

Bid Corrigendum

GEM/2026/B/7504136-C1

Following terms and conditions supersede all existing "Buyer added Bid Specific Terms and conditions" given in the bid document or any previous corrigendum. Prospective bidders are advised to bid as per following Terms and Conditions:

Buyer Added Bid Specific Additional Terms and Conditions

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

Disclaimer

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

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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

*This document shall overwrite all previous versions of Bid Specific Additional Terms and Conditions.

[This Bid is also governed by the General Terms and Conditions](#)



Dated the 14th May, 2026

CORRIGENDUM / CLARIFICATION

GeM Bid No.: GEM/2026/B/7504136

Subject: Engagement of Professional Agency for Providing Comprehensive Housekeeping Services at ABMP, Mumbai.

In continuation of the Bid Document published on GeM Portal for the above-mentioned work, the following amendments/clarifications are hereby issued for information of all prospective bidders:

A. Clarification regarding ESIC / Insurance Coverage

- (i) Consequent upon revision of Variable Dearness Allowance (VDA), the applicable wages of housekeeping personnel have exceeded the statutory ESIC wage ceiling limit of Rs.21,000/- per month. Accordingly, in cases where deployed personnel are outside the statutory purview of ESIC due to wage ceiling limits, the Service Provider shall mandatorily provide suitable Insurance/Medical/Workmen Compensation Policy (WCP)/Employee Compensation Policy (ECP) coverage.
- (ii) The expenditure towards such coverage shall be restricted to an amount equivalent to employer's ESIC contribution @ 3.25% on the statutory wage ceiling of Rs.21,000/-, i.e. Rs.682.50 per employee per month, or actuals whichever is lower.

B. Clarification Pre-Bid Meeting Participation

- (i) As per Clause 7 of the Bid Document relating to Pre-Bid Meeting, participation in the Pre-Bid Meeting is not mandatory. Accordingly, the condition relating to mandatory submission of Pre-Bid Participation Proof/mandatory participation mentioned under Annexure-VI and related provisions of the bid document shall be treated as deleted.
- (ii) Non participation in the Pre-Bid Meeting shall not result in rejection/disqualification of the bid.

2. All other terms and conditions of the Bid Document shall remain unchanged.

Randhir
14/5/2026
(Randhir Kumar)
Administrative Officer



महापत्तन न्यायनिर्णायिक बोर्ड

Adjudicatory Board for Major Ports

पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार

Ministry of Ports, Shipping and Waterways, Government of India



File No. D-24013/1/2026-ADMIN (E-380607)

Dated: - 05.05.2026

Bid Documents

Subject: Invitation for Online Bids through Government e-Marketplace (GeM) Portal for Engagement of Professional Agency for Providing Comprehensive Housekeeping Services at the Office of the Adjudicatory Board for Major Ports (ABMP), Ministry of Ports, Shipping and Waterways, Government of India, Mumbai

The **Adjudicatory Board for Major Ports (ABMP)**, Ministry of Ports, Shipping and Waterways, Government of India, invites online bids through the Government e-Marketplace (GeM) Portal from eligible, reputed, and experienced service providers for the provision of comprehensive housekeeping services at its office premises at Bhandar Bhavan, Mujawar Pakhadi Road, Mazgaon Dock, Mumbai, Maharashtra 400010.

1. Office and Service Expectations

- a) ABMP is a quasi-judicial body functioning under the administrative control of the Ministry of Ports, Shipping and Waterways. The ABMP is mandated to deal with adjudicatory related matters in Major Ports and is frequently visited by senior officials of Central/State Governments, Ports Applicant, Respondent, Advocates etc. In view of the above, the objective of this bid is to engage a professional agency capable of delivering **high-quality, reliable, and efficient housekeeping services** ensuring a clean, hygienic, and well-maintained environment commensurate with the stature of the institution.
- b) The bidding process shall be conducted in accordance with the provisions, guidelines, and procedures prescribed under the GeM Portal. The contract arising out of this bid shall be governed by the General Terms and Conditions (GTC) of GeM, detailed Scope of Work, and the added Additional Terms & Conditions (ATC) forming an integral part of this bid document.

चौथी मंजिल, भंडार भवन, मुजावर पाखाडी रोड, माझगांव, मुंबई-400010

4th Floor, Bhandar Bhavan, M.P. Road, Mazgaon, Mumbai-400010.

