Undertaking or Declaration as per the format provided at **Annexure-B** on the official letterhead of the bidding firm.

(ix) The bidder must submit a signed and stamped copy of the duly filled Mandatory Checklist of Documents as per the format provided at **Annexure-C** on the official letterhead of the bidder or tenderer.

5. SELECTION CRITERIA

S.No.	Technical qualification parameter	Max Marks	Set Cut off marks	Documents required
1	Average Annual Financial Turnover as per Annexure ‘A’	25	20	Refer Annexure ‘A’
	a) < than Rs. 225 Crore (Cr.)	0		
	b) Between Rs. 225 Cr. and Rs. 500 Cr.	20		
	c) > than Rs. 500 Cr.	25		
2	Past Experience Criteria as per Annexure ‘A’	25	20	Refer Annexure ‘A’
	a) < than 5 years	0		
	b) Between 5 years and 7 years	20		
	c) > than 7 Years	25		
3	Existing minimum three Work Orders/Contracts As per Annexure ‘A’	25	20	Refer Annexure ‘A’
	a) < than Rs. 15 Cr.	0		
	b) Value between Rs. 15 Cr. and 20 Cr.	20		
	c) > than Rs. 20 Cr.	25		
	<i>Note: If 2 contracts are submitted to claim 20 points under this criterion and 1 contract to claim 25 points, only 20 points will be awarded as it represents the majority, and vice versa</i>			
4	Payroll Strength as per Annexure ‘A’	25	20	Refer Annexure ‘A’
	a) < than 1500	0		
	b) Between 1500 and 2000	20		
	c) > than 2000	25		
	Minimum qualifying marks = 80	Max. Total Marks – 100	Set Cut off marks – 80	

NOTE: The bids submitted by the bidders/ tenderers who/which do not meet the above specified eligibility and selection criteria and documents not submitted in conformity to the above shall be summarily rejected.

6. BID SUBMISSION

6.1 The bidders/ tenderers are required to submit **Earnest Money Deposit (EMD) i.e. Rs. 80,00,000/- (Rupees Eighty Lakhs only)** in the form of Demand Draft (DD) or Bank Guarantee or FDR (as per bank standard format) issued by a scheduled commercial bank valid for 6 months from the issuance date of this NIT in favour of **“The Registrar, ‘Supreme Court of India’ payable at New Delhi”**, in a separate sealed envelope/ cover (superscribing the title of this GeM Bid and EMD). The sealed envelope/cover containing EMD shall be addressed to **Additional Registrar (AM), Supreme Court of India, New Delhi**, so as to reach Registry’s R&I Counter No.25 or 26 at Main Building, Supreme Court of India, New Delhi-110001 **on or before**

21.11.2026 upto 01:00 PM. Scanned copy of the DD or Bank Guarantee shall be uploaded by bidders on the GeM Portal before **“EMD submission End date and Time”**, failing which the bid shall be treated as incomplete and shall lead to rejection of the bid by buyer without making any reference to the bidder.

6.2 **Exemption Clause:** The bidder seeking EMD exemption must submit the valid supporting document for the relevant category as per GeM GTC with the bid on or before Bid Submission End Date. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. **Traders are excluded from the purview of this policy.** Tenders not accompanied by either EMD or relevant Exemption certificate are liable to be rejected.

6.3 EMD of the unsuccessful bidders/ tenderers would be returned after the contract has been finally awarded to the successful bidder/ tenderer and no interest will be payable on EMD.

6.4 The EMD made by the bidder will stand forfeited if:

- a) Bidder withdraws its bid before opening of the bids.
- b) Bidder withdraws its bid after opening of the bids but before Notification of Award.
- c) Selected Bidder withdraws its bid / Proposal before furnishing Performance Bank Guarantee.
- d) Selected Bidder fails to accept the order within five days from the date of receipt of the contract letter.

7. INSTRUCTION TO BIDDERS/ TENDERERS

7.1 The bidders/ tenderers must read all the instructions, terms & conditions and specifications carefully and ensure compliance therewith. Failing to furnish all the information as required by the tender document in any respect will be at the risk of the concerned bidder/ tenderer and may result in rejection of the bid/ tender.

7.2 The bidders/ tenderers must be registered with Employees State Insurance Corporation (ESIC), Employees Provident Fund Organization (EPFO), Income Tax, GST & all other statutory bodies and shall comply with all relevant and existing Labour Legislation and Acts such as Minimum Wages Act, Contract Labour (Regulation & Abolition) Act, 1970 (CLRA), Workmen's Compensation Act, Payment of Wages Act, Provident Fund, ESI Act, etc., as applicable or framed by the Central Government, or any other Statutory Authority. For any breach or lapse on the part of tenderer in respect of non-compliance of any legislation in force during the validity of the Contract, the bidder/ tenderer would be fully responsible and would indemnify the Registry of the Supreme Court of India (the Registry, in short). In this regard, the bidder/ tenderer must submit an Undertaking towards compliance of all Labour Laws as per **Annexure-B**. The bidder/tenderer must enclose copies of the same in support of documentary evidence as required in **Annexure-C**.

7.3 The bidders/ tenderers are required to quote the competitive rates online on the GeM Portal only as per GeM guidelines and the rate/ cost of services quoted by the bidders/ tenderers shall cover all aspects of service delivery including machinery/consumables and include all the components of salary/ wages (minimum wage, insurance, PF, ESI, etc.) for the manpower as per

Table 'A' above, inclusive of all the applicable taxes. The rates quoted in the tender will remain unchanged during the said contract period of 2 years, further extendable for a period of two years on annual basis upon satisfactory performance. Under no circumstance shall revision of salary/wage rates be allowed except in case where the same is in consequence to the change in Minimum Wages by Government of NCT of Delhi/Central Government, whichever is higher, in conformity with Minimum Wages Act, 1948 and/or as amended from time to time.

7.4 Certified translated copy of supporting documents should be uploaded in English, in case of documents available in Regional/ vernacular language other than Hindi.

7.5 Bidder/ tenderer firms which fulfill the eligibility conditions must upload the technical bid along with the signed/ stamped copy of the duly filled Checklist as per Clause 2.1.

7.6 **All the pages of technical bid documents as per checklist at Annexure-C must be signed/ stamped and sequentially arranged, numbered and uploaded in chronological order in a single merged PDF file (including the signed/ stamped copy of duly filled Annexure-C on top).**

7.7 The bidder/ tenderer firm shall not tamper/ modify the Bid Documents. If the bid is found to be tampered/modified, the same shall be rejected summarily.

7.8 Overwriting/ over-typing in Bid documents must be avoided.

8. **GENERAL TERMS & CONDITIONS**

8.1 Technical bids of only those bidders/ tenderers which are found to be responsive and in order i.e. satisfying all the stipulated eligibility conditions will be short-listed and financial bids of only such short-listed bidders will be opened online on GeM Portal. The bidder/ tenderer not fulfilling eligibility conditions of the tender will not be considered under any circumstances.

8.2 Financial bids of only technically qualified bidders/ tenderers based on Clause 5 above will be opened to decide L1.

8.3 In case of multiple L1 bidders against a service bid, contract will be awarded as per GeM guidelines.

8.4 The minimum service charges as 3.85% for outsourcing of manpower is fixed in conformity with OM No.F.6/1/2023-PPD dated 6th January 2023 issued by Department of Expenditure, Ministry of Finance. Any bidder/ tenderer who is found to have quoted **lesser than minimum service charges** as mentioned above will be disqualified. Absolute figures of service charges in rupees (rounded off) should be quoted in the financial bid.

