

BARODA GUJARAT GRAMIN BANK

(Sponsored & Wholly Owned by Govt. of India, Govt. of Gujarat & Bank Of Baroda)

(Scheduled Bank)



बड़ौदा गुजरात ग्रामीण बैंक

(भारत सरकार, गुजरात सरकार एवं बैंक ऑफ बड़ौदा का सम्पूर्ण स्वामित्व)

(शिडयूल्ड बैंक)

Request for Proposal (RFP)

Hiring of Sweeping, Cleaning & Maintenance Services at Branches/Offices of Baroda Gujarat Gramin Bank

Last Date & Time of Submission	As per Bid Specification uploaded on GEM Portal
Date & Time of Opening	As per Bid Specification uploaded on GEM Portal
EMD Amount	As per Bid Specification uploaded on GEM Portal
GeM Bid No. and date	



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1. GeM BID NOTICE

1. Background

Baroda Gujarat Gramin Bank (hereinafter referred to as "BGGB") stands as one of the distinguished Regional Rural Banks, established under the RRB Act of 1976. With ownership vested in the Government of India, Government of Gujarat, and Bank of Baroda, BGGB operates an extensive network comprising 486 branches, 09 offices, strategically positioned across 22 districts out of existing 33 districts of Gujarat. This expansive presence spans the districts of Ahmedabad, Anand, Arvali, Banaskantha, Bharuch, Chhotaudaipur, Dang, Dahod, Gandhinagar, Kheda, Kutch, Mahisagar, Mehsana, Narmada, Navsari, Panch Mahal, Patan, Sabarkantha, Surat, Tapi, Vadodara and Valsad.

2. Objective

In consonance with our commitment to operational excellence and the well-being of our stakeholders, BGGB seeks to enhance the upkeep, cleanliness, and maintenance of our branches and offices. To achieve this objective, we are embarking on a strategic initiative to outsource the essential functions of Sweeping, Cleaning, and Maintenance. We intend to engage proficient Firms/Agencies, specialized in offering these services, to partner with us in maintaining a clean and hygienic environment across our locations.

3. Service Requirement:

The service requirement is outlined as follows:

Sr No	Item Description	Quantity
1	Hiring of Services of Sweeping, Cleaning & Maintenance functions at Branches /Offices of the Bank.	Requirement is 350*

*Requirement may change (increase/decrease upto 25%) in future.

Sr No	Region	No. of requirements at locations for Service of Sweeping, cleaning and Maintenance
1	BHUJ	35
2	GODHRA	45
3	HIMATNAGAR	55
4	MEHSANA	50
5	PATAN	55
6	SURAT	35
7	VADODARA	45
8	VALSAD	30

Bidders have to furnish Earnest Money Deposit (EMD) as bid security for an amount of Rs. 1,00,000/- (Rupees One lakh only) for participation as per bid details (scanned copy) to be uploaded on GeM

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portal and original to be deposited in form of DD favouring " **Baroda Gujarat Gramin Bank**" payable at Vadodara latest by closing date & time of the bidding at Baroda Gujarat Gramin Bank Head Office 3rd and 4th Floor, Suraj Plaza-1, Sayajiganj, Vadodara – 390 005.

The Bank invites comprehensive proposals through the Government e-Marketplace (GeM) portal from Firms/Agencies intending to provide the aforementioned services, adhering to the terms and conditions specified in this document.

As per Central Vigilance Commission (CVC) directives, it is stated that every participating bidders is required to sign an Integrity Pact as per the Annexure-XII of this RFP.

The interested bidders should upload duly filled signed Bid form and their bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical and financial bids - all duly signed on the GeM portal within the stipulated / last date of BID.

Bid Documents are also available for viewing on the website of Baroda Gujarat Gramin Bank i.e. www.bggg.in

-Sd-

General Manager



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2.Introduction

2.1 Background:

Baroda Gujarat Gramin Bank (hereinafter referred to as "BGGB") stands as one of the distinguished Regional Rural Banks, established under the RRB Act of 1976. With ownership vested in the Government of India, Government of Gujarat, and Bank of Baroda, BGGB operates an extensive network comprising 486 branches, 09 offices, strategically positioned across 22 districts out of existing 33 districts of Gujarat. This expansive presence spans the districts of Ahmedabad, Anand, Arvalli, Banaskantha, Bharuch, Chhotaudaipur, Dang, Dahod, Gandhinagar, Kheda, Kutch, Mahisagar, Mehsana, Narmada, Navsari, Panch Mahal, Patan, Sabarkantha, Surat, Tapi, Vadodara and Valsad.

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As per Central Vigilance Commission (CVC) directives, it is stated that every participating bidders is required to sign an Integrity Pact as per the Annexure-XII of this RFP.

2.3 Scope of Work:

The selected Firms/Agencies shall provide comprehensive Sweeping, Cleaning, and Maintenance services at the branches/offices of Baroda Gujarat Gramin Bank (BGGB) in accordance with the following scope:

1. Regular / Daily Cleaning:

- Perform daily dusting and cleaning of all furniture, office equipment, and fixtures.
- Thoroughly clean and maintain washrooms/toilets, ensuring hygiene and sanitation.

2. General Cleanliness and Hygiene:

- Conduct regular dusting and cleaning of racks, storage spaces, windows, walls, fans, and switchboards.
- Remove cobwebs from ceiling, roof, and walls to maintain a clean and hygienic environment.

3. Dak & File Distribution:

- Efficiently distribute office dak (correspondence) and general files to the staff within BGGB Offices/Branches.
- Handle the delivery of dak and files outside the office premises as required.

4. Drinking Water Services:

- Store and ensure the availability of fresh drinking water for staff and visitors.
- Serve drinking water to staff and visitors as needed.

5. Tea, Coffee, and Snack Services:

- Make arrangements for the preparation, serving, and distribution of tea, coffee, and snacks during meetings and routine office activities.

6. Customer Orderliness and Behaviour:

- Maintain orderliness and queues for customers visiting the branches.
- Maintain a cordial and respectful behaviour towards customers and staff of the bank.

7. Outward Dispatch:

- Responsible for the proper packing of outward dispatches and ensuring their timely submission.

8. Authorized Departure:

- The assigned personnel shall not leave the bank premises without the permission of the concerned authority.



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9. Confidentiality and Integrity:

- The assigned personnel shall not disclose or share any information related to Account Holders, Customers, or Depositors with any third party.
- Punctuality and a high degree of integrity are expected at all times.

The selected Firms/Agencies shall perform the above tasks diligently and maintain a clean, organized, and hygienic environment across all BGGB branches/offices.

2.4 Contract Period:

The contract period for the provision of Sweeping, Cleaning, and Maintenance services shall be in effect initially for a duration of two (2) years, commencing from the date of execution of the agreement between Baroda Gujarat Gramin Bank (BGGB) and the selected Agency/Firm/Contractor.

At its sole discretion, BGGB reserves the right to consider an extension of the contract period for an additional one year beyond the initial term. Such an extension would be subject to mutual agreement and on the same terms and conditions stipulated in this RFP. Conversely, BGGB retains the authority to reduce the contract period if deemed necessary. Any decision to reduce the contract period shall be binding upon the Agency/Firm/Contractor. The agreement may be extended vide addendum/s executed between the parties post initial and/or extended period of one year, subject to BGGB requirement and mutually acceptance between the parties due to exigencies or unforeseen situations with a view of non-disruption of Branch/Office work and business.



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3. Eligibility Criteria (Technical specifications):

3.1 Qualifications and Experience:

The agency should have been in related business for at least 3 years.

- 1) Copies of satisfactory work completion report.
- 2) The agency must have been profitable for the past 3 financial years (2021-22, 2022-23 and 2023-24), and balance sheets for the last 3 three financial years (2021-22, 2022-23 and 2023-24), certified by Chartered Accountants, must be provided.
- 3) The applicant must furnish a client list year wise showing details of work carried out, including the client's name, value of the work executed, and the period of work.
- 4) The agency during any 2 years within the three-year period preceding March 31, 2024 should have carried out satisfactory work in outsourcing work of skilled /Semiskilled / Unskilled Manpower Services/ Services of Sweeping, Cleaning & Maintenance functions in a Bank / a Financial Institution / a PSU / a Regional Rural Bank/ a Government Department with having atleast a single work-order of minimum value of Rs. 5.00 Crore in each of respective two years as well as provided at least 200 persons in each of respective two years. Copies of work orders, contract agreements, and invoices should be provided as evidence.

3.2 Statutory compliance and Organizational Capacity:

- (1) The agency should possess an effective infrastructure to provide the required personnel.
- (2) The agency should have a credible supervisory infrastructure and network.
- (3) The agency should be registered with the Registrar of Companies/Firms or possess a letter of proprietorship.
- (4) Societies are not eligible.
- (5) The agency must have income tax clearance/PAN No. and GST No.
- (6) The agency must have GST No. of Gujarat.
- (7) The agency must be registered under the Shops & Establishment Act and possess a certificate from the ESI Corporation.
- (8) The agency must possess a certificate from the EPF Organization under the EPF & Miscellaneous Provision Act 1952 (latest).
- (9) The agency must be registered with the appropriate authority for GST.
- (10) Copies of previous work orders – year wise (last 3 years - 2021-22, 2022-23 and 2023-24) from clients for executing similar works should be provided.
- (11) The agency should have fulfilled all statutory obligations like ESI, EPF, GST, and PAN.
- (12) The company/agency must be enrolled with RLC/ALC (Central Government) under the Contract Labor Act, and the certificate should be provided.
- (13) The bidder should provide the previous three financial year's income tax return certificate.
- (14) Certificate of "No near relative" of the bidder firm/company working/employed in Baroda Gujarat Gramin Bank, executed on Rs.300/- non- judicial Stamp paper & attested by Public Notary/Executive Magistrate.
- (15) Certificate of "BLACKLISTING & NON-BLACKLISTING" of bidder firm/company executed on Rs.300/- non- judicial Stamp paper & attested by Public Notary/Executive Magistrate.
- (16) Declaration towards non-tampering of the tender document executed on Rs.300/- non- judicial Stamp paper & attested by Public Notary/Executive Magistrate.

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- (17) Self-attested copy of Partnership Deed or Proprietorship Deed / Memorandum of Association / Articles as applicable.
- (18) Bidder's profile shall be duly filled & signed by its authorised signatory.
- (19) All pages of the tender document must be sealed & signed by the Bidder's authorised signatory.
- (20) Original "Power of Attorney" if a person other than the tenderer has signed the tender documents.
- (21) The agency during any 2 years within the three-year period preceding March 31, 2024 should have carried out satisfactory work in outsourcing work of skilled /Semiskilled / Unskilled Manpower Services/ Services of Sweeping, Cleaning & Maintenance functions in a Bank / a Financial Institution / a PSU / a Regional Rural Bank/ a Government Department with **having atleast a single work-order of minimum value of Rs. 5.00 Crore in each of respective two years as well as provided at least 200 persons in each of respective two years.** Copies of work orders, contract agreements, and invoices should be provided as evidence.
- (22) The agency should have at least two Offices/Branches in Gujarat out of which one office should be in Vadodara. The project shall be handled from Vadodara only. If not available an assurance letter to open Office in Vadodara, Gujarat within 07 days after receiving work-order. An authorized representative of the agency should be available at their Vadodara Office all working days and possess working knowledge of Computers (MS Office ,Excel).



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4.Proposal Submission Guidelines:

4.1. Proposal Format:

1. Format for the proposal/annexures must be the same as provided on GeM Portal and as available on BGGB website.
2. Number the pages and include a table of contents for quick reference.
3. Provide all requested information under the specified headings.
4. Ensure that the proposal is free from any ambiguity or confusion.