Telephone: +91 22 23792000 | Website: <https://abmp.in> | abmp@abmp.gov.in

2. **The crucial dates are as under :**

| Sr. No. | Particulars | Date & Time |
|----------------|---|----------------------------|
| 1. | Date of Publication of Bid | 05th May, 2026 |
| 2. | Last Date of Submission of Queries (if any) | 11th May, 2026 |
| 3. | Pre-Bid Meeting | 13th May, 2026 at 03:00 PM |
| 4. | Uploading of Clarifications/Responses to Queries (if any) | 15th May, 2026 |
| 5. | Bid Closing Date & Time (Last Date for Submission of Bids) | 26th May, 2026 at 03:00 PM |
| 6. | Date & Time for Opening of Technical Bid | 26th May, 2026 at 03:30 PM |
| 7. | Opening of Financial Bid | As per GeM Portal Schedule |

3. **Submission of Bids :**

- a) The tender shall be submitted in two parts, **Technical Bid** and **Financial Bid**. The prescribed format for the Technical Bid is provided at **Annexure-III**, and for the Financial Bid at **Annexure-VIII**.
- b) Both bids, duly filled in all respects, shall be submitted **online through the Government e-Marketplace (GeM) Portal**. Submission of bids by any other mode, including manual or offline submission, shall not be accepted under any circumstances and such bids shall be summarily rejected.

4. **Right of Acceptance/Rejection :**

The Adjudicatory Board for Major Ports (ABMP), Mumbai reserves the absolute right to accept or reject any bid, either in full or in part, without assigning any reason whatsoever. The Competent Authority may, at its discretion, seek clarifications, additional documents, or any other information from any bidder during the course of bid evaluation, and the bidders shall be obliged to furnish the same within the stipulated time.

5. **Availability of Bid Documents and Corrigendum :**

The detailed bid document shall be available on the Government e-Marketplace (GeM) Portal as well as on the official website of the Adjudicatory Board for Major Ports (ABMP), Mumbai. Any addendum, corrigendum, or modification to the bid document shall be uploaded only on the above mentioned platforms. Prospective bidders are advised to regularly visit these platforms to keep themselves updated. No separate communication, advertisement, or public notice shall be issued by the ABMP in this regard.

6. **Mandatory Site Inspection :**

- a) All prospective bidders shall mandatorily undertake a physical inspection of the site to acquaint themselves with the scope of housekeeping services as detailed in **Annexure-I**, including cleaning requirements, floor conditions, washroom facilities, manpower deployment, availability of utilities, and overall site conditions. The visit is essential for proper assessment of the quantum of work and service requirements, and no claim on account of lack of knowledge of site conditions shall be entertained at a later stage.

- b) The site visit shall be conducted during working hours between 10:00 AM to 4:00 PM on all working days (Monday to Friday). A duly signed Site Visit Certificate (**Annexure-V**), in the prescribed format issued by this office, shall be submitted along with the bid as part of the Mandatory Qualification Criteria.
- c) Non-submission of the prescribed Site Visit Certificate shall render the bid non-responsive and liable for rejection without any further consideration.

7. Pre-Bid Meeting :

- a) A Pre-Bid Meeting shall be conducted as per the schedule indicated on the Government e-Marketplace (GeM) Portal to provide an opportunity to prospective bidders to seek clarifications regarding the scope of work, technical specifications, site conditions, and other provisions of the bid.
- b) Bidders are required to submit their queries through the GeM Portal and may also forward the same via email at **abmp@abmp.gov.in**, so as to reach this office on or before **11.05.2026**. Queries received after the stipulated date shall not be entertained.

8. Estimated Bid Value :

- a) The estimated value of the contract is Rs.15,00,000/- (Rupees Fifteen Lakh only) per annum. Accordingly, the total estimated contract value for a period of three (03) years shall be Rs.45,00,000/- (Rupees Forty Five Lakh only), subject to actual deployment and service requirements.
- b) For the purpose of evaluation of bids, including assessment of eligibility and work experience under this bid, the criteria shall be determined strictly on the basis of the annual estimated value of Rs.15,00,000/- only.
No interpretation based on the total contract value of three years shall be considered for eligibility purposes.

9. Earnest Money Deposit (EMD) :

- a) Each bidder shall deposit Rs.30,000/- (Rupees Thirty Thousand Only) through Electronic Funds Transfer (NEFT/RTGS), or Demand Draft (DD) in the following account details of ABMP and receipt / proof of payment must be uploaded along with the technical bid –
 - A. Account Number : 001401000008048
 - B. Name of Account : Adjudicatory Board for Major Ports
 - C. Name of Bank and Branch : Indian Overseas Bank, Fort Branch.
 - D. IFSC Code- IOBA0000014.
- b) Non submission of EMD along with Bid shall lead to rejection of the Bid.
- c) Bidders registered as MSEs and eligible for exemption as per terms and conditions of GeM shall be exempted from payment of EMD, subject to submission of a valid certificate.
- d) The EMD of unsuccessful bidders shall be refunded without interest after the work order is placed to the successful bidder.