8.5 The decision of the Registry will be final, conclusive and binding on the bidders/ tenderers and the Registry takes no responsibility for any delay whatsoever for submission of tender after the last date and time of submission, as given in the schedule.

8.6 The bidder/ tenderer shall submit only one tender either by himself/herself or as a partner in a joint venture or as a member of a consortium. If a bidder/ tenderer or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, their Bids are liable to be rejected.

8.7 The Registry reserves all rights to reject any bid including from those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific bids. The decision of the Registry in this regard shall be final and binding.

8.8 The Registry shall not be responsible financially or otherwise for any injury or death caused to any of the personnel of the successful bidder/ tenderer during the performance of duties. The successful bidder/ tenderer shall be solely responsible for providing compensation, if any and/or providing for expenses towards treatment for any injury or loss of life during performance of duties by the personnel deployed by the successfully bidder/ tenderer.

8.9 In case the successful bidder/ tenderer fails to undertake the work within the notified time period from the date of issue of work order, the Registry, at its discretion, reserves the right to terminate the contract and forfeit the EMD furnished by the successful bidder/ tenderer.

8.10 The successful bidder/ tenderer shall be responsible for any loss due to theft/pilferage/damage caused in the course of performance of duties to the Registry's property including fittings, furniture, fixtures or any other equipment(s). The Registry shall assess the amount payable by the successful bidder/ tenderer towards damages/loss/theft/pilferage and the same shall be recovered by the Registry from the monthly payment to be made to the successful bidder/ tenderer or from the performance security.

8.11 Hypothetical or conditional bids/ tenders will not be entertained. Bids/ Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the concerned party at any time after it is submitted, the Earnest Money deposited by him shall stand forfeited or/and the bidder/ tenderer may be debarred to participate in the tender process of the Registry in future.

8.12 The Registry will deal with the bidder/ tenderer directly and no middle-men/ agents/ commission agents etc. should be asked by the bidder/ tenderer to represent their cause and they will not be entertained by the Registry.

8.13 The rates should be valid for a minimum period of 180 days from the date of opening of tenders. The bidder/ tenderer shall not be entitled during the said period of 180 days to revoke or cancel its bid/ tender or to vary the tender or any terms thereof.

8.14 The Registry in its discretion, reserves the right to make any change, at any time, in the terms and conditions of the Notice Inviting Tender and accept or reject any or all bidders/ tenderers wholly or partly without assigning any reason thereof.

8.15 While all efforts have been made to avoid errors in the drafting of the tender documents, the bidder/ tenderer is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.

8.16 Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work shall render the bid of the bidder/ tenderer liable for rejection.

9. TERMS AND CONDITIONS FOR THE SUCCESSFUL BIDDER/ TENDERER/CONTRACTOR

9.1 The successful bidder/ tenderer will have to enter into a Service Level Agreement (SLA) within one week from the date of receipt of the Work-Order.

9.2 The successful bidder/ tenderer on receipt of Work-Order will be required to deploy the brand new/immaculate condition machinery and brand new consumables in the Caretaking Branch of the Supreme Court of India premises on or before the prescribed date.

Note: The requirement of machinery/consumables/manpower may increase/ decrease at the time of awarding of contract and during the contractual period of two years, further extendable for two years on annual basis.

Consumable and toiletries as per NIT shall be provided by the successful bidder/ tenderer on a monthly basis by 5th day of every month.

9.3 In case any person whose services are requisitioned leaves the assignment midway, the successful bidder/tenderer shall provide suitable replacement thereof immediately.

9.4 The successful bidder/tenderer shall be responsible for storing and safeguarding its material at its own cost. Any damage/spoiling of lift/floor or any other surface caused during such act will have to be made good by the agency at its own cost.

9.5 The successful bidder/tenderer shall get the police verification of the character and antecedents of all the manpower deployed in the Supreme Court premises done and submit the report(s) alongwith complete details of each of the manpower to the Admn. Security Branch. The details will include name, father's name, present and permanent residential address, date of birth, sex, educational qualification and other qualifications, if any, and documents in support thereof. A certificate to this effect shall be furnished by the successful bidder/tenderer before deployment of the manpower. The successful bidder/tenderer shall also maintain a copy of all the above documents ready in the Supreme Court premises for inspection and reference.

9.6 The personnel deployed by the successful bidder/ tenderer should be healthy, well groomed, display good conduct & courteous behavior at all times. The following may, therefore, be complied with:

(i)	The manpower deployed shall be sufficiently trained for providing the agreed services.
(ii)	They should be in proper uniform and should be provided photo identity cards by the successful bidder/tenderer at its own cost. Their work area should also be clearly mentioned in consultation with the Registry.

(iii)	In case of any complaint against any of the personnel deployed by the successful bidder/ tenderer, he shall remove such person immediately and arrange for replacement immediately.
(iv)	The personnel so removed should not be deployed again or allowed to work in the premises.
(v)	The personnel engaged should not be changed without the approval/ permission of the Registry.

9.7 Despite observing safe practices, if any unfortunate incident occurs, the successful bidder/ tenderer shall bear all expenses or claims towards treatment or compensation of the personnel deployed by it.

9.8 Nothing in this tender shall by implication or expression be taken to mean or imply that any of the persons deployed by the successful bidder/ tenderer are employees of the Registry or deployed by the Registry. The successful bidder/ tenderer shall deploy manpower who shall be in his sole employment and shall be solely and wholly responsible for their acts, salaries, wages, remunerations or any other statutory liabilities or other payments. Under no circumstances shall the Registry be liable for any payment or claim or compensation (including but not limited to compensation on account of injury, death or termination). In case any liability falls on the Registry for any reason, the successful bidder/contractor shall keep the Registry indemnified against the same. In order to give effect to this, the successful bidder/contractor shall incorporate suitable clause in the appointment letters to be issued to the personnel so deployed mentioning that the workers are employees of the Contractor.

9.9 The successful bidder/ tenderer shall be bound to provide additional manpower as and when required by the Registry, as referred to under Clause 9.2 above.

9.10 The rates so quoted, shall remain effective for two years, further extendable for two years on annual basis from the date of commencement of the contract. For any breach committed during this period appropriate action shall be taken by the Registry, whose decision shall be final and binding on the the successful bidder/ tenderer.

9.11 The successful bidder/ tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry.

9.12 The contract shall be subject to such other terms, conditions, and instructions as may be issued by the Registry from time to time.

9.13 The successful bidder / tenderer shall ensure that the personnel so deployed should maintain due decorum as well as prohibit its personnel on duty from smoking or lighting fire or unauthorized videography/photography within the premises where they are deployed and also restrain them from collaborating or mixing up with any outside element or with the workers. The Registry may, if necessary, prevent any employee from being deputed and in that event immediate replacement shall be provided by the successful bidder/ tenderer.

9.14 These terms and conditions will be in addition to other general terms and conditions which will be incorporated in the Agreement to be entered into with the successful bidder/ tenderer.

9.15 During the subsistence of contract, in case of breach of any condition or deficiency in service, the Registry shall have a right to terminate the contract and to entrust the work to another contractor. The loss, if any, sustained by the Registry on that account will be recovered from the successful bidder/ tenderer.

9.16 The Security Deposit/Performance Security shall stand forfeited in case of breach of any of the conditions mentioned herein or if the service is found unsatisfactory / not as per the specific requirement or the contract is prematurely abandoned by the successful bidder/ tenderer.