4.2. Submission Process:

1. The proposal must be submitted only through the Government e-Marketplace (GeM) portal, as specified. No physical bid/documents (Except Earnest Money Deposit DD) during or after deadline will be accepted by the BGGB.
2. Ensure all required documents and forms are properly filled , signed and uploaded as per the portal's guidelines.
3. The proposal must be submitted within the specified deadline. Late submissions will not be considered.
4. All communication related to the submission, including clarifications or amendments, should be conducted through the GeM portal.
5. **Estimated Bid Value :- Approx Rs. 16.50Crore (Rs. Sixteen Crores Fifty Lakh) for Two year term as given in GEM portal.**
6. The Bid shall be valid till 90 days from the date of issue of tender.
7. Bids which are incomplete or conditional in any form may be rejected outrightly.
8. The Technical Bid shall NOT contain any pricing or Financial information at all. If the Technical Bid contains any price related information, then that Technical Bid would be disqualified and would NOT be processed further.

4.3. DOCUMENTS TO BE UPLOADED:

Bidder firms which fulfill the above eligibility conditions may upload the technical bid along with the scanned copy of the following documents failing which their bids may be rejected: -

- (1) Copy of Audited Accounts Statement of annual turnover for last three financial years (2021-22, 2022-23 and 2023-24).
- (2) Copy of last three financial years (2021-22, 2022-23 and 2023-24) income tax return certificate.
- (3) Registration / Incorporation Certificate of firm.
- (4) Proof of registration under Shops & Establishment Act.
- (5) Proof of certificate from the EPF Organisation under the EPF & Miscellaneous Provision Act 1952 (latest).
- (6) Scanned copy of EMD, original to be deposited, in form of DD favouring "**Baroda Gujarat Gramin Bank**" payable at Vadodara latest by closing date & time of the bidding at Baroda Gujarat Gramin Bank Head Office 3rd and 4th Floor, Suraj Plaza-1, Sayajiganj, Vadodara – 390 005.
- (7) Proof of registration with Labour authority, GST, ESIC, EPFO.
- (8) Copy of certificate for enrolment with RLC/ALC (Central Government) under the Contract Labour Act
- (9) Copies of satisfactory work completion report in support of eligibility conditions. Satisfactory Work Completion report along with value of work executed and the period of

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work shall be considered for determining the work experience of the bidder.

- (10) Copy of PAN No, GST id, and relevant documents as mentioned under Eligibility criteria.
- (11) Declaration/Undertaking as per format at Annexure attached herewith.
- (12) Scanned Bid Document containing all terms and conditions along with duly executed documents/undertaking attached in annexure of the bid duly signed and Stamped by the bidder.
- (13) The agency during any 2 years within the three-year period preceding March 31, 2024 should have carried out satisfactory work in outsourcing work of skilled /Semiskilled / Unskilled Manpower Services/ Services of Sweeping, Cleaning & Maintenance functions in a Bank / a Financial Institution / a PSU / a Regional Rural Bank/ a Government Department with having atleast a single work-order of minimum value of Rs. 5.00 Crore in each of respective two years as well as provided at least 200 persons in each of respective two years.
- (14) Certificate of "No near relative" of the bidder firm/company working/employed in Baroda Gujarat Gramin Bank, executed on Rs.300/- Stamp paper & attested by Public Notary/Executive Magistrate.
- (15) Certificate of "BLACKLISTING & NON-BLACKLISTING" of bidder firm/company executed on Rs.300/- Stamp paper & attested by Public Notary/Executive Magistrate.
- (16) Declaration towards non-tampering of the tender document company executed on Rs.300/- Stamp paper & attested by Public Notary/Executive Magistrate.
- (17) "Power of Attorney" if a person other than the tenderer has signed the tender documents.
- (18) Copy of proof that the agency is having office at Vadodara. If not available an assurance letter to open Office at a Vadodara within 07 days after receiving work-order.
- (19) Pre Contract Integrity Pact
- (20) All the annexure with signature

Note: Only Agencies having Valid Registration under ESI, EPF & other statutory law required for providing Services for cleaning, sweeping and maintenance shall apply.

4.4. Proposal Clarifications:

1. Any requests for clarification on the RFP should be submitted through the GeM portal's messaging system.
2. The organization reserves the right to respond to clarification requests at its discretion.

5. BID SECURITY (EARNEST MONEY DEPOSIT):

1. The agency shall furnish, as part of its bid, a bid security for an amount of Rs. 1,00,000/- (Rupees One lakh only) for participation as per bid details (**scanned copy**) on **GEM portal** and **original to be deposited in form of DD** favouring " **Baroda Gujarat Gramin Bank** " payable at Vadodara latest by closing date & time of the bidding at Baroda Gujarat Gramin Bank Head Office 3rd and 4th Floor, Suraj Plaza-1, Sayajiganj, Vadodara – 390 005.
2. Upon successful award of the contract, the Bid Security of the selected Agency will be discharged and returned after the Agency signs the contract and furnishes the required Performance Security. In the case of unsuccessful Agencies, the Bid Security will be discharged or returned as promptly as possible, but not later than **30 days after the award of the contract**. No interest shall be demanded by the bidder on such amount.



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6. FORFEITURE OF BID SECURITY (EARNEST MONEY DEPOSIT):

The bid security may be forfeited in the following circumstances:

- a) If any agency withdraws its bid during the period of Tender validity.
- b) If the Agency having been notified of the acceptance of its Bid by BGGB, fails or refuses:
 - i) to execute the Agreement/Contract Form within the stipulated time and as per the agreed conditions, or
 - ii) to remit required security deposit within ten working days of being notified to do so, or
 - iii) to comply with any terms of the RFP or work order, the amount of Earnest Money (Bid Security) shall be forfeited. The acceptance of the tender may be re-considered, revoked, or cancelled at the discretion of BGGB, which will not amount to the imposition of a penalty.

7. Contract Form and Performance Security Deposit

1. Within Ten (10) days of receipt of the format of *Contract Form*, which will be sent along with the work order, the successful Agency shall sign and date the contract and return it to the Bank. **The Proforma of the Contract Agreement will be provided along with the work order**, which is to be signed on **Rs.300/-** (Three hundred only) or updated stamp fee, whichever is higher on non-judicial Stamp paper after receipt of work order.
2. Within Ten (10) days of the receipt of work order from the Bank, the successful Agency shall furnish the PERFORMANCE SECURITY DEPOSIT in form of Bank Guarantee of 5% of total estimated contract value from any scheduled commercial Bank for entire contract period + 6 months in valid format prescribed.
3. Failure of the successful Agency to comply with the requirement of executing Contract and submitting PERFORMANCE SECURITY DEPOSIT (Bank Guarantee) shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the **Bank** may make the award to the next lowest evaluated agency or call for new bids.



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8. TERMS AND CONDITIONS

1. AUTHORISATION FORM:

The proposal / bid being submitted on GeM portal would be binding on the agency. As such it is necessary that authorized personnel of the firm or organization sign the BID. The designated personnel should be authorized by a senior official of the organization having authority to do so. The proposal must be accompanied with an undertaking letter duly signed by the designated personnel providing a bid commitment. The letter should also indicate the complete name and designation of the designated personnel. Necessary resolutions/ authority available shall be enclosed. If proposals are submitted through the business partners etc., a separate "LETTER OF AUTHORISATION TO BID" on behalf of the main agency/s with a commitment to fulfill the terms of the RFP should be enclosed along with the technical bid. Proposals received without the authorization letter/s will be summarily rejected.

2. FOLLOWING INSTRUCTIONS MAY PLEASE BE TAKEN NOTE OF IN THIS CONNECTION.

1. BID SECURITY:

A. The agency shall furnish, as part of its bid, a bid security for an amount of Rs. 1,00,000/- (Rupees One lakh only) for participation as per bid details (scanned copy) on GEM portal and original to be deposited in form of DD favouring " **Baroda Gujarat Gramin Bank**" payable at Vadodara latest by closing date & time of the bidding at Baroda Gujarat Gramin Bank Head Office 3rd and 4th Floor, Suraj Plaza-1, Sayajiganj, Vadodara – 390 005.

B. Upon successful award of the contract, the Bid Security of the selected Agency will be discharged and returned after the Agency signs the contract and furnishes the required Performance Security. In the case of unsuccessful Agencies, the Bid Security will be discharged or returned as promptly as possible, but not later than 30 days after the award of the contract.

2. Last Date:

The last date for submitting the proposals on GeM portal along with Bid Security is **as specified on GEM Portal**. Any proposal received after the due date and time will not be considered. The bids complete in all aspects should be submitted on GeM portal within the above stipulated date and time.

In addition to above, Bid Security Demand Draft favouring " **Baroda Gujarat Gramin Bank** " payable at Vadodara latest by closing date & time of the bidding at Baroda Gujarat Gramin Bank Head Office 3rd and 4th Floor, Suraj Plaza-1, Sayajiganj, Vadodara – 390 005.

3. Late Bids:

No physical bid/documents (Except Earnest Money Deposit DD) during or after deadline will be accepted by the BGGB. It is the sole responsibility of the tenderer that he should ensure timely submission of tender on GeM Portal.

4. In event of a tie between two or more bidders in the during financial evaluation, determination of L1 bidder will be based "Run L1 selection" feature on GeM portal wherein the system would randomly



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identify a L1 bidder. It works on pseudorandom number generator algorithms which is a system generator based on linear congruential algorithm.

5. Bank reserves the right to reject this invitation to offer in part or full, or cancel the entire process at any stage without assigning any reason. If at any stage, it is found that the documents, certificates, bills and documents pertaining to mandatory proof of payment of minimum wages, statutory payments and other payments submitted by the Bidder/Tenderer are forged or have been manipulated, the work order issued to the Bidder/Tenderer shall be cancelled and the Security Deposit of the Bidder/Tenderer lying with BGGB may be forfeited without any claim whatsoever on BGGB and the Bidder/Tenderer is liable for action as deemed fit by the BGGB.

6. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of Land. Such action will result in the rejection of bid, in addition to other punitive measures.

7. The Technical Bid shall NOT contain any pricing or Financial information at all. If the Technical Bid contains any price related information, then that Technical Bid would be disqualified and would NOT be processed further.

7. REJECTION OF TENDERS: The authority inviting tenders, at his sole discretion shall reserve the right to reject or cancel consideration of any or all tenders:

- a) If the requisite Earnest Money Deposit in the manner does not support the tender provided therein.
- b) If the tender is **not duly signed** or **not found proper or complete** to the satisfaction of Baroda Gujarat Gramin Bank in any of the requisite matters, particular(s) or formalities or for any reason(s) which shall not be disclosed to the tenderer(s).
- c) If the tenderer is not found eligible as per the conditions stipulated in the RFP or not submitted requisite documentary proof in support of eligibility
- d) If the tenderer seeks changes in terms and conditions, specifications or time limits as envisaged in the contract.
- e) If tender consists of unwarranted comments, conditions, deviations in specification or any other omissions or commissions compared to documents.
- f) Without assigning any reason thereof.

8. The bid submitted by tenderer will remain valid for acceptance for a period of **Ninety (90) days** from the date of issue of the tender. Tenderer shall not be entitled during this period of **Ninety (90) Days**, without the consent in writing of Baroda Gujarat Gramin Bank to revoke or cancel or modify his bid submitted or in thereof. The Baroda Gujarat Gramin Bank shall communicate the acceptance of tender to the successful tenderer(s). Due to administrative reasons, extension of the time period, if requested by the Baroda Gujarat Gramin Bank (BGGB) in writing, the tenderer shall accede to such request for extension and communicate his acceptance to the BGGB in writing.

9. Tender will be accepted and Contract will be finalized only with those of the tenderer(s), who in the opinion of BGGB shall have capacity and resources to execute the contract assigned in the prescribed time as per the time schedule.

10. The BGGB reserves the right to award the contract or part thereof to one or more tenderers whose rate may not necessarily be the lowest in exceptional circumstances as per requirement, needs and service area. The decision of BGGB in this regard shall be final and binding.