10. Performance Security Deposit :

- a) The successful bidder shall deposit a Performance Security Deposit of 5% of total contract value through Electronic Funds Transfer (NEFT/RTGS), Bank Guarantee, or Demand Draft (DD) in the above account details, within 10 days from the date of receipt of intimation.
- b) After submission of the performance security by the successful bidder, the corresponding EMD shall be released.
- c) In case the successful bidder fails to deposit the total amount of the Performance Security Deposit within stipulated period the EMD amount deposited by the firm, will be liable to be forfeited.
- d) The Performance Security Deposit (PSD) submitted by the successful bidder shall be retained by the ABMP, Mumbai for the entire duration of the contract, i.e., three (03) years, and shall serve as a safeguard for satisfactory performance of housekeeping services and compliance with all contractual obligations. In case of any extension of the contract period, the PSD shall be suitably extended and shall remain valid for the extended duration.
- e) In case of any increase in manpower during the currency of the contract, the PSD shall be proportionately enhanced in line with the revised contract value. Accordingly, the validity and quantum of the PSD may vary, and the same shall be adjusted prior to its final release.

11. Eligibility Criteria for Bidders :

- a) The bidder must have its **Registered Head Office (not a branch office)** within the jurisdictional limits of the Municipal Corporations of **Greater Mumbai, Thane, or Navi Mumbai**, supported by valid documentary proof.
- b) The bidder must possess valid registrations and comply with all statutory requirements, including, **PAN (Permanent Account Number), GST Registration, EPF Registration** (with recent challans), **ESIC Registration** (with recent challans), **Labour License/Registration** from the competent Labour Authority, **Shop & Establishment Registration (Gumasta Licence)**.
- c) The bidder shall demonstrate capability to comply with all applicable labour laws and regulations, including wage payments, statutory contributions, and manpower management without legal encumbrances.
- d) The bidder shall submit an undertaking confirming that No criminal case is pending against the proprietor/firm/company. The bidder has **not been blacklisted** by any Government Department, PSU, or Semi-Government organization.
- e) The bidder must have minimum 05 (five) years experience in providing similar housekeeping services in Government Departments, PSUs, or reputed organizations, and should have successfully completed similar works, meeting any one of the following criteria :

- (i) three (03) similar works each costing not less than 30% of the estimated contract value (i.e, Rs. 4,50 Lakh), or
 - (ii) two (02) similar works each costing not less than 50% of the estimated contract value (i.e, Rs. 7,50 Lakh); or
 - (iii) one (01) similar work costing not less than 70% of the estimated contract value (i.e, Rs. 10,50 Lakh).
 - (iv) Documentary proof in the form of work orders along with completion/performance certificates clearly indicating the value, scope, and period of work shall be submitted.
- f) The bidder should have a **minimum average annual turnover of Rs.30 lakhs** during each of the last three financial years (2022–23, 2023–24, 2024–25), duly certified by a Chartered Accountant.
- g) The bidder shall submit a valid **Solvency Certificate** issued by a **Nationalized/Scheduled Bank**, in the bidder's name, not older than six (06) months from the date of Bid, with a minimum value of 40% of the estimated annual quoted contract value, duly signed and stamped, failing which the bid shall be liable for rejection as per Government e-Marketplace (GeM) norms.
- h) The bidder must have adequate capacity and resources to deploy a **minimum of 5 trained housekeeping personnel** as per the requirement of the ABMP.
- i) At least **70% of the housekeeping/cleaning staff deployed** shall be sourced from the **local area** (district/nearby region), supported by valid address proof.
- j) Participation in the **pre-bid meeting and site inspection** is mandatory. Bids submitted without attending the **pre-bid meeting and site inspection** shall be rejected.
- k) All prospective bidders are advised to carefully examine the entire bid document, including all terms and conditions, specifications, and obligations, before submission of their bids. **Non-compliance with any of the stipulated requirements may render the bid liable for rejection.**

12. **Evaluation of Bids and Award of Contract :**

- a) The ABMP shall evaluate and compare only those bids which are substantially responsive, i.e., bids that are complete in all respects, duly signed, and conform to all prescribed terms and conditions, scope of work, manpower deployment requirements, statutory compliances (including minimum wages, EPF, ESI, etc.), and eligibility criteria specified in the bid document for housekeeping services.
- b) The Technical Bids shall be opened on the scheduled date and time, and only those bidders who are found technically qualified upon detailed evaluation shall be considered for opening of their Financial Bids.
- c) The bidder shall **quote the price strictly in the prescribed format**, and any quotation submitted in any other format or manner shall be summarily rejected.
- d) The Financial Bids shall be evaluated on the basis of total quoted cost for providing housekeeping services as per the prescribed scope, and the contract shall be awarded to the bidder emerging as the Lowest Responsive Evaluated

Bidder (L1), subject to compliance with all bid conditions and verification of credentials, in accordance with Government e-Marketplace (GeM) guidelines.