9.17 The successful bidder/ tenderer will be under an obligation to pay Minimum wages as per the Clause 7.3 of this NIT, as revised from time to time, to the personnel engaged by them for the Registry and shall also fulfill all its obligations under the various Labour Laws, Payment of Provident Fund, ESI, DA, Leave etc. of the deployed personnel wherever applicable, will be made by the successful bidder/ tenderer.

9.18 The monthly payment of wages to the personnel deployed shall be made by the successful bidder/tenderer by 7th day of the succeeding month, failing which a penalty of Rs.50/- per day per person shall be levied and shall be deducted from the dues payable by the Registry for that or coming month(s). The proof of payment of wages for the previous month shall be submitted by the successful bidder/tenderer to the Registry by 10th day of every month.

9.19 If the successful bidder/ tenderer receives enquiries from Press/News/Media/Radio/Television or other bodies/persons, the same shall be referred by the successful bidder/ tenderer to the Registry immediately.

9.20 The successful bidder/tenderer shall maintain complete official records of disbursement of wages / salary, showing specifically the details of all statutory deductions such as ESI, EPF etc. in respect of all the staff deployed in terms of the contract.

9.21 The successful bidder/tenderer shall maintain a personal file in respect of all personnel deployed in terms of the contract. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address, educational qualification and such other details as may be found necessary.

9.22 The successful bidder/tenderer shall also prepare a register indicating all payments/dues in respect of all the manpower deployed.

9.23 The successful bidder/tenderer shall store the material required for housekeeping and maintenance works with the Caretaking Branch of the Registry, as referred in Table-C [Consumables Requirement] of this NIT. The materials shall be utilized under the direct supervision of Caretaking Branch as per day to day requirement and proper record will be maintained.

9.24 The successful bidder/tenderer shall ensure that machines/equipments are always in working condition and if any defect occurs in the machine/equipment, the same shall be repaired and made workable within three days. And, till such time when the said machine is under repair, the successful bidder/tenderer shall make alternative arrangement to maintain cleanliness of the premises at his own cost and nothing extra will be payable by the Registry. No machine shall be out of order for more than three days and, if it remains out of order beyond three days, a penalty will be levied @ of two times the per day deployment cost that machine/equipment for each day the machine/equipment remains out of order and the same shall be deducted from the dues payable by the Registry for that or coming month(s).

9.25 The successful bidder/tenderer, upon being informed by the Registry about any dishonest, wrongful or negligent act(s) or omission(s) by any of the manpower deployed by him, shall immediately take necessary action/preventive measures and inform the Registry.

9.26 The successful bidder/tenderer shall completely indemnify and hold harmless the Registry and its employees against any liability, claims, losses or damages sustained by reason of any breach of contract, wrongful act or negligence by the successful bidder/tenderer or any of its manpower deployed in the Registry.

9.27 The successful bidder/tenderer shall provide services as indicated in Work Order(s) that may be issued from time to time by the Registry as per schedule of work/ requirement indicated in the contract during the entire contractual period and timely provision of services shall be the foremost obligation of the contractor agency notwithstanding any earlier dispute or objection that may subsist between parties.

9.28 The successful bidder/tenderer shall submit a quarterly statement, together with relevant documents, evidencing discharge of statutory liabilities, including deposit of various dues viz EPF, ESI etc., as may arise out of or due to performance of the contract by the agency, showing discharge of such liability within the statutory period prescribed for the previous quarter to the Admn. General Branch of this Registry. This Clause shall survive the termination of the contract and the agency shall remain liable to submit information in respect of the entire period during which the contract was in force.

9.29 The successful bidder/tenderer shall furnish to the Registry the details of payments of statutory benefits like bonus, leave, relief etc. from time to time to its personnel.

9.30 Any transfer or change in the deployment of personnel shall be brought to the notice of the Registry and the Registry shall be within its rights to remove or get any personnel changed whom it considers unsuitable/unfit for the job being entrusted to him/her.

9.31 The successful bidder/tenderer shall ensure that its personnel deployed under the contract are adequately covered/ insured and the Registry shall have no financial obligation in this regard.

9.32 The personnel deployed by the successful bidder/tenderer to render services under the contract and in terms of Work Order(s) issued by the Registry, though marking attendance through

the bio-metric attendance marking system at the site as also in the Register in the branch/office/work area (as mentioned in Clause 9.42 of this NIT) and being issued Identity Card (as mentioned in Clause 9.6 of the NIT) and carrying out the work similar to that being done by the Registry staff, shall at no time be entitled to or claim to be employees of the Registry and all such claim shall be wholly illegal and without any lawful basis and the successful bidder/ tenderer shall at all times remain liable to indemnify the Registry and its officials from any such claim or any action arising out of such claim made by such person(s) deployed by the successful bidder/ tenderer.

9.33 The successful bidder/tenderer shall deploy such persons only who are specialized in their respective jobs and shall give relevant information in writing before any such deployment under the contract.

9.34 The successful bidder/tenderer shall provide at its own cost all statutory benefits to every person deployed by it in terms of any Work Order(s) and the Registry shall not have any liability whatsoever on this account. **The agency shall also abide by any other law in force in respect of the services provided under the contract.**

9.35 The successful bidder/tenderer shall provide distinct uniform to identify the manpower deputed for housekeeping tasks and other activities. Further, minimum of three sets each of summer and winter uniform shall be provided to its personnel at its own cost and ensure that the persons deployed are dressed in neat & clean uniform including a badge displaying the name and work area.

9.36 The successful bidder/tenderer shall be duty bound to submit a copy of wage sheet showing wages paid to its personnel(s) alongwith the invoice/bill for the month.

9.37 The successful bidder/tenderer shall ensure continuous supervision at site to ensure correct and timely performance of the services as per the Work Order issued by the Registry.

9.38 The successful bidder / tenderer shall not deploy any person below the age of 18 years old for discharging services in terms of the Work Order(s) issued by the Registry.

9.39 The successful bidder / tenderer shall submit its Organization Chart, showing therein the details of key personnel with their full contact details. The successful bidder/ tenderer shall also keep informing the Registry of any change in its organization or its personnel.

9.40 The contract, if awarded, shall be initially for a period of two years from the date of commencement of service as stated in the first Work Order and shall be subject to continuous satisfactory performance of such services. The initial period of two years can be further extended for two consecutive years, on annual basis subject to satisfactory services at the sole discretion of the Registry.

9.41 In addition to above manpower strength which will be regularly deployed, upon written requisition being made by the Registry, the successful bidder/ tenderer shall provide additional

manpower (Unskilled) and Supervisors (skilled) on minimum wage basis plus service charges for temporary purposes for a period of two days prior to start of the function and two days after the end of the function as and when hosted at the location.

9.42 The successful bidder/ tenderer shall install bio-metric attendance system at the site for marking of attendance by its personnel at its own cost for the purpose wage and overtime payments and share the data therein with the Registry as and when called for. In addition thereto, the personnel shall mark attendance in the Register kept in respective branch/office/work area where they may be deployed and the successful bidder/ tenderer shall ensure that such marking is so done.

9.43 The successful bidder/ tenderer shall ensure that all such personnel who are deployed to work in sensitive and high security zones follow all the prescribed security protocols and maintain such conduct.

9.44 The successful bidder/tenderer shall ensure that the deployed manpower cleans the area as per frequencies/schedule given in Table-D in this NIT. However, cleaning shall have to be done more frequently if required for proper housekeeping standards upon instructions of the Registry, for which no additional payment will be made.

9.45 The successful bidder/ tenderer shall work in close coordination and consultation with the Caretaking Branch, the nodal branch for all housekeeping and conservancy work in the Registry. Similarly, in other areas, the work shall be done in consultation and/or as per instructions of the concerned branches.