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11. **SIGNING OF THE CONTRACT AGREEMENT:** The successful Tenderer shall be required to enter into an Agreement with BGGB within 10 (Ten) working days of being called upon on a non-judicial stamp paper of Rs.300/- (Three hundred only) or updated stamp fee, whichever is higher, at his own cost and in the form annexed hereto to this effect. Such agreement must conform to all the terms and conditions of RFP and other such condition in the tender offer as may be agreed upon by BGGB. There is no Employer- Employee relationship between bank and the contractor or its employees. It is a Principal to Principal relationship between the Bank and the Agency/ Firm / Contractor, which shall be a non – exclusive basis and shall not be deemed to be the Agent of the Bank except in respect of the transaction / services which give rise to Principal – Agent relationship having regard to nature of the transaction or by implication. The personnel as assigned by the contractor shall perform its obligation as an independent party. Said personnel's performance and obligation as set out under **"Scope of Work"** shall not create an association, partnership, joint venture, or relationship of principal and agent, principal employer – contractor or master and servant between the Bank and the Agency/ Firm / Contractor.
12. Neither the Agency/ Firm / Contractor or its personnel shall hold out or represent as agent of the Bank. None of the personnels' of the Agency/ Firm / Contractor shall be entitled to claim permanent absorption or any other claim or benefit against the Bank.
13. In the event of any legal proceeding are initiated by the personnel's' of the Agency/ Firm / Contractor against the Bank or the Bank is made party in any proceedings, the Agency/ Firm / Contractor shall implead itself as a party there-in and ensure that the claim / case against the Bank is defended / extinguished / dismissed immediately. The Agency/ Firm / Contractor shall indemnify and keep indemnified the Bank in this regard to the full extent.
14. The Agency/ Firm / Contractor shall verify the antecedents of the personnel if desires to engage for provision of the services and shall ensure that it does not engage or continue to engage any person with a criminal record/ conviction and shall bar any such person from participating directly or indirectly in the provision of the services.
15. The BGGB reserves the right to cancel the agreement executed without any compensation whatsoever to the Agency/ Firm / Contractor any time before the work order and/or letter of award. The action of BGGB under this clause shall not construe the breach of contract.
16. **FORFEITURE OF EARNEST MONEY DEPOSIT: The Earnest Money Deposit (bid security) may be forfeited in the following circumstances:**
- a) If any agency withdraws its bid during the period of Tender validity.
- b) If the Agency having been notified of the acceptance of its Bid by BGGB, fails or refuses: i) to execute the Agreement within the stipulated time and as per the agreed conditions, or ii) to remit required security deposit within ten working days of being notified to do so, or iii) To comply with any terms of the RFP or work order, the amount of Earnest Money (Bid Security) shall be forfeited. The acceptance of the tender may be re-considered, revoked, or cancelled at the discretion of BGGB, which will not amount to the imposition of a penalty.
17. Any requests for clarification on the RFP should be submitted through the GeM portal's messaging system.
18. Any attempt to negotiate directly or indirectly by tenderers with the authority to whom the tender is submitted or with the authority who is competent to accept the tender or endeavours to secure interest for actual or prospective tender or to influence by any means will disqualify the tender and same will be summarily rejected and action to black-list the tenderer will be taken by the competent authority.



19. No Officer / Employee employed in BGGB is allowed to work as Agency/Firm/Contractor for a period of two years from his retirement. This contract is liable to be cancelled **if either the Agency/ Firm / Contractor or any of his employee is found at any time to be such a person who had not obtained permission of Baroda Gujarat Gramin Bank** as aforesaid before submission of the tender or engagement in the Agency/ Firm / Contractor's service as the case may be, and any security deposit, earnest money deposit and any other bills due for payment shall stand forfeited forthwith. Under the above circumstances, such Agency/ Firm / Contractor for his/its illegal act, shall not claim any type of relief or remedy of whatever nature, from the BGGB.
20. BGGB assumes no responsibility whatever for any oral understandings or representations made by any of its officers or agents or servants prior to the execution of the contract. BGGB reserves the right to postpone the date of opening of tender or to cancel the tender notice/RFP anytime without assigning any reasons thereof. Any request from tenderers to postpone or to change date of opening of the tender due to any reason, whatsoever, will not be considered.
21. BGGB is not bound to accept the lowest tender and reserves absolute right to reject any or all tenders if found ineligible, incompatible or non-fulfilling any of the required documents, without assigning any reason thereof.
22. The tender form and Document shall be non-transferable.
23. These instructions to the Tenderer shall be deemed to form part of the Agreement/Contract for the work.
24. The tender will be in force initially for a period of Two Year commencing from the date of execution of agreement and may be renewed/ extend for one year with mutual consent between Baroda Gujarat Gramin Bank (BGGB) and the selected Agency/Firm/Contractor.
25. In case the date of opening of tender is declared a holiday, the tender will be opened on the next working day.
26. No communication from the tenderer in the form of any clarification or information/document lost sight of in the original tender etc. will be given any consideration, unless any such clarification has been sought for by the BGGB.
27. **OTHER IMPORTANT TERMS AND CONDITIONS:**

1. Contractual Terms:

- I. Within Ten (10) days of receipt of the format of *Contract Form*, which will be sent along with the work order, the successful Agency shall sign and date the contract and return it to the Bank. **The Proforma of the Contract Agreement will be provided along with the work order**, which is to be signed on **Rs.300/-** (Three hundred only) or updated stamp fee, whichever is higher on non-judicial Stamp paper after receipt of work order.
- II. Within Ten (10) days of the receipt of work order from the Bank, the successful Agency shall furnish the PERFORMANCE SECURITY in form of Bank Guarantee from any scheduled commercial Bank to the extent of 5% of total contract value for entire contract period + 6 months in valid format prescribed.
- III. Failure of the successful Agency to comply with the requirement of executing Contract and submitting PERFORMANCE SECURITY (Bank Guarantee) shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the **Bank** may make the award to the next lowest evaluated agency or call for new bids.

2. Termination for Default:



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I. The Bank, without prejudice to any other remedy for breach of contract, by written notice of 30 days, of default sent to the agency, may terminate this Contract in whole or in part:

- If the agency fails to provide sufficient services within the period(s) specified in the Contract, or within any extension thereof granted by the Bank.
- If the agency fails to perform any other obligation(s) under the Contract.

II. In the event of termination of the contract for any reason whatsoever, the contractor/or person employed by him or his agents shall not be entitled to any sum or sums whatsoever from BGGB by way of compensation, damages, or otherwise.

III. In the event BGGB terminates the contract due to failure of the Agency/Contractor/Company to adhere to service conditions or any part thereof, BGGB is entitled to procure services from other sources. The Agency/Contractor/Company shall be liable to pay BGGB the difference in payments/excess payment made for such other services, besides damages for the period of failure in providing the services.

IV. Removal of workers from premises after Termination: The Contractor shall remove all workers deployed by him on termination of the contract or on expiry of the contract from the premises of the BGGB and ensure that no such persons shall create any disruption/hindrance/problem of any nature in the premises of BGGB branches/offices.

3. Supplier's Obligations:

I. The successful agency is responsible for managing the activities of its personnel and will hold itself responsible for any misdemeanours.

II. The successful agency shall treat as strictly confidential all data, information, records, and materials pertaining to the Bank that are obtained or accessed in the course of fulfilling its obligations under this agreement. The agency agrees not to disclose, divulge, or make available such information, whether directly or indirectly, to any third party without the prior express written consent of the Bank, except as required by law or to the extent necessary to perform its obligations under this agreement. This obligation of confidentiality shall survive the termination or expiration of this agreement.

III. Other terms & conditions:

a. Contract will be for a period of Two Year commencing from the date execution of agreement and may be renewed/ extend for one year with mutual consent between Baroda Gujarat Gramin Bank (BGGB) and the selected Agency/Firm/Contractor.

b. The agency's staff shall not misbehave with any of the Bank's staff members/customers and will not enter into any unlawful activities in the premises.

c. Bank staff/security staff will have the right to check/search or interrogate any of the agency's staff while entering/working/leaving the premises.

d. The agency shall issue identity cards to their workers on the agency's ID Cards. No person without this card shall be allowed any entry into the Bank's premises and shall submit details such as names, parentage, residential address, mobile no., age, etc., along with recent photographs of the personnel deployed by him to the bank.

e. The worker to be deployed at a Branch should be preferably from the Service area, and he should be familiar to the operating area of the Branch. Experience, if any, shall be solicited. He shall be acceptable to the Branch Manager/Regional Manager/General Manager of the concerned Branch/RO/HO. The Bank reserves the right to accept/reject the person deployed by the agency.



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- f. Agency quoted commission (administrative charges) shall be reasonable and should not be lesser than the TDS applicable on wages from time to time. Offering the outsourcing services at Zero commission or below the prescribed minimum commission rate by the agency shall be disqualification.
- g. The period of the contract shall be invariably informed in writing by the agency to their worker deputed to Branch/Office.
- h. EPF & ESI remittances for the outsourced personnel deployed at the Bank shall be remitted through a separate challan (exclusively to our Bank).
- i. It is the obligation/responsibility of the agency to obtain attendance/duty certificates of its employees in time and to claim the bill based on the number of days worked. The agency is responsible for any delay in the submission of bills to the Bank due to non-receipt of duty certificates and the consequences thereof in the statutory remittances, i.e. Penalty, etc., are to be paid by the agency only.
- j. All the workers will attend the work in proper uniform with an emblem/name of the firm embroidered at the cost of the agency.
- k. The scope of work will be done to the satisfaction of the Bank and in timely manner.
- l. The payment shall be made on a monthly basis for which the agency shall have to raise a bill. The agency should have a TIN No. GST No, etc., as per Government Guidelines.
- m. No advance payment shall be made.
- n. The rate shall remain the same throughout the contract period, and no extra amount shall be paid in case the Bank asks to carry out any work related to specialized cleaning on any day.
- o. There will be no increase in the rate during the contracted period. However, minimum wages may be increased as per Government orders.
- p. The agency has to ensure that minimum wages are being paid to the skilled and unskilled workforce, and he has to produce the requisite certificate of depositing the desired amount of deductions i.e., PF/ESIC, etc., as per labour act with appropriate authorities. The payment shall be released after the production of these papers and certificates through the e-payment system of the Bank. Further, monthly payment shall be released only after receipt of PF & ESI counterfoil/letter showing deposited the requisite amount with respective competent authorities.
- q. The Agency/Firm/Contractor shall allow inspection of all the prescribed labor records to any of his manpower or to his agent at a convenient time and place after due notice is received or from the labor officer or any other person, authorized by the Central Government on his behalf. The Agency/Firm/Contractor shall submit periodical return as may be specified from time to time.
- r. Agency/Service Provider to ensure that rates quoted by him fulfill the minimum wages criteria as fixed by the Govt. of India. If the Bank feels that the rates quoted do not fulfill the minimum wages criteria clause, the bid shall be rejected outright.
- s. Agency/Service Provider to ensure that the wages of their workforce engaged at our Bank are credited to their respective bank accounts (to be maintained with BGGB only) by 7th day of the month, The Agency/Service Provider shall provide written confirmation of the same to BGGB every month on payment being done to the workforce.
- t. The Agency shall bear all the costs and expenses in respect of all charges, stamp duties, etc., relating to the contract, documents, etc., to be signed.