- e) In case more than one bidder is found to be L1 (i.e., quoting the same lowest price) on the Government e-Marketplace (GeM) portal, the selection of the successful bidder shall be carried out through the **'Run L1 Selection' (Auto Run) feature**, which is based on a system-generated random algorithm available on the GeM portal. The outcome generated by the GeM system shall be final and binding on all bidders, and no representation or objection in this regard shall be entertained.

13. Area of Work / Scope Coverage :

- a) The total area to be cleaned under this contract is approximately **15,000 Sq. Ft.** The area includes office rooms, cabins, corridors, toilets, staircases, common areas, and any other space within the premises of the Adjudicatory Board for Major Ports (ABMP).
- b) The Service Provider shall ensure cleaning and housekeeping of the entire designated area to the required standards through deployment of the five (05) numbers of manpower. Payment shall be made on a monthly basis against deployment of the agreed manpower, subject to satisfactory performance.
- c) The ABMP reserves the right, during the currency of the contract, to engage additional housekeeping manpower through the selected service provider for any increase in office area or operational requirements. The service provider shall be obligated to deploy the requisite additional manpower and provide necessary consumable items for such additional area at proportionate rates, strictly in accordance with the same manpower cost (including wages, statutory dues, etc.) and service charges as quoted and accepted under the contract.
- d) No variation in the approved rates or service charges shall be permissible on this account. The deployment shall be made promptly upon intimation by ABMP, without affecting the quality or continuity of existing services and on the same terms and conditions of the contract.

14. Contract Period, Extension and Termination :

- a) The contract for housekeeping services shall be valid for a period of three (03) years from the date of commencement of services, unless terminated earlier in accordance with the terms of the contract.
- b) The contract may be **extended for a further period of up to two (02) years**, in one or more spells, subject to satisfactory performance of the Service Provider, mutual consent of both parties, continued requirement of services, and approval of the Competent Authority.
- c) Any such extension shall be on the same terms and conditions of the contract unless otherwise mutually agreed in writing.
- d) Notwithstanding the above, the ABMP reserves the right to **terminate the contract at any time during its currency** without assigning any reason, by giving **30 (thirty) days' written notice** to the Service Provider.
- e) However, in cases of unsatisfactory performance, breach of contractual obligations, non-compliance with statutory requirements, or misconduct/

negligence, the contract may be **terminated forthwith without notice**, along with forfeiture of Performance Security Deposit and such other action as deemed appropriate under applicable provisions of GeM General Terms and Conditions.

15. Financial Terms, Escalation & Payment compliance :

- a) **The bidder shall quote rates strictly on the basis of five (05) personnel per month, including statutory components, service charges, and consumables, as per Financial Bid (Annexure–VIII), for the deployment of five (05) housekeeping personnel as specified in the bid document. The quoted rates shall be inclusive of all statutory obligations and service requirements. Any deviation, including quoting on per square feet basis or adopting an area linked pricing model, shall render the bid non-responsive and liable for outright rejection.**
- b) The quoted rate shall be **comprehensive and inclusive**, covering minimum wages, statutory contributions, consumables, equipment, supervision, service charges, overheads, and all incidental expenses necessary for satisfactory performance of housekeeping services, with no additional claim admissible during the contract period except as specifically provided in the bid conditions.
- c) The rates quoted by the Service Provider shall remain **firm and fixed** for the entire contract period of **three years** from the date of commencement of work. No escalation in rates shall be permitted on any account during the contract period except as specifically provided herein.
- d) **Escalation shall be admissible only on account of revision in Minimum Wages (Basic + VDA)** as notified by the Central Government from time to time.
- e) Any increase or decrease in wages on account of such revision shall be payable to the Service Provider **strictly with effect from the date of notification** issued by the Government of India.
- f) The escalation shall be restricted **only to the component of Basic Pay and Variable Dearness Allowance (VDA)** and corresponding statutory contributions, and **no escalation shall be allowed on service charges, administrative charges, contractor's profit, or cost of materials and consumables**, which shall remain constant throughout the contract period.
- g) The Service Provider shall deploy a minimum of **05 (Five) housekeeping personnel** for execution of the work at the premises of the Adjudicatory Board for Major Ports (ABMP).
- h) The deployed manpower shall be physically fit, adequately trained, and capable of performing housekeeping duties efficiently. The number of personnel may be **increased or decreased by the Competent Authority** depending upon requirement, and payment shall be regulated accordingly on a pro-rata basis.
- i) The Service Provider shall pay wages to the personnel engaged for the work strictly in accordance with the provisions of the Minimum Wages Act, 1948 and subsequent revisions issued by the Central/State Government from time to time.