9.46 The cost of running charges of machines such as fuel, petrol, battery etc. as also replacement of parts etc. including all the required accessories, consumables and parts shall be borne by the successful bidder/ tenderer and nothing shall be payable by the Registry in this regard.

9.47 Except as expressly provided otherwise, the Registry shall, at its own expense, provide timely all the required facilities like water, electricity, access etc. at the location(s) where the services are to be provided, to enable the successful bidder/ tenderer to carry out the services.

10. PAYMENT TERMS AND CONDITIONS

10.1 The successful bidder/ tenderer shall submit monthly bills in Admn. General branch for payment. The Satisfactory Work Report, Attendance Report from all the concerned branches, wage sheet, verified proof of remittance of all applicable Govt. levies and statutory dues like contribution towards EPF, ESI etc. shall be attached with the bills submitted by the successful bidder/ tenderer. The above details shall be furnished by the successful bidder/ tenderer in the format sought for by the Registry.

10.2 Monthly payment will be made on the basis of daily rate of Minimum Wages as per relevant Order/Rules, as notified from time to time, by the concerned authority. There shall be no revision in daily rate of Minimum Wages payable except in case of change in minimum wage rates for the different category of manpower only as per notification/order of the concerned authority. Certified copy of such Order/Notification shall be furnished by the successful bidder/tenderer along with bill seeking revision of wages.

10.3 Payment of Overtime for duties performed by any deployed manpower will be made as per

Government Norms subject to production of proof duly endorsed by the concerned user(s).

10.4 Penalty, if any, shall be deducted from the dues payable by the Registry for that or coming month(s).

10.5 Statutory deductions shall be made, as applicable.

10.6 The successful bidder/ tenderer shall mandatorily make payment of wages only through online transfer directly into the bank account of the respective staff deployed.

10.7 Price Variation Clause:

The amount payable on account of price variation (PV) shall be settled every year strictly as per the methodology and illustration enumerated in the **Annexure-D** in the light of Manual for Procurement of Goods/Services, Second Edition, 2024. The successful bidder/ tenderer will ensure the minimum wages applicable to employees employed in “Employment of Sweeping and Cleaning excluding activities prohibited under the Employment of Manual Scavengers and Construction of Dry Latrines (Prohibition) Act, 1993” category, issued by Office of Chief Labour Commissioner (C), M/o Labour & Employment on the date of closing date of this NIT.

However, as regards the payment in respect of manpower under other categories viz. Sl. Nos. 2 – 14 of Table A(II), the minimum wage of the Central Government or the minimum wages of state Government i.e. Govt of NCT of Delhi, whichever is higher on the last date of submission of the bid, will be considered for calculating minimum wages for the work in the respective fields in accordance with the Minimum Wages Act, 1948.

TRIGGER THRESHOLD, APPLICATION, AND CAP

- Trigger Threshold: The one-time adjustment shall only be implemented if the net cumulative change (increase or decrease) calculated by the formula exceeds 1% of the original contract price (P_0). If the difference is 2% or less, the original price shall continue through Year 2 and/or subsequently.
- If the formula results in a cost reduction exceeding 2%, the contract price shall be automatically adjusted downward, and the benefits passed directly to the Registry.
- Year 2 Ceiling: The maximum allowable upward escalation under this Clause shall be strictly capped at 10% of the original contract price (P_0), regardless of whether the calculated formula yields a higher percentage.

IMPLEMENTATION AND DELAYS

The successful bidder/ tenderer shall submit the formal price revision request with certified copies of the relevant Chief Labour Commissioner (Central) wage order and WPI data within thirty (30) days following the contract's first anniversary. The newly calculated rate, once verified and

accepted, will apply retrospectively from Month 13 onward. Upward adjustments will not be granted during any period where the provider is in default or experiencing self-inflicted project delivery delays.

11. CURRENCIES OF BID AND PAYMENTS

11.1 The Bidder shall submit his price bid / offer in Indian Rupees and payments under this contract will be made in Indian Rupees.

12. PERFORMANCE SECURITY

12.1 The successful bidder/ tenderer will also have to deposit Performance Security Deposit equivalent to 3% of the Contract value prior to execution of the Contract/ agreement by way of Account Payee Demand Draft/ Bank Guarantee/ Fixed Deposit Receipt (FDR) from a Commercial Bank drawn in favor of “The Registrar , Supreme Court of India”, within one week from the receipt of work order valid for a period of 2 years and 3 months and shall renew the same as and when required during the complete contractual period. The Performance Security will be released after three months of successful completion of the Contract or payment of the last bill, whichever occurs later.

12.2 The performance security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein or if the services are found unsatisfactory/not as per the specifications.

13. LIQUIDATED DAMAGES

13.1 If it is found at any point of time, that provision of the contract has not been complied with to the satisfaction of the Registry, the Registrar, Supreme Court of India may, in addition to taking other steps under the Agreement to be executed with the successful bidder/ tenderer, also impose such penalty on the successful bidder/ tenderer as may be deemed appropriate. His/her decision in this regard shall be final and binding on the successful bidder/ tenderer and should not be called into question in any proceedings. The amount of penalty, unless immediately deposited, shall be adjusted from the payment due to the successful bidder/ tenderer.

13.2 If it is found that less wages were paid, contract will be terminated forthwith and the deficient wages will be deducted by the Registry from tenderer and paid directly to the workers employed by them and further, payment to the firm will be made as per the process defined under Clause 10 of this NIT.

14. RELATIONSHIP OF PARTIES

14.1 Since both the parties are independent entities, under no circumstance will the employees of the successful bidder/ tenderer be deemed the employees of the Supreme Court of India Registry. The contract shall, therefore, not grant any authority to the successful bidder/ tenderer to act for and/or on behalf of the Supreme Court of India and its Registry in any capacity.

15. INTELLECTUAL PROPERTY RIGHTS

15.1 The Registry shall be solely entitled to any Intellectual Property Right (IPR) emanating or in any way related to this tender bid/ process. If any infringement to such IPR is observed during the

currency of the contract or any time thereafter, suitable legal action may be initiated by the Registry.

16. CONFIDENTIALITY OF CONTRACT

16.1 The successful bidder / tenderer shall ensure that the specific terms and conditions of the contract will also be treated as confidential information and that no disclosures will be made in any form without the prior written consent of the Registry, except (i) as required by applicable disclosure law; (ii) to accountants, banks, financing sources, lawyers, etc., subject to a duty not to disclose to others or (iii) in connection with the enforcement of this contract.

16.2 The successful bidder / tenderer shall take all precautions not to disclose, divulge and/or disseminate to any third party any confidential information, proprietary information on the working of Supreme Court of India and/or its security and other arrangements. The obligation is not limited to any scope and the successful bidder/ tenderer shall be held responsible in case of breach of the confidentiality of information pertaining to the Supreme Court of India and its Registry.

17. JURISDICTION

17.1 Since the contract shall be governed by and interpreted under the laws of the Republic of India, the Courts at Delhi shall have exclusive jurisdiction to try, entertain and decide the matters arising out of and in relation to the Contract. All disputes and differences are, however, subject to the jurisdiction of the courts situated in Delhi.

18. ARBITRATION

18.1 In the event of any dispute or difference or disagreement between the parties in respect of any matter relating to or arising out of the Agreement/ Contract, the parties shall endeavor to resolve amicably any such disagreement or dispute by direct informal negotiation.

18.2 If the parties fail to resolve such a dispute or difference or disagreement by mutual consultation within twenty eight (28) days from the commencement of such consultation, either party may require that the dispute be referred for resolution to the Competent Authority.