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u. The Agency shall pay a security deposit to the extent of 5% of the total contract by Bank guarantee from any scheduled commercial Bank to the Bank within 10 days of the receipt of the work order and prior to the commencement of service under the contract. The Security Deposit must be in the form of a Bank Guarantee from any scheduled commercial Bank. The Bank shall be entitled to adjust or appropriate or forfeit the said security deposit towards loss or damage caused by the Agency or his employees or the amount of value of shortage or breakage to any premises, equipment, appliances, items, etc., entrusted to or caused to other assets of Bank by the Agency or his employees or any other liability of the Agency. The security deposit will be released after six months of contract termination after assessing the requisite deductions if any on account of damages or alternate source of service arrangement/s made by BGGB on account of failure of Agency/Contractor/Company in fulfilling service conditions or part thereof. Further, The Agency shall also indemnify and keep indemnified and save harmless at all times the Bank and its directors, employees by way of this agreement of any claim, loss or damage or any action or proceeding legal or otherwise of whatever nature suffered by the Bank which may be to the extent of the actual amount incurred or as per any court order.

v. In case the agency assigns or sub-contracts this contract without written approval of the Bank or in case the performance of the Agency is found unsatisfactory in case of contravention by the agency of any of the terms & conditions contained herein and Schedules hereto, the Bank shall have the right to terminate the contract without giving any notice to the Agency. The Principal of the Bank shall be the sole authority to decide and judge the quality of service rendered by the Agency, and his decision will be fully binding on the Agency.

w. The successful bidder/s shall indemnify and keep indemnified and save harmless at all times the Bank and its directors, employees by way of this agreement in respect of any claim, loss or damage or any action or proceeding of whatever nature or for any notices or expenses suffered by the Bank arising out of or caused by any act or omission of the successful bidder/s or its personnel's in relation to any matter specified in this Agreement or breach of any provisions under this Agreement or due to negligence, misconduct or any mala fide act of the successful bidder/s or its personnel's failing which the Bank may, without prejudice to any other right or remedy available to it under law, recover such debt, claim, loss, damage or expenses from any money due and payable to the successful bidder/s.

The successful bidder/s shall also indemnify and keep indemnified and save harmless at all times the Bank and its directors, employees by way of this agreement of any claim, loss or damage or any action or proceeding legal or otherwise of whatever nature suffered by the Bank which may be to the extent of the actual amount incurred or as per any court order.

The indemnity holds good and binds over the successful bidder/s, if the information about the said loss/damage is unearthed even after the contract period.

x. The services of the agency shall be extended to the Branches/Offices located in the area of operations of the Bank at the sole discretion of the Bank, if it is necessary.

y. Eligibility of the persons deployed: That for performing the assigned work, the contractor shall deploy medically, physically fit and literate persons (should be above 18 and below the age of 50) and shall be conversant in Hindi and the local language.

4. If any bid is withdrawn during the period of Tender validity OR after the acceptance of the Bid, the Earnest Money of the tenderer will be forfeited.

5. The successful bidder/s is/are to execute an agreement in the proper form on a Rs.300/- (Three hundred only) or updated stamp fee, whichever is higher on non-judicial Stamp paper, the cost of which will be borne by the successful bidder/s respectively by themselves within the stipulated time. Such agreement must conform to all the terms and conditions of RFP and other such conditions in the tender offer as may be agreed upon by BGGB.



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6. If the work is not performed by any or all the manpower on any day/days in a month, deduction shall be made proportionately (per day basis) from the bills of the Agency/Firm/Contractor, and a penalty @ Rs. 100/- per working day for each Unskilled Manpower may be imposed.
7. The accountability and responsibility for maintaining secrecy of the data will be with the Agency/Firm/Contractor.
8. If any of the information furnished by the Agency/Firm/Contractor is found to be incorrect, the contract is likely to be terminated.
9. BGGB does not bind himself to accept the lowest tender and reserves the right (i) to reject any or all tenders (ii) the right to accept any portion of the tender offered without assigning any reason and also to split the tender and award the same to different parties. He can also reduce or extend the period of the contract without assigning any reason.
10. Acceptance of the tender will be communicated by an acceptance Note or Letter of Intent.
11. The BGGB will not be liable to pay any interest on the Earnest Money or Security Deposit Money. If the successful tenderer withdraws the tender before formal approval after tender or after the contract fails to comply with any of the terms and conditions set out above, the BGGB reserves the right to forfeit Earnest Money/Security Deposit.
12. The Agency/Firm/Contractor shall be responsible for providing all statutory benefits to the personnel employed by him like EPF, ESI, etc., as applicable. The Agency/Firm/Contractor needs to deposit the attested copy of Challan/documentary proof of depositing ESI/EPF (employee & employer contribution, as applicable, if any) and GST monthly/quarterly/whenever due with the bill.
13. The manpower engaged by the Agency/Firm/Contractor for executing jobs is purely the responsibility of the Agency/Firm/Contractor, and they will not have any claim/liability on the BGGB. The Agency/Firm/Contractor will intimate the local police station regarding the identity and permanent address of the persons employed and so provided to BGGB for their credentials verification by the police. A copy of the acknowledgment received from the local police station should be submitted to this office. Police verification is a must and is to be done once a year.
14. For all intents and purposes, the Agency/Firm shall be the "Employer" within the meaning of different Labor Legislations/Acts in respect of manpower Operators so employed and deployed in Branches/Offices. The manpower deployed by the Agency/Firm/Contractor in Branches/Offices shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against BGGB.
15. TAXES AND DUTIES: The Agency/Firm/Contractor shall pay all levies, fees, royalties, taxes, and duties payable or arising from out of, by virtue of or in connection with and/or incidental to the Contract or any of the obligations of the parties in terms of the Contract Documents and/or in respect of the works or operation(s) or any part thereof to be performed by the Agency/Firm/Contractor. The Agency/Firm/Contractor shall indemnify and keep indemnified the BGGB from and against the same or any default by the Agency/Firm/Contractor in the payment thereof.
16. INDEMNITIES: The Agency/Firm/Contractor shall at all times hold the BGGB harmless and indemnify from against all actions, suits, proceedings, works, cost, damages, charges, claims, and demands of every nature and description brought or procured against the BGGB, its officers, and officials and forthwith upon demand and without protest or demur pay to the Department any and all losses and damages and cost (inclusive of attorney and client) and all costs incurred in endorsing this or any other indemnity or security which the BGGB may now or at any time have relative to the work or the Agency/Firm/Contractor's obligations or in protecting or endorsing its right in any suit or other legal proceedings, charges and expenses and liabilities resulting from or incidental or in connection with injury, disease, or disablement to

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or death of any person(s), including employees of the Agency/Firm/Contractor or damage to property resulting from or arising out of or in any way connected with or incidental to the operations caused by the contract documents. In addition, the Agency/Firm/Contractor shall reimburse the BGGB or pay to the BGGB forthwith on demand without protest or demur all costs, charges, expenses, and losses and damages otherwise incurred by it in consequence of any claims, demands, and actions which may be brought against the BGGB arising out of or incidental to or in connection with the operation covered by the contract.

The **Agency/Firm/Contractor** shall indemnify and keep indemnified and save harmless at all times the Bank and its directors, employees by way of this agreement in respect of any claim, loss or damage or any action or proceeding of whatever nature or for any notices or expenses suffered by the Bank arising out of or caused by any act or omission of the **Agency/Firm/Contractor** or its personnel's in relation to any matter specified in this Agreement or breach of any provisions under this Agreement or due to negligence, misconduct or any mala fide act of the **Agency/Firm/Contractor** or its personnel's failing which the Bank may, without prejudice to any other right or remedy available to it under law, recover such debt, claim, loss, damage or expenses from any money due and payable to the **Agency/Firm/Contractor**.

The **Agency/Firm/Contractor** shall also indemnify and keep indemnified and save harmless at all times the Bank and its directors, employees by way of this agreement of any claim, loss or damage or any action or proceeding legal or otherwise of whatever nature suffered by the Bank which may be to the extent of the actual amount incurred or as per any court order.

17. INSOLVENCY OR DEATH OF AGENCY/FIRM/CONTRACTOR

i) In the event of the Agency/Firm/Contractor being adjudged insolvent or going voluntarily into liquidation or having received an order or other order under the Insolvency act made against him or, in the name of a Company or, the passing of any resolution, or making of any order for winding up whether voluntarily or otherwise, or in the event of the Agency/Firm/Contractor failing to comply with any of the conditions herein specified, the BGGB shall have the power to terminate the contract without previous notice.

ii) Agency/Firm/Contractor's heirs/representatives shall, without the consent in writing to the BGGB, have the right to continue to perform the duties or engagements of the Agency/Firm/Contractor under the contract in case of his death. In the event of the Agency/Firm/Contractor, with such consent aforesaid, transferring his business, and in the event of the Agency/Firm/Contractor being a company and being wound up any time during the period of this contract for the purpose and with the objective of transferring its business to any persons or a company, the Agency/Firm/Contractor shall make it one of the terms and stipulations of the contract for the transfer of his properties and business, that such other person or company shall continue to perform the duties or engagements of the Agency/Firm/Contractor under this contract and be subject to his liabilities thereunder. Proof of Death and other relevant documents to this effect shall be submitted to the BGGB, in writing.

iii) Without prejudice to any of the rights or remedies under this contract, if the Proprietor/Contractor dies, the BGGB shall have the option of terminating the contract without compensation to the Agency/Firm/Contractor, which does not amount to Breach of the contract.

18. Terms of Payment: Payment will be made by the Bank against the acquaintance/invoice and on production of satisfactory evidence of EPF, ESI & Other statutory remittances. Payment will be credited directly to the account of the Agency, and the agency shall maintain an account with our Bank for this purpose. All its provided workers shall maintain a savings account with our Bank, and the agency shall have to transfer the wages from their account to workers' accounts invariably **as per applicable laws and timeline prescribed under Law**



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19. The Agency/Firm/Contractor's heirs/representatives shall NOT have any right to claim any permanent or temporary employment in BGGB. The Agency/Firm/Contractor shall solely be responsible for their personal engagement, payment, damages, or any other related concern.

20. Dispute Resolution: - The Bank and the selected Bidder shall make every effort to resolve amicably, by direct informal negotiation between the respective authority of the Bank and the Bidder, any disagreement or dispute arising between them under or in connection with the contract.

If the respective authority and Bidder are unable to resolve the dispute after thirty days from the commencement of such informal negotiations, they shall immediately escalate the dispute to the senior authorized personnel designated by the Bidder and Bank respectively.

If after thirty days from the commencement of such negotiations between the senior authorized personnel designated by the Bidder and Bank, the Bank and the Bidder have been unable to resolve contractual dispute amicably, either party may require that the dispute be referred for resolution through formal arbitration.

21. Arbitration: All disputes and differences of any kind whatsoever arising out of or in connection with the work order shall be within jurisdiction of courts in VADODARA or shall be referred to arbitration under VADODARA Jurisdiction. The arbitrator may be appointed by both the parties or in case of disagreement each party may appoint an arbitrator and appoint third presiding arbitrator mutually agreed by both and the decision of the arbitrator(s) shall be final. Such arbitration has to be governed by the provisions of Indian Arbitration Act. According to Article 119, Limitation Act, 1963, (as amended from time to time) the period of limitation for an application to set aside an award under the Arbitration Act, 1940 (as amended from time to time), begins to run from the 'date of service of the notice of the filing of the award'. The expression "date of notice" means not only a formal intimation but also an informal one. The notice can be given orally also. When a signed copy of the award is given to the party and his signature taken as a token of such receipt, this shall amount to a notice and the time for filing an application under Article 119 (a), Limitation Act, 1963 would run from that date.

22. Governing Laws: This RFP and the subsequent contract shall be governed and construed and enforced in accordance with the laws of India. Both Parties shall agree that in respect of any dispute arising upon, over or in respect of any of the terms of this agreement, only the court in Vadodara shall have exclusive jurisdiction to try and adjudicate such disputes to the exclusion of all other courts.

23. Information Confidentiality: This document is meant for the specific use by the Company / person/s interested to participate in the current tendering process. This document in its entirety is subject to copyright laws. BGGB expects the Bidders or any person acting on behalf of the Bidders to strictly adhere to the instructions given in the document and maintain confidentiality of information. The Bidders will be held responsible for any misuse of the information contained in the document and liable to be prosecuted by the Bank, in the event of such circumstances being brought to the notice of the Bank. By downloading the document, the interested party is subject to confidentiality clauses.