- j) While quoting rates in the financial bid, the bidder shall factor in **minimum wages, statutory contributions, and service charges**, including but not limited to EPF, ESIC, and other applicable statutory liabilities.
- k) Minimum Housekeeping service charges quoted shall not be less than the 3.85% and shall not exceed 7% as per DoE OM No.F.6/1/2023-PPD dated 6th January 2023, bids outside range may be treated as non compliant.
- l) An **indicative calculation sheet** showing minimum wages and statutory obligations is provided for reference, however, the bidder shall be solely responsible for ensuring full statutory compliance.

A. Manpower Cost -

| Sl. No. | Description | Per Month (Rs.) |
|----------------|---|------------------------|
| 1 | Basic Pay (Rs. 523/- X 26 days) | |
| 2 | Variable Dearness Allowance (VDA) (Rs. 304/- X 26 days) | |
| 3 | Sub Total (A1 = Basic + VDA) | |
| 4 | EPF @ 13.15% on A1 (EPF calculated on the statutory wage ceiling of Rs.15,000/- per month.) | |
| 5 | ESIC @ 3.25% on A1 | |
| 6 | MLWF (as applicable) | |
| 7 | Total Cost – per person per month (A2 = A1 + sr. no. 4 to 6) | |
| 8 | Total cost for five (05) persons per month (A3 = A2 X 5 persons) | |

B. Service Charges

| | | |
|----|--|------------------------|
| 9 | Service Charges on A3 shall be $\geq 3.85\%$ and $\leq 7\%$ | |
| 10 | Total cost with Service Charges (A3 + sr. no. 9) | |
| 11 | GST @ 18 % on sr. no. 10 | |
| 12 | Total cost (sr. no. 10 + sr. no. 11) (for five persons per month with service charge & GST @ 18%) | Rs..... X |

C. Monthly consumables items (As per Annexure II)

| | | |
|----|--|------------------------|
| 13 | Consumable Items cost (inclusive of GST) per month | Rs..... Y |
| 14 | Grand Total [Rs. X + Rs. Y] | |

- m) The ABMP reserves the right to engage additional housekeeping manpower during the contract period for any increase in office area or requirements. The service provider shall deploy the required manpower and provide consumables at proportionate rates, strictly at the same approved manpower cost (including statutory dues) and service charges as per the contract, without any variation, and on the same terms and conditions.

16. **Statutory Compliance – Wages & Labour Law Provisions :**

- a) The Service Provider shall comply with all applicable labour laws and statutory provisions. The quoted rates shall include:
 - i **Basic Pay and Variable Dearness Allowance (VDA)** shall be paid strictly in accordance with the latest notifications issued by the **Ministry of Labour & Employment, Government of India** notifications.
 - ii Employer's contribution towards **ESIC** shall be paid as per the provisions of the **Employees' State Insurance Corporation** and applicable rules notified by the Ministry of Labour & Employment, Government of India.
 - iii Employer's contribution towards **Provident Fund** shall be made in accordance with the provisions of the **Employees' Provident Funds and Miscellaneous Provisions Act, 1952** and rules framed thereunder.
 - iv **Statutory bonus** shall be paid in accordance with the provisions of the **Payment of Bonus (Amendment) Act, 2015**, as applicable.
 - v **Labour Welfare Fund (LWF)** contribution shall be made as per the provisions of the **Maharashtra Labour Welfare Fund Act, 1953** and applicable rules.
 - vi Any other statutory liability, cess, insurance, or compliance requirement arising under applicable Central/State labour laws shall be borne by the service provider and shall be deemed to be included in the quoted rates.
- b) **Bids not complying with statutory minimum wages and obligations shall be liable for rejection.**

17. **Deduction of Income Tax (TDS) :**

- a) Deduction of Income Tax at source (TDS) shall be made from the monthly bills of the Service Provider in accordance with the provisions of **Income Tax Act** and rules framed thereunder, at the rates applicable from time to time.
- b) The Office shall issue the necessary TDS certificate to the Service Provider as per prescribed norms.