19. INDEMNIFICATION

19.1 The successful bidder/ tenderer shall keep the Supreme Court of India and its Registry indemnified against all claims whatsoever in respect of the manpower deployed by them. In case any employee of the successful bidder/ tenderer so deployed enters into any dispute of any nature whatsoever, it shall be the sole responsibility of the successful bidder/ tenderer to contest the same.

20. OFFICIAL RECORDS

20.1 The successful bidder/ tenderer shall make payment of salaries only through online transfer directly into the bank accounts of the staff deployed under the contract and also maintain complete official records of disbursement of wages/ salary and all other allowances, bonus etc., showing specifically details of all deductions such as ESI, PF etc. in respect of all the staff deployed in terms of this NIT.

20.2 The successful bidder/ tenderer shall maintain a personal file in respect of all the staff who

is deployed in terms of the said contract. The said file shall contain all details as mentioned in Clause 9.5 above.

20.3 The successful bidder/ tenderer shall also prepare a register indicating all payments / dues in respect of all the employees.

20.4 The successful bidder/ tenderer must produce the documents related to the contract, as and when required by the Registry.

21. **PENALTIES**

21.1 The successful bidder/ tenderer shall maintain a numbers of manpower & machines on site including supervisors as specified in this NIT. The failure to maintain such number of manpower & machines in working conditions shall tantamount to violation of essential condition of contract which would be a ground for termination of the contract by the Registry without any notice.

21.2 Whenever and wherever it is found that the assigned work is not performed up to the entire satisfaction of the Registry, especially under the supervision of Supervisor, it will be brought to the notice of successful bidder/ tenderer by the Registry and if no action is taken immediately or the time specified by the Registry, penalty of Rs.2,000/- per day will be imposed by invoking the penalty Clause. In case deficiencies still persist, action to terminate the contract may be initiated at the discretion of the Registrar, Supreme Court of India.

21.3 The successful bidder/ tenderer shall ensure at all times providing of the specified number of manpower as mentioned in Tables A(I) and A(II) of this contract and, if required, shall maintain a standby pool of manpower including supervisor(s) for immediate replacement/replenishment in case of absence or some other eventuality. If the manpower deployed in any of the categories is less than the specified numbers, in addition to deduction of the cost per day per manpower in the respective category for such number of persons, a penalty @ Rs.500/-per absentee per day shall be deducted from the bill(s). Penalty shall be paid by the successful bidder/ tenderer only and in no case shall deduct it from the wages of the manpower.

21.4 In case the successful bidder/ tenderer fails to fulfill the minimum statutory requirements (Wages,ESIC/EPF, etc.) as per the conditions of the tender document and fails to produce the concerned documents, it shall be treated as breach of the Contract and the successful bidder/ tenderer is liable to be blacklisted by the Registry in addition to forfeiting of the monthly bills and Performance Security Deposit.

21.5 The successful bidder/ tenderer shall ensure payment to the manpower deployed in terms of Clause 9.18 and failure to do so will invite penalty as mentioned therein.

21.6 The successful bidder/tenderer shall ensure that machines/equipment are always in working condition as described in Clause 9.24 and failure to do so will invite penalty as mentioned therein.

22. **RESTRICTION CLAUSE**

22.1 The relatives / near relatives of employees of the Supreme Court of India are prohibited

from participation in this bid.

23. RIGHT OF ACCEPTANCE

23.1 The Registry reserves all rights to reject any bid including those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific bids. The decision of the Registrar, Supreme Court of India in this regard shall be final and binding.

23.2 Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvas for the work shall render the bids liable for rejection.

23.3 The Registry reserves the right to award any or part or full contract to any successful agency(ies) at its discretion and this will be binding on the bidders.

23.4 In case of failure to comply with the provisions of the terms and conditions mentioned herein or in case of breach of Contract or in the event of not fulfilling the minimum requirements / statutory requirements, the Registry shall have the right to terminate the contract forthwith.

24. CORRUPT AND FRAUDULENT PRACTICES

24.1 As per the Central Vigilance Commission (CVC) directives, it is required that the successful bidders/ tenderers observe the highest standard of ethics during the execution of contract in pursuance of this policy. "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an official in contract execution.

24.2 "Fraudulent Practice" means a misrepresentation of facts to influence the execution of contract to the detriment of the Registry and includes collusive practice among bidders/ tenderers (prior to or after bid submission) designed to establish bid rates at artificial non-competitive levels and to deprive the Registry of the benefits of free and open competition.

24.3 The Registry reserves the right to reject a proposal for award if it determines that the bidder/ tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

24.4 The Registry reserves the right to declare a bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

25. FORCE MAJEURE

25.1 In case the successful bidder/ tenderer is unable to fulfill the obligation under the contract owing to Force Majeure situation like war, fire, earthquake, floods, embargoes, act of terrorism etc., which are beyond the control of the parties, the successful bidder/ tenderer shall promptly notify the Registry in writing of such condition and cause thereof. Unless otherwise directed by the Registry in writing, the successful bidder/ tenderer shall continue to perform its obligations under the contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

In case of any doubt / clarification, the parties may contact the Branch Officer, Admn. Material (Maintenance) at Telephone No. 011- 23115864 or *vide* email at boamsupremecourt.sc@nic.in for any further information before quoting the rates. For entry pass preparation, the visitor may login to Suswagatam Portal at <http://suswagatam.sci.gov.in/public/Index.aspx> for making photo entry passes before visiting the Registry. Name of the Officer – Shri Kapil Arora, Branch Officer (AM), and maximum two (02) representative(s) will be allowed for each firm.

Sd/-

(Madhu Arora)

Additional Registrar (AM)

Encls: Annexures – ‘A’, ‘B’, ‘C’ and ‘D’

ANNEXURE-A**TECHNICAL BID PROFORMA**

Ref.: GEM BID NOTICE FOR AWARDING CONTRACT FOR COMPREHENSIVE MAINTENANCE I.E. HOUSEKEEPING & MECHANIZED CLEANING AND CONSERVANCY SERVICES IN VARIOUS OFFICES, ESTABLISHMENTS, BUILDINGS AND OPEN AREAS OF THE REGISTRY INCLUDING SUPREME COURT GUEST HOUSE, LAWYERS CHAMBERS AND SUPREME COURT OF INDIA PREMISES FOR A PERIOD OF TWO YEARS, FURTHER EXTENDABLE FOR A PERIOD OF TWO YEARS ON ANNUAL BASIS UPON SATISFACTORY PERFORMANCE

S.No.	Technical Criteria	Detailed Technical Qualification Criteria	Mandatory Documentary Evidence	Mandatory Documents submitted under technical bid on GeM Portal (Yes or No)
1	Earnest Money Deposit (EMD)	Bid Security of Rs. [Insert Amount] must be deposited. <i>Exemptions as per Govt. rules applicable for valid MSME/NSIC registered entities.</i>	Original Demand Draft / Bank Guarantee as per Clause 6 so as to reach Registry's R&I Counter No. 25 or 26 at Main Building, Supreme Court of India, New Delhi-110001 on or before 21.11.2026 upto 01:00 PM (or valid MSME Registration Certificate for exemption to be uploaded on GeM).	
2	Statutory Registrations	Statutory Registrations: The Bidder must be an active registered entity in India continuous operation in India for a minimum period of seven (07) years and possess valid, active statutory registrations as on the bid submission date. Bidders shall upload self-attested, legible copies of the following mandatory registration certificates: 1 Income Tax: Permanent Account Number (PAN) along with Income Tax Returns for the last Five (05) financial years. 2 Goods and Services Tax: Valid GST	Self-attested copies of: Copy of Certificate of Incorporation / Registration Certificate PAN Card Valid GST Registration Certificate Valid Labour License (under Contract Labour Act, 1970) EPF Registration Certificate & Code Allotment Letter ESIC Registration Certificate & Code Allotment Letter	