24. The Agency/Contractor/Firm shall bear the sole responsibility for ensuring strict compliance with all applicable provisions of labor laws and regulations, including but not limited to:

- a) The Workmen's Compensation Act, 1923.
- b) The Employees' Provident Funds and Miscellaneous Provisions Act, 1952.
- c) The Maternity Benefit Act, 1961.
- d) The Minimum Wages Act, 1948.
- e) The Payment of Gratuity Act, 1972.
- f) The Equal Remuneration Act, 1976.



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g) Any other applicable laws or regulations governing labor and employment, as amended or enacted by the competent government authorities from time to time.

The Agency/Contractor/Firm shall indemnify and hold the Bank harmless against any and all claims, liabilities, damages, penalties, or expenses arising from any failure or lapse on the part of the Agency/Contractor/Firm to comply with the aforementioned laws and regulations. The Bank shall not bear any liability, financial or otherwise, arising from non-compliance or violations of these provisions by the Agency/Contractor/Firm.

25. The Agency/Contractor/Firm shall ensure that all wages payable to its staff engaged under this agreement are disbursed exclusively through accounts maintained with **Baroda Gujarat Gramin Bank (BGGB)**. No wages shall, under any circumstances, be transferred or credited to accounts held in any other bank.

9. Proposal Evaluation and Selection

9.1 Evaluation Committee:

- Evaluation of Bid proposals will be carried out by the procurement committee of BGGB.

9.2 Selection Process:

1. The proposal submitted through the Government e-Marketplace (GeM) portal only will be evaluated based on the eligibility criteria outlined in the RFP. No physical bid/documents (Except Earnest Money Deposit DD) during or after deadline will be accepted by the BGGB.
2. Compliance with eligibility criteria, such as work experience, track record in executing similar work, financial stability, and statutory compliance etc., will be rigorously assessed in Technical Bid.
3. Bidders meeting the eligibility criteria will proceed to the next stage of evaluation i.e Financial Bid.
4. The proposal's responsiveness to the RFP's requirements will be closely examined. If a firm/agency quotes below the minimum service charges mentioned in Office Memorandum no. F.6/1/2023-PPD Government of India, Ministry of Finance, Department of Expenditure, Procurement Policy Division dated 06th January 2023, the bid will be treated as unresponsive and will not be considered.
5. Financial proposals should be clear and transparent, providing a breakdown of costs associated with the services.

9.3 Award of Contract:

- The decision of awarding the contract rests solely with BGGB and is non-negotiable.
- In event of a tie between two or more bidders in the during financial evaluation, determination of L1 bidder will be based "Run L1 selection" feature on GeM portal wherein the system would randomly identify a L1 bidder. It works on pseudorandom number generator algorithms which is a system generator based on linear congruential algorithm.
- Successful bidders will be notified through the GeM portal and other specified means.
- Unsuccessful bidders will also be notified about the outcome.

Signature of bidder with seal



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Sr.No.	Branch Name	Region
1	Naranpar	Bhuj
2	Shimay	Bhuj
3	Talwana	Bhuj
4	Shirva	Bhuj
5	Meghpar	Bhuj
6	Khombhadi	Bhuj
7	Vondh	Bhuj
8	Zarpara	Bhuj
9	Bitta	Bhuj
10	Nagalpar	Bhuj
11	Ghaduli	Bhuj
12	Deshalpar	Bhuj
13	Manfara	Bhuj
14	Sanyra	Bhuj
15	Lodai	Bhuj
16	Dhaneti	Bhuj
17	Mothala	Bhuj
18	Kotda (R)	Bhuj
19	Kalyanpar	Bhuj
20	Padampar	Bhuj
21	Gagodar	Bhuj
22	Kukma	Bhuj
23	Nani Khakhar	Bhuj
24	Chobari	Bhuj
25	Devpar(Vax)	Bhuj
26	Chandranj	Bhuj
27	Nagor	Bhuj
28	Tera	Bhuj
29	Matana Madh	Bhuj
30	Fategadh	Bhuj
31	Samkhiali	Bhuj
32	Galpadar	Bhuj
33	Nalia	Bhuj
34	Bhachau	Bhuj
35	Rahpar	Bhuj
36	Mandvi	Bhuj

(List of Branches/Offices)

ANNEXURE - I

Sr.No.	Branch Name	Region
37	Nakhatrana	Bhuj
38	Madhapar	Bhuj
39	Sukhpar	Bhuj
40	Anjar	Bhuj
41	Mundra	Bhuj
42	Kidana	Bhuj
43	Varsamedi	Bhuj
44	Bhuj (Main)	Bhuj
45	Gandhidham	Bhuj
46	Bharatnagar	Bhuj
47	Sanskarnagar	Bhuj
48	RO BHUJ	BHUJ
49	NADISAR	GODHRA
50	PETHAPUR	GODHRA
51	RAM PATELNA MUVADA	GODHRA
52	DABHVA	GODHRA
53	MOTI SANSAN	GODHRA
54	RINCHHVANI	GODHRA
55	MADHVAS	GODHRA
56	BAHI	GODHRA
57	LADVEL	GODHRA
58	GANGARDI	GODHRA
59	DHANPUR	GODHRA
60	BILWANI	GODHRA
61	WAGHJIPUR	GODHRA
62	RANJITNAGAR	GODHRA
63	DUMA	GODHRA
64	MORVA(HADAF)	GODHRA
65	TIMBAGAM	GODHRA
66	PANELAV	GODHRA
67	MOTA KHANPUR	GODHRA
68	KHAREDI	GODHRA
69	RACHHARADA	GODHRA
70	KADANAGAM	GODHRA
71	NANDARVA	GODHRA
72	BORIA	GODHRA
73	SANJELI	GODHRA
74	HARKUNDI	GODHRA
75	METRAL	GODHRA
76	ARAD	GODHRA
77	MALEKPUR	GODHRA
78	KIDIA	GODHRA

SIGNATURE OF BIDDER WITH SEAL

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Sr.No.	Branch Name	Region
79	MUDAVADEKH	GODHRA
80	LIMKHEDA	GODHRA
81	KANTU	GODHRA
82	RATANPUR	GODHRA
83	JEKOT	GODHRA
84	SINGWAD	GODHRA
85	GHOGHAMBA	GODHRA
86	KALIBEL	GODHRA
87	BALAIYA	GODHRA
88	KHEROLI	GODHRA
89	JAFRABAD	GODHRA
90	VAVDIBUZARG	GODHRA
91	VIRANIYA	GODHRA
92	BORIDRA(BUZARG)	GODHRA
93	UNDRA	GODHRA
94	CHAVDIBAINA MUVADA	GODHRA
95	HALOL	GODHRA
96	DUNIYA	GODHRA
97	LIMDI	GODHRA
98	LUNAVADA	GODHRA
99	DEVGAD BARIA	GODHRA
100	SHEHRA	GODHRA
101	SAMPA	GODHRA
102	JHALOD	GODHRA
103	ABHLOD	GODHRA
104	PIPLOD	GODHRA
105	SANTRAMPUR	GODHRA
106	BALASINOR	GODHRA
107	SIMALIYA	GODHRA
108	GARBADA	GODHRA
109	CHAKALIYA	GODHRA
110	KADVAL	GODHRA
111	GODHRA	GODHRA
112	KALOL	GODHRA
113	DaHoD	GODHRA
114	GODHRA ROAD DAHOD	GODHRA
115	SALIYA SANTROAD	GODHRA
116	RO GODHRA	GODHRA
117	HEAD OFFICE, Vadodara	HEADOFFICE
118	Agiyol	Himatnagar
119	Vadodara	Himatnagar
120	Santej	Himatnagar



SIGNATURE OF BIDDER WITH SEAL

Sr.No.	Branch Name	Region
121	Dashela	Himatnagar
122	Mahudi	Himatnagar
123	Rancharda	Himatnagar
124	Khatraj	Himatnagar
125	Paliyad	Himatnagar
126	Lekavada	Himatnagar
127	Palaj	Himatnagar
128	Vadsar	Himatnagar
129	Shahpur	Himatnagar
130	Rakhiyal	Himatnagar
131	Mubarakpur	Himatnagar
132	Dhamasana	Himatnagar
133	Jamla	Himatnagar
134	Chadasana	Himatnagar
135	Hathijan	Himatnagar
136	Ridrol	Himatnagar
137	Pethapur	Himatnagar
138	Dadhvav	Himatnagar
139	Dahegamda	Himatnagar
140	Kapoda	Himatnagar
141	Mohanpur	Himatnagar
142	Viravada	Himatnagar
143	Gambhoi	Himatnagar
144	Goral	Himatnagar
145	Dholwani	Himatnagar
146	SabAli	Himatnagar
147	Kushki	Himatnagar
148	Malpur	Himatnagar
149	Rajendranagar	Himatnagar
150	Palla	Himatnagar
151	Tajpurkui	Himatnagar
152	Kanadar	Himatnagar
153	Nanachekhla	Himatnagar
154	Gadhoda	Himatnagar
155	Tajpur Camp	Himatnagar
156	Nava	Himatnagar
157	Daramali	Himatnagar
158	Limbhoi	Himatnagar
159	Mathasur	Himatnagar
160	Badoli	Himatnagar
161	Demai	Himatnagar

SIGNATURE OF BIDDER WITH SEAL



Sr.No.	Branch Name	Region
162	Sathamba	Himatnagar
163	Bayal-Dhankrol	Himatnagar
164	Untarda	Himatnagar
165	Jivanpur	Himatnagar
166	Kadoli	Himatnagar
167	Jitpur	Himatnagar
168	Dehgam	Himatnagar
169	Mansa	Himatnagar
170	Himatnagar	Himatnagar
171	Khedbrahma	Himatnagar
172	Bhiloda	Himatnagar
173	Modasa	Himatnagar
174	Idar	Himatnagar
175	Meghraj	Himatnagar
176	Prantij	Himatnagar
177	Talod	Himatnagar
178	Vadali	Himatnagar
179	Dhansura	Himatnagar
180	Bayad	Himatnagar
181	Kanknol	Himatnagar
182	Gandhinagar	Himatnagar
183	Kalol	Himatnagar
184	RO HIMATNAGAR	HIMATNAGAR
185	Chandkheda	Mehsana
186	Shilaj	Mehsana
187	Memnagar	Mehsana
188	Ranip	Mehsana
189	Ghatlodia	Mehsana
190	Hanspura	Mehsana
191	Kanthravi	Mehsana
192	Karli	Mehsana
193	Sunok	Mehsana
194	Vithoda	Mehsana
195	Dabhad	Mehsana
196	Bamosana	Mehsana
197	Chhathiyarda	Mehsana
198	Sudasana	Mehsana
199	Valasana	Mehsana
200	Khawad	Mehsana
201	Akhaj	Mehsana
202	Suraj	Mehsana

SIGNATURE OF BIDDER WITH SEAL

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SIGNATURE OF BIDDER WITH SEAL