18. **Police Verification of Personnel :**

- a) The Service Provider shall ensure that all personnel deployed at the premises are **properly verified antecedent wise**. A **Police Verification Certificate** from the local police authority shall be obtained for each deployed worker.
- b) In case the Police Verification Certificate is not available at the time of deployment, the Service Provider shall submit a **self-declaration and identity proof (Aadhaar/Voter ID, etc.)** of the personnel, along with an undertaking that police verification has been applied for and shall be submitted within **30 days of deployment**.

- c) No person with a **criminal background or adverse police record** shall be deployed at the premises. The Service Provider shall be fully responsible for the conduct and integrity of its personnel.

19. Working Hours :

- a) The housekeeping services shall ordinarily be provided during **normal working hours from 08:30 AM to 05:00 PM on all working days**, or as may be specified by the Procuring Entity.
- b) However, the Service Provider shall ensure deployment of adequate personnel beyond normal working hours, including early mornings, late evenings, weekends, and holidays, as required for maintaining cleanliness and attending to emergency or special requirements, without any additional cost to the Procuring Entity.
- c) The personnel shall observe a **duty schedule of 8 hours per day (excluding lunch break)** in compliance with applicable labour laws. Rotation of staff, weekly offs, and relievers shall be managed by the Service Provider without affecting service delivery.

20. Leave :

- a) The Service Provider shall ensure that the housekeeping personnel deployed under the contract are entitled to leave benefits and each deployed personnel shall be entitled to **08 (eight) days of casual leave per year on a pro-rata basis**.
- b) The Service Provider shall ensure that grant of leave does not affect the continuity and quality of services, and suitable reliever/ substitute manpower shall be deployed at no additional cost to the ABMP. Any absence beyond the admissible leave shall be treated as Leave Without Pay (LWP), and proportionate deductions shall be made. The Service Provider shall maintain proper leave and attendance records and produce the same for verification as and when required by the ABMP.

21. Uniform and Identity Card :

- a) The Service Provider shall provide proper uniforms/liveries, along with identity cards, to all personnel deployed under the contract. The colour, pattern, and specifications of the uniform shall be decided by ABMP, and the same shall be strictly adhered to by the Service Provider.
- b) Uniforms shall be distributed to all deployed personnel within **15 (fifteen) days from the date of commencement of the contract**. A **lumpsum amount of Rs.5,000/- (Rupees Five Thousand only) per person per annum (inclusive of GST)** towards uniforms/liveries shall be payable to the Service Provider along with the **first monthly running bill**, subject to certification by the Service Provider confirming distribution of uniforms to all deployed personnel.
- c) The subsequent set of uniforms shall be issued after completion of **one year from the date of distribution of the previous set**, and payment towards the same shall be released in the immediately succeeding running bill(s), subject to similar certification.

- d) No additional or separate reimbursement towards uniform expenses shall be admissible beyond the above prescribed lumpsum amount. The Service Provider shall ensure that all personnel remain in proper uniform with prominently displayed identity cards during duty hours at all times.

22. **Bonus :**

- a) The Service Provider shall be responsible for payment of statutory bonus to all eligible contract labour deployed under the contract in accordance with the provisions of the Payment of Bonus Act, 1965, as amended from time to time.
- b) Bonus shall be calculated in accordance with the applicable statutory provisions on Basic Wages plus VDA. Where (Basic + VDA) is up to Rs.7,000/- per month, bonus shall be computed on actual wages. Where (Basic + VDA) exceeds Rs.7,000/- per month, bonus shall be calculated on Rs.7,000/- or the notified minimum wages, whichever is higher. Accordingly, at the minimum rate of 8.33%, the monthly bonus works out to Rs.583/-, and for one year, the payable bonus shall be Rs.6,996/- per employee.
- c) The Service Provider shall ensure that the **annual bonus is disbursed to all eligible personnel before the festival of Diwali** or within the time limit prescribed under the Act, whichever is earlier.
- d) The ABMP shall reimburse the bonus amount to the Service Provider, subject to submission of **documentary proof of disbursement** to the personnel. No reimbursement shall be admissible without proof of actual payment.