		Registration Certificate 3 Labour Department: Valid Labour Registration / License issued under the <i>Contract Labour</i> <i>(Regulation and</i> <i>Abolition) Act, 1970.</i> 4 EPFO: Employees' Provident Fund Organization Registration Certificate & allotment letter. 5 ESIC: Employees' State Insurance Corporation Registration Certificate & code allotment letter.		
3	Quality & ISO Certifications	Quality, Environmental, and Health & Safety Certifications: The Bidder must possess valid and active certifications for the following international standards as on the bid submission date: 1 ISO 9001:2015 — <i>Quality Management System (QMS)</i> 2 ISO 14001:2015 — <i>Environmental Management System (EMS)</i> 3 ISO 45001:2018 — <i>Occupational Health & Safety Management System (OH&SM)</i>	Valid Copies of ISO 9001, 14001, and 45001 Certificates explicitly showing NABCB/IAF accreditation logo and valid scope.	
4	Financial Turnover	Minimum Average Gross Turnover: The Bidder must have achieved a minimum gross annual financial turnover of Rs. 225.00 Crore (Rupees Two Hundred and Twenty Five Crore Only) specifically from the business of providing <i>Manpower / Housekeeping / Facility Management Services</i>	Audited Financial Statements & Balance Sheets: Complete audited Balance Sheets and Profit & Loss (P&L) Statements for the last five (05) financial years (FY 20-21, FY 2021-22, FY 2022-23, FY 2023-24, FY 2024-25), certified by a	

		in each of the last five (05) Financial Years: • FY 2020-21 • FY 2021-22 • FY 2022-23 • FY 2023-24 • FY 2024-25	practicing Chartered Accountant. Statutory Auditor / CA Turnover Certificate: A certificate issued by the Statutory Auditor or a practicing Chartered Accountant with a valid Unique Document Identification Number (UDIN), detailing the overall turnover and clearly segregating the annual revenue earned specifically from Housekeeping and Manpower Services for each of the last five (05) financial years. Self-Declaration Undertaking (No-Dues & Up-to-Date Returns): A formal certificate on the Bidder's official letterhead, signed by an authorized signatory, explicitly certifying that: Up-to-date statutory returns have been duly filed with all concerned government authorities. There are no pending tax dues, statutory arrears, or active recovery notices with the Goods and Services Tax (GST) Department, Employees' State Insurance Corporation (ESIC), Employees' Provident Fund Organisation (EPFO), and Labour Department.	
5	Past Experience Criteria	Past Experience & Performance: Bidders must have successfully executed/completed similar services (viz. <i>Mechanized Housekeeping / Integrated Facility Management Services</i>) during the last five (05) years ending on the bid submission date, for any Central Govt / State Govt / Autonomous Body / PSU / Government Education Institution The bidder must meet any one	Work Order / Award Letter / Agreement Copy clearly indicating the contract scope, value, and period of execution. Client Satisfaction / Performance / Work Completion Certificate duly signed by an officer not below the rank of Executive Engineer / Under Secretary / Deputy General Manager / Deputy Secretary / Authorized Signatory of the client organization, explicitly mentioning the executed contract	

		of the following experience criteria: - Option A (Single Work Order): One (01) completed work order of similar service costing not less than 80% of the Estimated Bid Value i.e., Rs. 36.00 Crore (<i>Rupees Thirty-Six Crore Only</i>). OR - Option B (Two Work Orders): Two (02) completed work orders of similar service, each costing not less than 50% of the Estimated Bid Value i.e., Rs. 22.50 Crore (<i>Rupees Twenty-Two Crore Fifty Lakhs Only</i>). OR - Option C (Three Work Orders): Three (03) completed work orders of similar service, each costing not less than 40% of the Estimated Bid Value i.e., Rs. 18.00 Crore (<i>Rupees Eighteen Crore Only</i>).	value and satisfactory performance.	
6	Existing Work Orders/Contracts	The bidder must provide copies of three (3) existing work orders/contracts of worth Rs. 15-20 Crs. each from any Central Govt / State Govt / Autonomous Body / PSU / Government Education Institution		
7	Bank Solvency	The firm should submit	The certificate must be on the bank's official letterhead, duly	

	Certificate	Rs. 15.00 Crore from respective scheduled Bank Bank Solvency Certificate: 1 Financial Solvency: The Bidder must submit a valid Bank Solvency Certificate for a minimum amount of Rs. 15 Crore (Rupees Fifteen Crore Only) issued by any Scheduled Commercial Bank in India. 2 Validity Requirement: The Solvency Certificate must be issued not more than six (06) months prior to the last date of bid submission OR must explicitly state its validity as covering the date of bid submission	signed and stamped by the authorized bank official, clearly specifying: The bidder's name / registered firm name. The certified solvency amount of at least Rs. 15.00 Crore. A statement confirming that the firm is solvent and financially sound to execute commitments up to the specified amount.	
8	Non-Blacklisting & Debarment	Non-Blacklisting Criteria: The participating firm/bidder must not have been blacklisted, debarred, suspended, or prohibited from participating in tenders or executing contracts by any Central Government / State Government / Union Territory / Public Sector Undertaking (PSU) / Autonomous Body / Statutory Authority / Court of Law in India as on the bid submission date. Scope of Undertaking: This declaration applies to the bidding entity, its directors, partners, proprietors, and key management personnel. If the bidder has been blacklisted for a specific fixed duration, and the debarment period is still active as on the date of bid submission, the bid shall be	The bidder must submit a Non-Blacklisting Affidavit / Declaration on a Non-Judicial Stamp Paper of Rs. 100/-, duly notarized by a Notary Public and signed by the Authorized Signatory, in the prescribed format as per Annexure B	

		summarily rejected.		
9	Delhi/NCR Local Office	Operational Office Requirement: To ensure seamless coordination, rapid deployment, immediate escalation handling, and day-to-day administrative support, the Bidder must have a fully functional Registered / Branch / Regional / Operational Office located in Delhi / National Capital Region (NCR).	Shops and Establishment Registration / Factory License / Electricity Bill / Telephone Bill / Valid Lease Agreement in the name of the bidding firm for the local premise.	
10	Deployment Proximity (10 km Radius)	1. Operational Proximity & Deployment Readiness: To ensure immediate operational mobilization, emergency response, and administrative ease, the successful bidder must at all times maintain the capability and readiness to deploy trained manpower and operational resources within a 10 (ten) kilometer radius of the Supreme Court of India, New Delhi. 2. Cost Responsibility: All expenses associated with the mobilization, transport, local logistics, administrative overheads, uniforms, identity cards, statutory compliance, and deployment of manpower within the specified 10 km radius shall be borne entirely by the bidder at their own cost. The Registry shall not entertain any additional financial claims or mobilization allowances on this account.	Bidders must submit a formal, notarized Undertaking on Non-Judicial Stamp Paper of Rs. 100/- (or on the firm's official letterhead) explicitly confirming their full commitment and readiness to adhere to this requirement without exception.	
11	Payroll Strength & Statutory Undertaking	1. Minimum Payroll Manpower Requirement: The Bidder must have on its direct payroll a minimum of 1500 (One Thousand Five	A certificate from a practicing Chartered Accountant (CA) with UDIN certifying the total headcount on payroll and certifying that all the statutory compliance related EPF, ESI,	

