



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2025/B/5908562
Dated/दिनांक : 04-02-2025

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	14-02-2025 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	14-02-2025 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	120 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Power
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	Ntpc Renewable Energy Limited
Office Name/कार्यालय का नाम	Corporate Office Noida
क्रेता ईमेल/Buyer Email	buyer313.nl.cg@gembuyer.in
Item Category/मद केटेगरी	Custom Bid for Services - Providing Pantry Services House Keeping and Office Attendant for Bikaner 2 GW Solar Project Bikaner Rajasthan for 24 months period
Similar Category/समान श्रेणी	<ul style="list-style-type: none">Manpower Outsourcing Services - Man-days based
Contract Period/अनुबंध अवधि	2 Year(s)
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	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
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	3 Days

Bid Details/बिड विवरण

Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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MII Compliance/एमआईआई अनुपालन

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

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
2. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
3. 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.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**Instruction To Bidder:**[1738666800.pdf](#)

Scope of Work:[1738666809.pdf](#)

Payment Terms:[1738666816.pdf](#)

GEM Availability Report (GAR):[1738666822.pdf](#)

Any other Documents As per Specific Requirement of Buyer -1:[1738666830.pdf](#)

Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:[1738667239.pdf](#)

Custom Bid For Services - Providing Pantry Services House Keeping And Office Attendant For Bikaner 2 GW Solar Project Bikaner Rajasthan For 24 Months Period (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Providing Pantry Services House Keeping and Office Attendant for Bikaner 2 GW Solar Project Bikaner Rajasthan for 24 months period
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement/अतिरिक्त आवश्यकता
1	Ashish Ramawat	334001,Rajasthan Solar Park, Bikaner 2 GW Solar Project, Bikaner-334001	1	N/A

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

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or

contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

NTPC RENEWABLE ENERGY LIMITED
(A Government of India Enterprise)

Additional Terms and Conditions (ATC)

Providing Pantry Services, House Keeping and Office Attendant for Bikaner 2 GW Solar Project, Bikaner, Rajasthan for 24 months period.

Bidding Document No.: NTPC REL-CS-PANTRY(02 YRS.)-BIKANER

1. Additional Terms & Conditions (ATC) of this tender comprises the following documents:
 - a. Section-I: Invitation for Bids (IFB) / Tender Enquiry / Notice Inviting Tender (NIT)
 - b. Section-II: Instructions to Bidders (ITB)
 - c. Section-III: General Conditions of Contract (GCC)
 - d. Section-IV: Special Conditions of Contract (SCC)
 - e. Section-V: Technical Specifications, Scope of Work and T&C
 - f. Section-VI: Schedule of Quantities (SOQ) / Bill of Quantities (BOQ)
 - g. Section-VII: Forms and Procedures
2. **A complete set of documents as mentioned above are enclosed under “Any Other Documents as Per Specific Requirement of Buyer-1”.**
3. Terms and Conditions stipulated in ATC along with bidding documents will supersede those in GeM GT C and STC in case of any conflicting provisions.
4. Bidders are required to submit the documents as mentioned in the checklist appended below while submitting their bid and submit the dully filled checklist online on GeM portal in ‘Additional ATC documents’.

Formats of the documents required to be submitted as per this checklist can be referred from “Section-VII: Forms and Procedures” enclosed under **“Any Other Documents as Per Specific Requirement of Buyer-1”**.

What documents are uploaded by NTPC REL on GEM: -

S. NO	Description of Document on GeM	Document Uploaded by NTPC REL
1.	Scope of Work*	Section-V: Technical Specifications, Scope of Work and T&C
2.	Service Level Agreement (SLA)*	Complete Bidding Document combined into one single PDF
3.	Payment Terms*	Complete Bidding Document combined into one single PDF

4.	GEM Availability Report (GAR)*	<i>Declaration that the case is being processed on GeM as per approval.</i>
5.	Any Other Document As Per Specific Requirement of Buyer-1	Section-VII: Forms & Procedures

5. Instructions for filling the Price Bid:

BILL OF QUANTITY/SOQ (SCHEDULE OF QTY.)

SNo.	Services	Service Description
1	Charges for Providing Pantry Services, House Keeping, and Office Attendant for period of 24 months	Providing Pantry Services, House Keeping and Office Attendant for Bikaner 2 GW Solar Project, Bikaner, Rajasthan for 24 months period.

Notes:

a) **The Bidder is required to quote total price (including GST) as per scope of work and bidding documents for entire period of 24 months as a single value on lumpsum basis** in Price Bid / Offer Price section of GeM Portal.

b) **Cost of Grocery / Vegetable and Raw Material for cooking shall not be in the scope of the contractor and shall not be included in the quoted price by the bidder.**

c) **Cost of consumables** shall be reimbursed by NTPC at actuals based on production of documentary evidence and **shall not be included in the quoted price by the bidder.**

d) **Quantity Mentioned "1" in Gem Bid represents the entire duration of 24 months** for which Lumpsum-price {including GST} has been asked.

e) The Goods and Services Tax (GST) applicable on the services under th

e package shall be assessed by the bidder and shall be made inclusive of bid price quoted in GeM portal, irrespective of the fact whether bidder is liable to pay or not. Even in case of Reverse Charge Mechanism / Unregistered GST bidder, the applicable GST (if required to be paid by NTPC REL directly to concerned authorities) shall also be included by the bidder in the bid price quoted in GeM portal.

6. Splitting of Quantity: NOT APPLICABLE

Check List

Sl. No.	Document Required	Action required	Submitted Please tick (✓)
1.	BID FORM	Duly filled in Bid Form to be uploaded online	
2.	Attachment 2: Authority to Sign the Bid	To be uploaded online inline with ITB Clause 11.3.1 (b)	
3.	Attachment 6: General Declaration of Bidder	To be uploaded online	
4.	Attachment 7: Electronic Fund Transfer (EFT) Authorization Form	To be authenticated from the bank and uploaded online	
5.	Attachment 8: Details of PF, ESI, PAN and GSTIN Regn	To be uploaded online	
6.	Attachment-15: Acceptance of Important Tender Conditions	To be uploaded online	
7.	MSE Certificate, if applicable	To be uploaded online	

Bidder Name:

Bidder's Sign & Stamp: _____

3. Buyer Added Bid Specific ATC

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

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and

resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

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

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

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws 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. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), 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 General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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./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।

---Thank You/धन्यवाद---