23. **Terms of Payment :**

- a) The Service Provider shall submit the **monthly bill** along with attendance records, and wage disbursement proof. Payment shall be released after due verification and after making statutory deductions, if any.
- b) The Service Provider shall ensure **timely and full payment of wages** to all deployed personnel through **e-payment into their bank accounts** in accordance with applicable labour laws, including the Minimum Wages Act, 1948. Proof of such payments (bank statements, wage register, ECR, etc.) shall be submitted along with the monthly bill.
- c) The Service Provider shall also submit proof of **statutory compliances**, including EPF and ESIC contributions, before release of payment.
- d) In case of any complaint, deficiency in service, or non-fulfilment of contractual obligations, the ABMP reserves the right to **deduct appropriate amounts/penalties** from the monthly bills or any dues payable to the Service Provider.
- e) No advance payment shall be made. Payments shall be made on a **monthly basis** subject to satisfactory performance and compliance with all contractual and statutory requirements.
- f) The ABMP reserves the right to **withhold payments** in case of non-compliance with statutory provisions or submission of incomplete documents.

24. **Penalties / Service Level Deduction Clause :**

The Service Provider shall maintain the prescribed standards of housekeeping services at all times. In case of any deficiency, the following penalties shall be imposed and recovered from the monthly bills:

- a) Absence or non-deployment of personnel shall attract a penalty of Rs.1,000 per person per day (in addition to deduction of wages).
- b) Failure to maintain housekeeping services to the desired standards, whether in full or in part, shall invite a penalty of up to Rs.500 per day depending upon the severity and extent of the deficiency.
- c) Instances of poor quality cleaning or unsatisfactory services in specific areas such as rooms, toilets, and corridors shall attract a penalty of Rs.500 per instance per location.
- d) Non-availability of required consumables or cleaning materials shall attract a penalty of Rs.500 per day, recoverable from the bills or otherwise.
- e) The Service Provider shall ensure that deployed personnel behave courteously and professionally. Any misconduct, indiscipline, or misbehaviour may attract penalty, replacement of personnel, or other action as deemed appropriate by the Competent Authority.
- f) In case of non-compliance with statutory obligations (minimum wages, EPF, ESIC, etc.), action shall be taken as per applicable laws including the Minimum Wages Act, 1948, and up to 10% of the monthly bill may be withheld, in addition to recovery of dues.
- g) Total penalty shall ordinarily be capped at 10% of the monthly bill.
- h) Repeated or serious lapses may lead to **termination of contract and forfeiture of Performance Security**. The decision of the Competent Authority shall be **final and binding**.

25. **List of Documents to be Uploaded on GeM Portal (Technical Bid):**

- a) Firm Registration Certificate / Incorporation Certificate
- b) Registered Office Proof (Mumbai / Thane / Navi Mumbai jurisdiction)
- c) Undertaking/Declaration of acceptance of all bid terms & conditions
- d) PAN Card of the firm/company
- e) GST Registration Certificate
- f) Employees Provident Funds Registration Certificate
- g) Employees State Insurance Corporation Registration Certificate
- h) Labour License/Registration
- i) Shops & Establishment Registration (Gumasta Licence)
- j) LWF Registration (Maharashtra Labour Welfare Fund)
- k) Latest EPF & ESIC Challans / ECR (proof of compliance)
- l) CA certified Profit & Loss Statements for FY 2022-23, 2023-24, 2024-25
- m) ITR (Income Tax Returns) for last 3 years
- n) Solvency Certificate issued by Nationalized/Scheduled Bank (not older than 6 months)
- o) Experience Certificates/Work Orders (minimum 5 years in similar housekeeping services in Govt./PSU/reputed organizations)

- p) Completed either: (i) three works each of at least 30% of the estimated value (Rs.4.50 lakh), or (ii) two works each of at least 50% (Rs.7.50 lakh), or (iii) one work of at least 70% (Rs.10.50 lakh). Relevant work orders and completion/performance certificates indicating value, scope, and duration must be submitted.
- q) Earnest Money Deposit Proof (or MSME exemption certificate)
- r) Site Visit Certificate
- s) Pre-Bid Participation Proof
- t) Any additional document sought by ABMP during evaluation
- u) All documents must be **self-attested, stamped, legible, and valid.**

26. Indemnity :

- a) The Service Provider shall indemnify and keep indemnified the ABMP against any loss, damage, claims, or liabilities arising out of any act of omission, negligence, or misconduct of its deployed personnel. The ABMP shall not be liable to pay any compensation to the personnel or any third party on this account.
- b) Any loss or damage caused by the housekeeping personnel shall be recovered from the Service Provider's bills, dues, or Performance Security Deposit.

27. Prohibition of Child Labour :

The Service Provider shall strictly comply with the provisions of the Child and Adolescent Labour (Prohibition and Regulation) Act, 1986 and shall not deploy any person below the prescribed minimum age for employment. Any violation of this provision shall be treated as a material breach of contract, leading to immediate termination and other legal action as deemed appropriate.