Sr.No.	Branch Name	Region
203	Karbatia	Mehsana
204	Mandali	Mehsana
205	Vaghwadi	Mehsana
206	Modhera	Mehsana
207	Shahpur-Vad	Mehsana
208	Bhalak	Mehsana
209	Udalpur	Mehsana
210	Fudeda	Mehsana
211	Bhalusana	Mehsana
212	Jotana	Mehsana
213	Vishol	Mehsana
214	Jaska	Mehsana
215	Pamol	Mehsana
216	Dabhala	Mehsana
217	Kada	Mehsana
218	Bamanva	Mehsana
219	Transwad	Mehsana
220	Jetalvasna	Mehsana
221	Basna	Mehsana
222	Boriavi	Mehsana
223	Unad	Mehsana
224	Sundarpur	Mehsana
225	Upera	Mehsana
226	Jomang	Mehsana
227	Jhulasan	Mehsana
228	Sametra	Mehsana
229	Panchot	Mehsana
230	Vahelal	Mehsana
231	Gothva	Mehsana
232	Kheralu	Mehsana
233	Visnagar	Mehsana
234	Kansa (V)	Mehsana
235	Vijapur	Mehsana
236	Kadi	Mehsana
237	Unjha	Mehsana
238	Bahucharaji	Mehsana
239	Bavla	Mehsana
240	Mehsana	Mehsana
241	RO MEHSANA	MEHSANA
242	Baspa	Patan
243	Kamboi	Patan



SIGNATURE OF BIDDER WITH SEAL

Sr.No.	Branch Name	Region
244	Mesar	Patan
245	Santalpur	Patan
246	Adia	Patan
247	Kimbuva	Patan
248	Roda	Patan
249	Kansa (p)	Patan
250	Brahmanwada	Patan
251	Lanva	Patan
252	Sander	Patan
253	Sankhari	Patan
254	Maniyari	Patan
255	Manund	Patan
256	Dudharampura	Patan
257	Katra	Patan
258	Dharpur	Patan
259	Shankheshvar	Patan
260	Palasar	Patan
261	Mthivavdi	Patan
262	Pimpal	Patan
263	Asheda	Patan
264	Virampur	Patan
265	Hadad	Patan
266	Raiya	Patan
267	Takarwada	Patan
268	Samau-Mota	Patan
269	Kuchawada	Patan
270	Jadia	Patan
271	Panchhada	Patan
272	Dhandha	Patan
273	Gidasan	Patan
274	Pilucha	Patan
275	Motasada	Patan
276	Jegol	Patan
277	Nenava	Patan
278	Danta	Patan
279	Nani akhol	Patan
280	Dantiwada	Patan
281	Ranet	Patan
282	Kumbhasan	Patan
283	Memadpur	Patan
284	Magarwada	Patan

Sr.No.	Branch Name	Region
285	Mumanvas	Patan
286	Rah	Patan
287	Paldi Mithi	Patan
288	Kansari	Patan
289	Dodgam	Patan
290	Ramun	Patan
291	Soni	Patan
292	Terwada	Patan
293	Jalotra	Patan
294	Jetda	Patan
295	Dangiya	Patan
296	Harij	Patan
297	Radhanpur	Patan
298	Sami	Patan
299	Siddhpur	Patan
300	Chanasma	Patan
301	Balisana	Patan
302	Dhinoj	Patan
303	Dhanera	Patan
304	Wav	Patan
305	Tharad	Patan
306	Deodar	Patan
307	Lakhani	Patan
308	Laxmipura	Patan
309	Kamboi (Kankrej)	Patan
310	Thara	Patan
311	Patan	Patan
312	Palanpur	Patan
313	Deesa	Patan
314	RO PATAN	PATAN
315	DUMBHAL	SURAT
316	KARELI	SURAT
317	DADHAL	SURAT
318	SAMNI	SURAT
319	DAYADRA	SURAT
320	VAGRA	SURAT
321	HANSOT	SURAT
322	DHOLIKUI	SURAT
323	GODSAMBA	SURAT
324	GOVALI	SURAT
325	DEHLI	SURAT

SIGNATURE OF BIDDER WITH SEAL



Sr.No.	Branch Name	Region
326	CHANCHVEL	SURAT
327	VILAYAT	SURAT
328	JHAGADIA	SURAT
329	IKHAR	SURAT
330	VAREDIA	SURAT
331	VALIA	SURAT
332	ATALI	SURAT
333	HINGLOT	SURAT
334	NODHANA	SURAT
335	BHADDBHUNJA	SURAT
336	ENA	SURAT
337	GHALA	SURAT
338	KARANJ	SURAT
339	AFVA	SURAT
340	KANI	SURAT
341	KOSMADA	SURAT
342	PALOD	SURAT
343	NAGOD	SURAT
344	SANIYA HEMAD	SURAT
345	KUMBHARIA	SURAT
346	KATHODRA	SURAT
347	PARIA	SURAT
348	MANDVABUZARG	SURAT
349	KHARVASA	SURAT
350	SHERDI	SURAT
351	VELANJA	SURAT
352	SYADLA	SURAT
353	DAHEGAM	SURAT
354	ANDADA	SURAT
355	VYARA	SURAT
356	FORT SONGADH	SURAT
357	MANDVI	SURAT
358	JAMBUSAR	SURAT
359	NETRANG	SURAT
360	BARDOLI	SURAT
361	ANKLESHWAR	SURAT
362	PALSANA	SURAT
363	BABEN	SURAT
364	KATHOR	SURAT
365	ANKLESHWAR GIDC	SURAT
366	BHARUCH	SURAT
367	ABC CHOKDI, BHARUCH	SURAT
368	KAPODRA	SURAT

SIGNATURE OF BIDDER WITH SEAL

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Sr.No.	Branch Name	Region
369	SARTHANA	SURAT
370	LINK ROAD	SURAT
371	JADESHWAR ROAD	SURAT
372	SHAKTINATH	SURAT
373	YOGICHAWK	SURAT
374	JAHANGIRPURA	SURAT
375	SACHIN	SURAT
376	KOSAD	SURAT
377	DINDOLI	SURAT
378	VARIAV	SURAT
379	RO SURAT	SURAT
380	VEMALI	VADODARA
381	SELAMBA	VADODARA
382	VAVDI	VADODARA
383	LACHHARAS	VADODARA
384	GARUDESHWAR	VADODARA
385	NIVALDA	VADODARA
386	JITODIA	VADODARA
387	SHERKHI	VADODARA
388	RAJUVADIA	VADODARA
389	BILODRA	VADODARA
390	RINCHHOL	VADODARA
391	GOLA GAMDI	VADODARA
392	KURAL	VADODARA
393	ASODAR	VADODARA
394	BHANER	VADODARA
395	UMETA	VADODARA
396	PITHAI	VADODARA
397	TUNDAV	VADODARA
398	CHHALIER	VADODARA
399	VANSOL	VADODARA
400	POR	VADODARA
401	CHARED	VADODARA
402	PANSORA	VADODARA
403	MARIDA	VADODARA
404	BHADLAN	VADODARA
405	KHANPUR	VADODARA
406	CHOKARI	VADODARA
407	VARSAVA	VADODARA
408	KOLIYAD	VADODARA
409	VAHERAKHADI	VADODARA
410	PETLI	VADODARA
411	SHIROLA	VADODARA

SIGNATURE OF BIDDER WITH SEAL



Sr.No.	Branch Name	Region
412	RAJPIPLA	VADODARA
413	DAKOR	VADODARA
414	KALAMSAR	VADODARA
415	PADRA	VADODARA
416	KARJAN	VADODARA
417	BODELI	VADODARA
418	BORSAD	VADODARA
419	CHHIPDI	VADODARA
420	DABHOI	VADODARA
421	SOKHDA	VADODARA
422	THASRA	VADODARA
423	KARAMSAD	VADODARA
424	SOJITRA	VADODARA
425	SEVALIA	VADODARA
426	VASO	VADODARA
427	UMRETH	VADODARA
428	KAPADVANJI	VADODARA
429	KHAMBHAT	VADODARA
430	PIJ ROAD	VADODARA
431	WAGHODIA ROAD	VADODARA
432	SUBHANPURA	VADODARA
433	MANJALPUR	VADODARA
434	CHHANI	VADODARA
435	VASNA ROAD	VADODARA
436	CHHOTA UDEPUR	VADODARA
437	TARSALI	VADODARA
438	SAYAJIPURA	VADODARA
439	KALALI	VADODARA
440	LAMBHVEL ROAD	VADODARA
441	RO VADODARA	VADODARA
442	ACHHAWANI	VALSAD
443	UNDACH LUHARFALIYA	VALSAD
444	GHEJ	VALSAD
445	KALIYARI	VALSAD
446	KAMBOYA	VALSAD
447	MANDHAR	VALSAD
448	FALADHARA	VALSAD
449	MASA	VALSAD
450	NANA PONDHA	VALSAD
451	KAMPARIA	VALSAD
452	VANDERVELA	VALSAD
453	AMBACH	VALSAD
454	SAPUTARA	VALSAD

SIGNATURE OF BIDDER WITH SEAL

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Sr.No.	Branch Name	Region
455	VEDCHHA	VALSAD
456	KAPRADA	VALSAD
457	MANEKPORE	VALSAD
458	CHHINAM	VALSAD
459	SARA	VALSAD
460	MOTI VALZAR	VALSAD
461	MACHHIWAD	VALSAD
462	MANGROL	VALSAD
463	KHAJURDI	VALSAD
464	KHANPUR N	VALSAD
465	RONVEL	VALSAD
466	SAKARPATAL	VALSAD
467	CHIKHLI	VALSAD
468	BHATTAI	VALSAD
469	SUTHARPADA	VALSAD
470	VANKAL	VALSAD
471	BAMANVEL	VALSAD
472	KUKERI	VALSAD
473	ENDHAL	VALSAD
474	BHINAR	VALSAD
475	LILAPORE	VALSAD
476	PERA	VALSAD
477	SUBIR	VALSAD
478	GOIMA	VALSAD
479	BHAT-MENDHAR	VALSAD
480	Pipalkhed	VALSAD
481	AHWA	VALSAD
482	GANDEVI	VALSAD
483	BANSDA	VALSAD
484	PARDI	VALSAD
485	DHARAMPUR	VALSAD
486	BILIMORA	VALSAD
487	MAHUVAR (MAROLI BAZAR)	VALSAD
488	KHERGAM	VALSAD
489	VALSAD	VALSAD
490	NAVSARI	VALSAD
491	VAPI	VALSAD
492	VESMA	VALSAD
493	EKLERA	VALSAD
494	CHHAPRA ROAD	VALSAD
495	RO VALSAD	VALSAD



SIGNATURE OF BIDDER WITH SEAL

ANNEXURE: II

BID FORM

Ref.No

Place: ...

Date: , 2025

To,
The General Manager,
Baroda Gujarat Gramin Bank
Head Office : 3rd and 4th Floor, Suraj Plaza-1,
Sayajiganj,
Vadodara – 390 005.

Dear Sir,

Having examined the Request for Proposal (RFP): , the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the personnel for sweeping, cleaning & maintenance of your Branches/ Offices in conformity with the said RFP for the sum mentioned in the Financial Bid or such other sums as may be ascertained in accordance with the Schedule of Prices attached and made part of this Bid.

We undertake, if our Bid is accepted, to provide personnel/labour in accordance with the Schedule specified. If our bid is accepted, we will obtain the guarantee of a Bank in a sum equivalent to 5 per cent of the Contract Price for the due performance of the Contract, in the form prescribed by the Bank.

We agree to abide by this bid for a period of 90 days from the date of issue of tender and shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your Notification of Award, shall constitute a binding Contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

Commissions or gratuities, if any paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name & address of agent Amount & currency Purpose of commission or gratuity

* (If none, state none)

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this day of 2025

(Signature)

(In the capacity of)

Duly Authorised to sign bid for & on behalf of (Name & Address of the Agency)



SIGNATURE OF BIDDER WITH SEAL

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ANNEXURE-III

BID SECURITY FORM

Whereas _____ called ("the Agency") has submitted its Bid dated _____ 2025 for the supply of _____
(hereinafter called "the Bid")

KNOW ALL PEOPLE by these presents that WE _____ of _____ having our Registered Office at _____
_____ (hereinafter called "the Bank") are bound to
Baroda Gujarat Gramin Bank, Head Office: Vadodara (hereinafter called "the Principal employer")
in the sum of _____ for which payment well and truly to be made to the said
agency, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal
of the said Bank this _____ day of _____ 2025.