		Hundred) trained operational personnel as on the date of bid submission. 2. Statutory Compliance Commitment: The bidder must ensure strict, non-negotiable compliance with all statutory provisions governed by the Government of India and local Labour Authorities, including but not limited to: • Payment of Minimum Wages Act, 1948 (as revised/notified by the Chief Labour Commissioner (C), Central Govt., or appropriate Govt. state authority). • Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (EPF). • Employees' State Insurance Act, 1948 (ESI). • Payment of Bonus Act, 1965 and Contract Labour (Regulation & Abolition) Act, 1970.	Minimum Wages Act, etc. are being complied by the bidder. Bidders must submit a formal, notarized Undertaking on Non-Judicial Stamp Paper of Rs. 100/- (or on the firm's official letterhead) explicitly confirming their readiness to adhere to this requirement without exception.	
12	No Exemption undertaking	No Exemption shall be granted to any bidders (including MSE or Startups) regarding relaxation in the any mentioned in this NIT or at Annexure C and all the bidders must meet all the technical requirements as specified in this bid to ensure the technical competency required for the successful execution of the project. This is in accordance with the provisions of Rule 173(i) of GFR, 2017, considering the critical nature	Does Your firm accepts all the terms and conditions of this NIT including this undertaking. (Yes or No Only)	

		of the service.		
13	Price-Breakup	Price breakup of the quoted total amount in financial bid has to be mandatory submitted as per Table-A, Table-B and Table-C Important note: price break-up as per Table-A,B & C of this NIT are to be mandatory submitted with the financial bid. DO NOT SUBMIT THE SAME UNDER THE TECHNICAL BID	Does your firm has submitted (Yes or No Only)	

Date :

Place :

Signature of the authorized/
signatory of the firm/company
organization/official stamp/seal

ANNEXURE-B**UNDERTAKING**

1 I/ we (Proprietor/ Partner/ Director/ Authorized Signatory) am/ are competent to sign this undertaking and execute this tender document.

2 I/we have carefully read and understood all the terms and conditions of the tender and hereby convey my/ our acceptance of the same.

3 The information/ documents furnished along with the tender 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 the tender at any stage besides liabilities towards prosecution under appropriate law.

4 I/we have apprised myself/ourselves 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 part.

5 I/We undertake that (Name of the Bidder/ Tenderer Firm) has not been indicted for any criminal, fraudulent or anti-competition activity and not been blacklisted/banned/terminated by any Central/State Government/ Public Sector Units/ Autonomous Bodies on account poor performance.

6 I/We undertake that (Name of the Bidder/ Tenderer Firm) complies with all the Labour Laws relating to Minimum Wages Act, PF/ESI Act/Statutory obligations, etc. mandatory required for this NIT.

7 I/We undertake that (Name of the Bidder/ Tenderer Firm) has not been under prosecution, Court receivership, or any other similar action and have not been declared bankrupt.

8 I/We undertake that (Name of the Bidder/ Tenderer Firm) the bids submitted by the bidders/ tenderers who/which does not meet the specified technical eligibility criteria of this NIT and documents not submitted in conformity to the above shall be summarily technically rejected on GeM Portal and no representation against the said rejection shall be entertained and decision of the Registry shall be final.

9 I/We undertake that (Name of the Bidder/ Tenderer Firm) hereby agree and undertake that we have understood all the safety rules and procedures and all staff working on behalf of (Name of the Bidder/ Tenderer Firm), we will be responsible for any safety violation / accident etc., the Registry will not be responsible in case of any accident and will not compensate financially or otherwise. We declare that the entire claim raised by staff deputed by our firm, shall be borne by (Name of the Bidder/ Tenderer Firm) only.

10 The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest rates as quoted in any other institution in India.

11 I/We give the rights to the Registry to take action or forfeit the Security Deposit by me/us in case of breach of conditions of Contract.

12 I/We hereby undertake to provide the housekeeping, conservancy and manpower services as per the directions given in the tender document/contract agreement.

13 Certified that the (Name of the Bidder/ Tenderer Firm) holds valid insurance policies, as per GCC Clause in respect of its employees who have been deployed in similar jobs in the last three financial years.

14 Certified that the EPF Act,1952 the minimum ages act 1948 , ESI Act, Contract Labour Act, 1971, Factories , Act 1948 have been fully complied with by the firm. Photocopies of challans for EPF / ESI deposited for the past 3 months are enclosed herewith.

15 I/We hereby undertake that (Name of the Bidder/ Tenderer Firm) to ensure timely medical treatment in an ESI hospital for any accidents or injuries sustained during the performance of work, alongside providing all applicable compensation under the ESI Act and submit an official accident report promptly to both the Regional Labour Commissioner (RLC) and the relevant ESI authorities.

16 I/We undertake that (Name of the Bidder/ Tenderer Firm) to strictly observe statutory working hours, weekly rest periods, and overtime payments in accordance with the Minimum Wages Act, 1948.

17 I/We (Name of the Bidder/ Tenderer Firm) hereby undertake to provide additional quantity of consumables as mentioned against each in Table-C as and when requisitioned by the Registry and the quantity upto 10% will be provided without any additional cost.

Date :

Place :

Signature of the authorized/
signatory of the firm/company
organization/official stamp/seal

ANNEXURE-C**CHECK LIST OF DOCUMENTS TO BE UPLOADED**

[All the pages of technical bid documents as per this checklist must be sequentially numbered and uploaded in chronological order in a single merged PDF file (including the signed/ stamped copy of duly filled Annexure-C on top)]

S.No.	Technical Criteria	Mandatory Documentary Evidence	Pages Nos.
1	Earnest Money Deposit (EMD)	Original Demand Draft / Bank Guarantee as per Clause 6 so as to reach Registry's R&I Counter No. 25 or 26 at Main Building, Supreme Court of India, New Delhi-110001 on or before 21.11.2026 upto 01:00 PM (or valid MSME Registration Certificate for exemption to be uploaded on GeM).	Page no. 1
2	Statutory Registrations	Self-attested copies of: Copy of Certificate of Incorporation / Registration Certificate PAN Card Valid GST Registration Certificate Valid Labour License (under Contract Labour Act, 1970) EPF Registration Certificate & Code Allotment Letter ESIC Registration Certificate & Code Allotment Letter	Page no. __ - __
3	Quality & ISO Certifications	Valid Copies of ISO 9001, 14001, and 45001 Certificates explicitly showing NABCB/IAF accreditation logo and valid scope.	Page no. __ - __
4	Financial Turnover	Audited Financial Statements & Balance Sheets: Complete audited Balance Sheets and Profit & Loss (P&L) Statements for the last five (05) financial years (FY 20-21, FY 2021-22, FY 2022-23, FY 2023-24, FY 2024-25), certified by a practicing Chartered Accountant. Statutory Auditor / CA Turnover Certificate: A certificate issued by the Statutory	Page no. __ - __