THE CONDITIONS of this obligation are:

- 1 If the Agency withdraws its Bid during the period of bid validity specified by the Agency on the Bid Form; or
- 2 If the Agency, having been notified of the acceptance of its Bid by the Principal employer during the period of Bid validity fails or refuses to execute the Contract Form if required; or Fails or refuses to furnish the Performance Security, in accordance with the terms of the Bid.

We undertake to pay the Principal employer up to the above amount upon receipt of its first written demand, without the Principal employer having to substantiate its demand, provided that in its demand the Principal employer will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including _____, 2025, and any demand in respect thereof should reach the Bank not later than the above date.

(Signature and Seal of Bank)



Annexure-IV

LETTER OF AUTHORISATION TO BID

No.....
.....Dated: / /2025

The General Manager,
Baroda Gujarat Gramin Bank
Head Office : 3rd and 4th Floor, Suraj Plaza-1,
Sayajiganj,
Vadodara – 390 005.

Dear Sir,

Sub: Letter of Authorisation to bid for Baroda Gujarat Gramin Bank's RFP floated for **Hiring of Services of Sweeping, Cleaning & Maintenance functions at Branches /Offices** requirements.

*We M/s.....(Name and address of the Agency) hereby authorize
..... (Name and Address of Agents), our Business Partner/ Authorised
representative to submit a bid, and sign the contract on behalf of us for all the requirements by the bank as
called for vide the bank's request for proposal*

reference no. Dated , 2025.

Yours faithfully,

(NAME)

(Name of principal agency on whose behalf the proposal is submitted)

*Note: This letter of authority should be on the letterhead of the principal agency/agency/organization
on whose behalf the proposal is submitted and should be signed by a person competent and having
the power of attorney to bind the principal. It should be included by the Agency in its bid.*



SIGNATURE OF BIDDER WITH SEAL

ANNEXURE: V

PROFORMA OF BIDDER'S DETAILS

1. Name of Tendering Company/ Firm / Agency (Attach certificate of registration) :
2. Name of proprietor / Director of : Company/Firm/agency
3. Full Address of Reg. Office with Telephone No., FAX No. & E-Mail :
4. Full address of Operating/Branch Office ; with Telephone No., FAX No. & E-Mail
5. PAN / GIR/TAN No : (Attach Self Attested copy)
6. Service Tax Registration No. : (Attach Self Attested copy)
7. E.P.F. Registration No. : (Attach Self Attested copy)
8. E.S.I. Registration No : (Attach Self Attested copy)
9. GST Registration No. : (Attach Self Attested copy)

Self Attested copy of experience certificate / certificates issued by the competent authority that the agency during any 2 years within the three-year period preceding March 31, 2024 should have carried out satisfactory work in outsourcing work of skilled /Semiskilled / Unskilled Manpower Services/ Services of Sweeping, Cleaning & Maintenance functions in a Bank / a Financial Institution / a PSU / a Regional Rural Bank/ a Government Department with having atleast a single work-order of minimum value of Rs. 5.00 Crore in each of respective two years as well as provided at least 200 persons in each of respective two years. The summary of that can be tabulated in the given format in chronological order: --

S No	Details of client along with address, telephone	Amount Contract	No. of person deployed	Experience certificate for the period from and to	
				From	To

(If the space provided is insufficient, a separate sheet may be attached)

10. Additional information, if any (Attach separate sheet, if required)

Signature of authorized person

Date:

Name:

Place:

Seal:

Signature of bidder with seal



SIGNATURE OF BIDDER WITH SEAL

ANNEXURE: VI

**PROFORMA FOR NO NEAR RELATIVE(S) OF THE FIRM / AGENCY WORKING IN BARODA
GUJARAT GRAMIN BANK**

(To be executed on Rs.300/- or updated stamp fee, whichever is higher on non-judicial Stamp paper & attested by Public Notary/Executive Magistrate by the bidder)

I S/o Shri

R/o

Hereby certify that none of my relative (s) as defined in the tender document is/are employed in **BARODA GUJARAT GRAMIN BANK** as per definition as detailed below. In case at any stage, it is found that the information given by me is false/incorrect, BGGB shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature of the tenderer with seal*

The near relative (s) means:

- a) Members of a Hindu Undivided family;
- b) They are husband and wife.
- c) The one is related to the other in manner as father, mother, son(s) & son's wife (daughter-in-law), Daughter (s) & daughter's husband (son-in-law), brother (s) and brother's wife and sister (s) & sister's husband (brother-in-law)

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, Certificate will be given by all the partners and in case of Limited Company, Certificate will be given by all the Directors of the company or company secretary on behalf of all directors). Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the Bank.

Signature with Seal



SIGNATURE OF BIDDER WITH SEAL

ANNEXURE: VII

DECLARATION FOR NON TEMPERING OF TENDER DOCUMENT

(To be executed on Rs.300/-or updated stamp fee, whichever is higher on non-judicial Stamp paper & attested by Public Notary/Executive Magistrate by the bidder)

I / We /Proprietor/ Partner(s)/ Director(s) of M/s

, hereby declare that I /

We have not tampered the tender document **Hiring of Services of Sweeping, Cleaning & Maintenance functions at Branches /Offices** issued on date which is downloaded from GeM Portal/ bank website www.bggb.in.
Name



SIGNATURE OF _____ 5

ANNEXURE: VIII

**DECLARATION REGARDING BLACKLISTING/ NON-BLACKLISTING
FROM TAKING PART IN GOVT.TENDER BY BGGB/GOVT. DEPT**

(To be executed on Rs.300/- or updated stamp fee, whichever is higher on non-judicial Stamp paper & attested by Public Notary/Executive Magistrate by the bidder)

I / We Proprietor/ Partner(s)/ Director(s) of M/S. _____ hereby declare that the
firm/company namely M/S. _____ has not been
blacklisted or debarred in the past by BGGB or any other Government organization from taking part in
Government tenders.

Or

I / We Proprietor/ Partner(s)/ Director(s) of M/S. _____ hereby declare that the
firm/company namely M/S. _____ was
blacklisted or debarred by BGGB, or any other Government Department from taking part in Government
tenders for a period of _____ years w.e.f. _____. The period is over on _____ and now the
firm/company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender/ contract will be Rejected

Signature Name -----
Capacity in which as -----
signed: Name & -----
address of the firm: ---

/cancelled by BGGB, and EMD/SD shall be forfeited. In addition to the above the Bank will not be responsible to pay the bills for any completed / partially completed work.

**Rubber Seal of the firm
should be Affixed.**

Date:

Signature of Bidder with seal



SIGNATURE OF BIDDER WITH SEAL

ANNEXURE: IX

UNDERTAKING

Work order No.-

Dated

Invoice no :

Dated

Period/Month:

I/We,

of Company / Agency/ Firm of

M/s

hereby certify that:

1. I/We strictly followed all rules & regulations under Contract Labour Act-1970 and Contract Labour (Regulation and Abolition) Central rule 1971 during currency of tender.
2. I/We shall be personally held responsible for default of non-payment to labours / manpower engaged/provided to BGGB for completion of work.
3. I/We ensured the strict compliance of various labour provisions of these labour laws:
 - a) Workmen's Compensation Act 1923.
 - b) Employees Provident Fund Act 1952.
 - c) Maternity benefit Act 1961.
 - d) Minimum wages Act 1948.
 - e) Payment of gratuity Act 1972.
 - f) Equal remuneration Act 1976.
 - g) Any other applicable Act on Labour Regulation in force and amendments issued time to time by Govt. agencies.

I/We further undertake to abide by the terms and conditions of the contract and any lapse/failure to maintain these provisions shall be the liability of (Name of the Company/Agency/Firm) and the BGGB shall be free from any liability on this account.

Authorized
Signatory

(NOTE: TO BE ATTCHED WITH EACH CLAIM / BILLS BY AGENCY / FIRM)

Signature of bidder with
seal



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ANNEXURE-X
TECHNICAL BID

S.No.	Particulars	To be filled by the participant	Yes/No
1	Full Name of the Company/ Organisation/Agency		
2	Constitution	Proprietorship / partnership/Company (Registrations, deeds, bylaws to be submitted)	
3	Complete Address		
	Telephone No		
	Fax		
	e-mail		
4	Details of Proprietor	Name Address Mobile No.	
	Managing Partners	email	
	Managing Director		
5	Name and address of the contact person of the firm Phone/Mobile No.		
6	Year of establishment of the Company/Firm (Enclose MOA/AOA) (Certification of Registration & Renewal)		
7	INCOME TAX PAN TAN No. (With date)		
8	Total No. Of workmen employed/ on the roll of the company	Number : We confirm that no minor are employed by our firm	
9	Number & date of license issued under Contract Labour Act (Regulation & Abolition) Act 1970, if applicable)	ALC/CLC (Central Government) Certificate of registration and up to date Renewal certificate shall be enclosed.	
10	Details of EMD	DD/BG (Mention Number, Date/issued Bank)	
11	EPF NO. with date ESI No. with date GST No. with date		



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	(copies of certificate and renewals shall be enclosed)		
12	Main Clients (Bank/Financial Institution) 1- 2- 3- Mention number of person provided and enclose copies of work orders & contract agreement and credentials	Address and responsible person of the client with cadres and mobile number	
13	Turnover, Profits earned during last 3 financial years(i.e 2021-22, 2022-23, 2023-24). (<i>without any change in the constitution</i>) Average Turnover of last 3 financial years(i.e 2021-22, 2022-23, 2023-24) <Attach Self-attested, documentary proof like Audited Balance sheet and IT Returns>		
14	Address of the Office in area of operation of Bank. If not available an assurance letter to open Office in area of operation of the Bank		
15	For remaining terms and conditions enclose a separate sheet as per checklist.		

I/We confirm that provisions of Minimum Wages Act and other relevant act/guidelines/statuary norms will be complied with during the contract period.

Verification: I verify that all the details furnished above are true and correct to the best of my knowledge and belief. I understand that in case of furnishing of any false information or suppression of any material information, the bid shall be liable for rejection besides initiation of penal proceedings by the bank, if it deems fit.

Signature with Seal



SIGNATURE OF BIDDER WITH SEAL

Annexure XI:

Financial Bid

Financial Bid for outsourcing of the Services of Sweeping, Cleaning & Maintenance functions for Baroda Gujarat Gramin Bank. **Only the service charge is required to be quoted per month of minimum wages as notified by the Chief Labour Commissioner from time to time.**

Please attach the separate sheet indicating latest minimum wages prescribed by Government of India along with applicable rates of EPF, ESI and other statutory provisions for the Full Time work of the relevant job:

Sr.	Description	Bidder's quote % of wages
1	Administrative/service charges for manpower service provider as % of wages	

Note: 1. the above price quote is inclusive of all dues and charges payable by the bank.

2. Nothing shall be paid by the bank in addition to above quote except GST. GST will be paid additionally by the bank as per applicable rate and guidelines.
3. Wage for Services of Sweeping, Cleaning & Maintenance functions at Branches /Offices should be claimed as per Minimum wage provide by Government of India for sweeping, Cleaning & Maintenance services from time to time. (Minimum wage act+EPF+ESI)

We abide by the terms and conditions of the bid

Date

Signature & Seal of the Tenderer

Place

Name



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BREAK UP OF FINANCIAL BID:(to be submitted with financial bid)

Sl	Description of item	Amount (Rs.)	Remark
1.	Amount for Labour (350 Nos) per month:		
a.	Wages		
b.	ESI Contribution		
c.	EPF Contribution		
d.	Total		
e.	Service Charge		
f.	GST		
	Grand total		

Signature of Owner/Managing Partner/Director/ Authorized signatory*

Date:

Full Name:

Place:

Company's Seal:

*In case of authorized signatory, authority letter must be evidenced.



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Annexure XII

PRE CONTRACT INTEGRITY PACT

(TO BE STAMPED AS AN AGREEMENT on the Non judicial stamp paper of Rs.300/-)

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on _____ day of _____ month, 2025.

Between

BARODA GUJARAT GRAMIN BANK, established under the RRB Act of 1976, having its Head Office at 3rd and 4th Floor, Suraj Plaza-1, Sayajiganj, Vadodara – 390 005. (hereinafter referred to as "BGGB"; which expression shall, unless it be repugnant to the meaning or context thereof, be deemed to mean and include its successors and assigns);

And

.....hereinafter referred to as "The Bidder".

Preamble

Baroda Gujarat Gramin Bank (BGGB) stands as one of the distinguished Regional Rural Banks, established under the RRB Act of 1976. With ownership vested in the Government of India, Government of Gujarat, and Bank of Baroda, BGGB operates an extensive network comprising 486 branches, 09 offices, strategically positioned across 22 districts out of existing 33 districts of Gujarat. BGGB is committed to fair and transparent procedure in appointing of its outsource service providers. The BGGB intends to appoint/ select, under laid down organizational procedures, contract/ s for..... The BGGB values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness / transparency in its relations with its Bidder(s).

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

Section 1 - Commitments of BGGB

- 1) The BGGB commits itself to take all measures necessary to prevent corruption and to observe the following principles
 - a. No employee of the BGGB, personally or through family members, will in connection with the tender for, or the execution of a contract, demand; take a promise for or accept, for self or third person, any monetary or non-monetary benefit which the person is not legally entitled to.
 - b. The BGGB will, during the tender process treat all Bidder(s) with equity and reason. The BGGB will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
 - c. The BGGB will make endeavor to exclude from the selection process all known prejudiced persons.
- 2) If the BGGB obtains information on the conduct of any of its employees which is a criminal offence under the BNS Act, or if there be a substantive suspicion in this regard, the BGGB will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section 2 - Commitments of the Bidder(s)



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of the contract or to any third person any material or other benefit which he/ she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

- b. The Bidder(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
 - c. The Bidder(s) will not commit any offence under the relevant BNS; further the Bidder(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the BGGB as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - d. The Bidder(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
 - e. Bidder(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to Independent External Monitor and shall wait for their decision in the matter.
- 2) The Bidder(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3 - Disqualification from tender process and exclusion from future contracts

If the Bidder(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put their reliability or credibility in question, the BGGB is entitled to disqualify the Bidder(s) from the tender process or take action as per law in force.

Section 4 - Compensation for Damages

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

Section 5 - Previous transgression

- 1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.
- 2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per Rule 151 of General Financial Rules 2017 issued by Ministry of Expenditure, Government of India.

Section 6 - Equal treatment of all Bidders

- 1) The BGGB will enter into agreements with identical conditions as this one with all Bidders.

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- 2) The BGGB will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7 - Criminal charges against violating Bidder(s)

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

Section 8 - Independent External Monitor

- 1) The BGGB has appointed competent and credible Independent External Monitors (hereinafter referred to as monitors) for this Pact in consultation with the Central Vigilance Commission. Name: **Shri. Anup Kumar Nayak (email id: anupnava@gmail.com) and Smt. Rashmi Goel (email id rashmijaingoel@yahoo.co.in)** the task of the Independent External Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
- 2) The Independent External Monitor is not subject to instructions by the representatives of the parties and performs his/ her functions neutrally and independently. The Independent External Monitor would have access to all Contract documents, whenever required. It will be obligatory for him / her to treat the information and documents of the Bidders as confidential.
- 3) The Bidder(s) accepts that the Independent External Monitor has the right to access without restriction to all tender related documentation of the BGGB including that provided by the Bidder. The Bidder will also grant the Independent External Monitor, upon his/ her request and demonstration of a valid interest, unrestricted and unconditional access to their tender related documentation.
- 4) The Independent External Monitor is under contractual obligation to treat the information and documents of the Bidder(s) with confidentiality. The Independent External Monitor has also signed 'Non-Disclosure of Confidential Information'. In case of any conflict of interest arising during the selection period or at a later date, the IEM shall inform BGGB and recuse himself / herself from that case.
- 5) The BGGB will provide to the Monitor sufficient information about all meetings among the parties related to the Tender provided such meetings could have an impact on the contractual relations between the BGGB and the Bidder. The parties offer to the Monitor the option to participate in such meetings.
- 6) As soon as the Independent External Monitor notices, or believes to notice, a violation of this agreement, he/ she will so inform the Management of the BGGB and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Independent External Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
- 7) The Independent External Monitor will submit a written report to the BGGB officials within 15 days from the date of reference or intimation to him by the BGGB and, should the occasion arise, submit proposals for correcting problematic situations.
- 8) If the Independent External Monitor has reported to the BGGB, a substantiated suspicion of an offence under relevant BNS Act, and the BGGB has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Independent External Monitor may also transmit this information directly to the Central Vigilance Commissioner.
- 9) The word 'Monitor' would include both singular and plural.

Section 9 Facilitation of Investigation

In case of any allegation of violation of any provisions of this Pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books



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of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination

Section 10 - Pact Duration

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

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

Section 11 - Other provisions

- 1) This agreement is subject to Indian Law. Place of performance and jurisdiction is the Head Office of the BGGB, i.e. Vadodara.
- 2) Changes and supplements as well as termination notices need to be made in writing.
- 3) If the Bidder is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- 4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- 5) Issues like scope of work, Warranty / Guarantee etc. shall be outside the purview of IEMs
- 6) In the event of any contradiction between the Integrity Pact and RFP/ tender documents and its Annexures, the Clause in the Integrity Pact will prevail.

(For & On behalf of the BGGB)

(For & On behalf of Bidder)

(Office Seal)

(Office Seal)

Place-----

Date-----

Witness1:

(Name & Address).....

Witness2:

(Name & Address).....

Annexure XIII

Checklist for Bidder

Sr.	Documents	Yes / No / (N/A)	Remarks if any
1	Whether Bid Form submitted?	Yes/No	
2	Whether all the Pages are sealed and signed ?	Yes/No	
3	Whether EMD value is deposited in the bank ?	Yes/No	
4	Whether Bidder's Profile is filled up ?	Yes/No	
5	Whether Self Attested copy of Registration of the firm is attached?	Yes/No	
6	Whether agency has submitted copies of satisfactory work completion	Yes/No	



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	report		
7	Whether Agency / firm / contractor is profitable in last 3 financial years certified by Chartered Accountant.	Yes/No	
	• FY-2021-22	Yes/No	
	• FY- 2022-23	Yes/No	
	• FY- 2023-24	Yes/No	
8	Whether agency has submitted balance certified by Chartered Accountants for the FY-2021-22	Yes/No	
9	Whether agency has submitted balance certified by Chartered Accountants for the FY- 2022-23	Yes/No	
10	Whether agency has submitted balance certified by Chartered Accountants for the FY- 2023-24	Yes/No	
11	Whether agency have furnished client list year wise showing details of work carried out, including the client 's name, value of the work executed, and the period of the work	Yes/No	
12	Whether agency during the any 2 years within the following three years preceding March, 31, 2024 have carried out satisfactory work in outsourcing work of skilled /Semiskilled /Unskilled Manpower Services/ Services of Sweeping, Cleaning & Maintenance functions in a Bank / a Financial Institution / a PSU / a Regional Rural Bank/ a Government Department with having atleast a single work-order of minimum value of Rs. 5.00 Crore in each of respective two years as well as provided at least 200 persons in each of respective two years.		
	• FY-2021-22	Yes/No	(Name of Organization)
	• FY- 2022-23	Yes/No	(Name of Organization)
	• FY- 2023-24	Yes/No	(Name of Organization)
13	Whether copies of work orders, contract agreements, and invoices be provided as evidence in support of point number	Yes/No	
14	Whether agency have effective infrastructure to provide the required personnel?	Yes/No	
15	Whether agency have credible supervisory infrastructure and network?	Yes/No	
16	Whether agency is registered with the Registrar of Companies/Firms or possess a letter of proprietorship?	Yes/No	
17	Whether agency is society ?	Yes/No	
18	Whether agency have income tax clearance/PAN No. and GST No.?	Yes/No	
19	Whether agency have GST No. of Gujarat. ?	Yes/No	
20	Whether agency is registered under the Shops & Establishment Act and possess a certificate from the ESI Corporation.?	Yes/No	
21	Whether agency possess a certificate from the EPF Organization under the EPF & Miscellaneous Provision Act 1952?	Yes/No	
22	Whether agency registered with the appropriate authority for GST.?	Yes/No	
23	Whether agency have fulfilled all statutory obligations like ESI, EPF, GST, and PAN?	Yes/No	
24	Whether agency enrolled with RLC/ALC (Central Government) under the Contract Labor Act.?	Yes/No	



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25	Whether agency has provide copies of certificate in support of enrollment with RLC/ALC (Central Government) under the Contract Labor Act.?	Yes/No	
26	Whether agency has provided the previous three financial year's income tax return certificate.		
	• FY-2021-22	Yes/No	
	• FY- 2022-23	Yes/No	
	• FY- 2023-24	Yes/No	
27	Whether agency has provided "No near relative" of the bidder firm/company working/employed in Baroda Gujarat Gramin Bank, executed on Rs.300/- non- judicial Stamp paper & attested by Public Notary/Executive Magistrate.?	Yes/No	
28	Whether agency has provided Certificate of "BLACKLISTING & NON-BLACKLISTING" of bidder firm/company executed on Rs.300/- non- judicial Stamp paper & attested by Public Notary/Executive Magistrate.?	Yes/No	
29	Whether agency has provided Declaration towards non-tampering of the tender document executed on Rs.300/- non- judicial Stamp paper & attested by Public Notary/Executive Magistrate.?	Yes/No	
30	Whether agency has provided Self-attested copy of Partnership Deed or Proprietorship Deed / Memorandum of Association / Articles as applicable.?	Yes/No	
31	Whether Bidder's profile is duly filled & signed by its authorised signatory.?	Yes/No	
32	Whether Original "Power of Attorney" submitted if a person other than the tenderer has signed the tender documents?	Yes/No	
33	Whether agency have have at least two Offices/Branches in Gujarat out of which one office should be in Vadodara?	Yes/No	
34	Whether Copy of Audited Accounts Statement of annual turnover for last three financial years (2021-22, 2022-23 and 2023-24). provided	Yes/No	
35	Copy of last three financial years (2021-22, 2022-23 and 2023-24) income tax return certificate.	Yes/No	
36	Whether Registration / Incorporation Certificate of firm submitted ?	Yes/No	
37	Whether of Proof of registration under Shops & Establishment Act submitted ?	Yes/No	
38	Whether Proof of certificate from the EPF Organisation under the EPF & Miscellaneous Provision Act 1952 (latest).?	Yes/No	
39	Whether Scanned copy of EMD, original to be deposited, in form of DD favouring " Baroda Gujarat Gramin Bank" payable at Vadodara latest by closing date & time of the bidding at Baroda Gujarat Gramin Bank Head Office 3rd and 4th Floor, Suraj Plaza-1, Sayajiganj, Vadodara – 390 005. Submitted ?	Yes/No	
40	Whether Proof of registration with Labour authority, GST, ESIC, EPFO. Submitted ?	Yes/No	
41	Whether Copy of PAN No, GST id, and relevant documents as mentioned under Eligibility criteria. Submitted ?	Yes/No	
42	Whether Declaration/Undertaking as per format at Annexure attached herewith. Submitted ?	Yes/No	
43	Whether Scanned Bid Document containing all terms and conditions along with duly executed documents/undertaking attached in annexure of the bid duly signed and Stamped by the bidder submitted ?	Yes/No	
44	Whether Pre Contract Integrity Pact submitted?	Yes/No	



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45 Whether All the annexure with signature submitted ?	Yes/No	
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