		Auditor or a practicing Chartered Accountant with a valid Unique Document Identification Number (UDIN), detailing the overall turnover and clearly segregating the annual revenue earned specifically from Housekeeping and Manpower Services for each of the last five (05) financial years. Self-Declaration Undertaking (No-Dues & Up-to-Date Returns): A formal certificate on the Bidder's official letterhead, signed by an authorized signatory, explicitly certifying that: Up-to-date statutory returns have been duly filed with all concerned government authorities. There are no pending tax dues, statutory arrears, or active recovery notices with the Goods and Services Tax (GST) Department, Employees' State Insurance Corporation (ESIC), Employees' Provident Fund Organisation (EPFO), and Labour Department.	
5	Past Experience Criteria	Work Order / Award Letter / Agreement Copy clearly indicating the contract scope, value, and period of execution. Client Satisfaction / Performance / Work Completion Certificate duly signed by an officer not below the rank of Executive Engineer / Under Secretary / Deputy General Manager / Deputy Secretary / Authorized Signatory of the client organization, explicitly mentioning the executed contract value and satisfactory performance.	Page no. __ - __
6	Existing Work Orders/Contracts	The bidder must provide copies of three (3) existing work orders/contracts of worth Rs. 15-20 Crs. each from any Central Govt / State Govt / Autonomous Body / PSU / Government Education Institution	Page no. __ - __

7	Bank Solvency Certificate	The certificate must be on the bank's official letterhead, duly signed and stamped by the authorized bank official, clearly specifying: The bidder's name / registered firm name. The certified solvency amount of at least Rs. 15 Crore. A statement confirming that the firm is solvent and financially sound to execute commitments up to the specified amount.	Page no. __ - __
8	Non-Blacklisting & Debarment	The bidder must submit a Non-Blacklisting Affidavit / Declaration on a Non-Judicial Stamp Paper of Rs. 100/-, duly notarized by a Notary Public and signed by the Authorized Signatory, in the prescribed format as per Annexure B	Page no. __ - __
9	Delhi/NCR Local Office	Shops and Establishment Registration / Factory License / Electricity Bill / Telephone Bill / Valid Lease Agreement in the name of the bidding firm for the local premise.	Page no. __ - __
10	Deployment Proximity (10 km Radius)	Bidders must submit a formal, notarized Undertaking on Non-Judicial Stamp Paper of Rs. 100/- (or on the firm's official letterhead) explicitly confirming their full commitment and readiness to adhere to this requirement without exception.	Page no. __ - __
11	Payroll Strength & Statutory Undertaking	A certificate from a practicing Chartered Accountant (CA) with UDIN certifying the total headcount on payroll and certifying that all the statutory compliance related EPF, ESI, Minimum Wages Act, etc. are being complied by the bidder. The bidder must submit a Notarized Affidavit cum Undertaking to this effect on Non-Judicial Stamp Paper of Rs. 100/-	Page no. __ - __
12	GeM Bid Notice /ATC Document	Signed/ Stamped Scanned copy of all pages of this GeM Bid Notice /ATC Document.	Page no. __ - __

Note: Every page must be signed and stamped by the authorized official of the bidder/tenderer firm, failing which, it is liable to be rejected.

ANNEXURE-D**METHODOLOGY AND ILLUSTRATION FOR PRICE VARIATION**
[Clause 10.7 of this NIT]

The amount payable on account of Price variation (PV) shall be settled every year as per the following method: -

- The amount paid during the period of Rate Contract shall be divided as under:

I	Labour	70%
II	Material	15%
III	Fixed Component	15%

- No price variation shall be payable on the fixed component (III) of the cost.

The baseline tracking indexes shall be anchored to the month and year this contract is officially executed ("Base Month"):

Base Labor Rate (L_0): The statutory minimum wage per day (Basic + Variable Dearness Allowance) applicable to Area "A" (Delhi) for the scheduled employment of "Sweeping and Cleaning" / Housekeeping, as published by the Office of the Chief Labour Commissioner (Central), Ministry of Labour & Employment, Government of India, in effect during the Base Month. The current central minimum wage rate for sweeping, cleaning, and housekeeping in Area "A" is ₹827 per day which was ₹805 prior to 1st April, 2026.

Base Material Index (M_0): The official Wholesale Price Index (WPI) for "Chemicals and Chemical Products" (Base Year 2022-23 = 100) published by the Office of the Economic Adviser, Department for Promotion of Industry & Internal Trade, Ministry of Commerce and Industry, Government of India, for the Base Month. *The Wholesale Price Index (WPI) for material as on 14th September 2026 stands at 103.9 in respect of MANUFACTURE OF CHEMICALS AND CHEMICAL PRODUCTS.*

Bifurcation of amount paid is as under: -

Labour (W)	Rs. 5,50,000/-
Material (M) Rs.	Rs. 3,00,000/-
Fixed	Rs. 1,50,000/-
PV for Labour & Material	$P_0 \times [0.15 + 0.70 \times (L_1 / L_0) + 0.15 \times (M_1 / M_0)] - P_0$

No Price Variation will be payable on Rs. 1,50,000/- (i.e. the fixed component)

The contract will be valid for a period of 1 year with a provision for annual price variation as explained in Price Variation Clause. In case of extension of contract period, same price variation clause shall be applicable.

ONE-YEAR ADJUSTMENT CALCULATION FORMULA:

At the conclusion of the 12th month of the contract, the price adjustment for the remaining duration shall be calculated using the following formula:

$$\text{Revised Year 2 Price} = P_0 \times [0.15 + 0.70 \times (L_1 / L_0) + 0.15 \times (M_1 / M_0)]$$

Where:

P_0 = The original contract price enforced during the first year.

L_1 = The revised Central Sphere statutory minimum wage per day for Area "A" (Delhi) for "Sweeping and Cleaning" workers in effect on the exact date of the first anniversary of the

contract.

M_1 = The official Wholesale Price Index (WPI) for "Chemicals and Chemical Products
 $10,00,000 \times [0.15 + .70 \times (827/805) + 0.15 \times M_1 / 103.9$

Illustration: -The calculation of price variation payable is illustrated as hereunder: -
Assume the baseline monthly contract price is **₹10,00,000**, and the central government increases minimum wages alongside a slight rise in chemical market indexes by the one-year mark.

1. The Assumed Data Points

Po (Original Monthly Price): ₹10,00,000

Labor Indexes (L):

Base Wage (Lo): **₹805** per day (example baseline central minimum wage for sweeping/cleaning in Delhi Area A) w.e.f. 1st October 2025

Year 2 Wage (L1): **₹827** per day (increased rate announced by the Chief Labour Commissioner) w.e.f. 1st April 2026

Chemical Material Indexes (M):

Base WPI (Mo): **103.9 (as of 14.09.2026)**

Year 2 WPI (M1): **104.5 (supposedly after one year of contract)**

Step-by-Step Calculation

The clause utilizes the following formula:

Revised Year 2 Price= $P_0 \times [0.15+0.70 \times (L_1/L_0)+0.15 \times (M_1/M_0)]$

Step A: Calculate the Labor Escalation Factor

$(L_1/L_0) = 827/805 = 1.00273$ (a 2.73% increase in labour costs)

Step B: Calculate the Material Escalation Factor

$(M_1/M_0) = 104.5/103.9 = 1.00577$ (a 5.77% increase in chemical costs)

Step C: Apply the Component Weightings

Bracket Value} = $0.15 + [0.70 \times 1.00273] + [0.15 \times 1.00577]$

Bracket Value = $0.15+0.7019 + 0.1509 = 1.0028$

Step D: Compute the Final Year 2 Price

Revised Year 2 Price = Rs. $10,00,000 \times 1.0028 =$ Rs.10,02,800/

Verification of Clause Rules

Before modifying the bill, the successful vendor must verify the criteria defined as above:

Did it clear the 2% Trigger Threshold?

No. The total contract value increased by **.28%**, which is within the prescribed 2% minimum requirement. Hence, the original price shall continue through subsequent Year 2

Outcome: The vendor's monthly invoice amount remains the same for the subsequent year 2, starting from Month 13 through Month 24.

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