28. Prevention of Sexual Harassment (POSH) Compliance :

- a) The Service Provider shall comply with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The Service Provider shall have an Internal Complaints Committee (ICC) in place and ensure that all its deployed personnel are aware of the provisions of the Act.
- b) Any complaint of sexual harassment involving deployed personnel shall be dealt with promptly in coordination with the ABMP, and appropriate action shall be taken as per law. Non-compliance shall be treated as a serious breach of contract.

29. General Terms & Conditions :

- a. Bidders shall submit their offers strictly through the Government e-Marketplace (GeM) Portal in accordance with the terms, conditions, scope of work, and technical specifications contained in the bid document. Conditional bids, deviations, or qualifications shall not be accepted and are liable for rejection. Only those bidders who unconditionally accept all terms and conditions shall be considered for evaluation.

- b. In the event of breach of any contractual terms and conditions, the ABMP shall have the right to cancel or terminate the Contract/Work Order, wholly or partially, in accordance with GeM provisions. In such cases, the Performance Security and/or EMD shall be liable for forfeiture, without prejudice to other remedies available under law.
- c. The Service Provider shall deploy adequate, qualified, and trained manpower at its own cost for execution of housekeeping services. The deployed personnel shall remain under the administrative and disciplinary control of the Service Provider at all times, and no employer employee relationship shall exist between the personnel and the ABMP.
- d. The Service Provider shall arrange and deploy all necessary cleaning equipment, tools, consumables, and materials required for effective housekeeping services. All such materials shall be of standard quality and subject to inspection by the ABMP.
- e. The Service Provider shall ensure continuous, efficient, and uninterrupted housekeeping services throughout the contract period. In case of any absence or disruption, immediate replacement or alternate arrangements shall be made without any additional cost.
- f. The Service Provider shall ensure proper conduct, discipline, and adherence to office decorum, safety, and security protocols by all deployed personnel. Any misconduct shall warrant immediate replacement of the concerned personnel.
- g. The Service Provider shall be responsible for the safety and security of office property during service execution, and any loss or damage due to negligence of its personnel shall be recovered from its bills or Performance Security Deposit.
- h. Payments shall be made strictly in accordance with the Payment Terms specified in the bid document and GeM guidelines, subject to satisfactory performance and certification by the Competent Authority. Payments may be withheld in case of deficiency in service or non-compliance.
- i. The Service Provider shall comply with all applicable statutory provisions, including labour laws, payment of wages, EPF, ESIC, taxes, and other regulatory requirements. All invoices shall be raised in accordance with GeM contract conditions.
- j. The contract shall be non-transferable. The Service Provider shall not assign or subcontract the work, wholly or partially, without prior written approval of the ABMP.
- k. Any dispute arising out of or in connection with the contract shall be subject to the jurisdiction of Mumbai courts, with efforts made for amicable resolution in line with GeM dispute resolution provisions.
- l. These terms and conditions shall be read in conjunction with the bid document and GeM General Terms and Conditions. In case of any inconsistency, the provisions of GeM shall prevail.

30. **Force Majeure :**

- a) Neither ABMP nor the Service Provider shall be liable for any failure or delay in performance of obligations due to events beyond their reasonable control, including natural calamities, fire, war, riots, pandemics, or Government orders.
- b) The affected party shall notify the other party in writing within **15 days** of such event and take all reasonable steps to mitigate its impact. Obligations shall be suspended to the extent affected, however, the Service Provider shall, as far as practicable, continue minimum essential services.
- c) If the Force Majeure condition persists beyond **30 days**, either party may terminate the contract by giving **30 days notice**, without any additional financial liability except for services rendered.
- d) Non-availability of manpower, financial constraints, or negligence of the Service Provider shall not be considered as Force Majeure. The decision of ABMP in this regard shall be final.

(Randhir Kumar)
Administrative Officer

Scope of Work
Housekeeping Services, ABMP Office

1. Coverage Area

- i. The housekeeping services shall cover the entire premises of the Adjudicatory Board for Major Ports (ABMP), admeasuring approximately **15,000 sq. ft.**, comprising :
 - a) Presiding Officer's cabin (with ante room and attached toilet)
 - b) Two Members cabins
 - c) Fourteen officers cabins
 - d) One conference room
 - e) One temporary courtroom
 - f) Twenty six (30) cubicles
 - g) Reception area
 - h) Store room
 - i) Library room
 - j) Server room
 - k) Two pantries
 - l) Three toilets (one ladies and two gents)
 - m) Corridors and all common areas
 - n) Lift and lift lobby areas (including both 4th floor and ground floor)
 - o) Staircases and adjoining common access areas
 - p) Any other ancillary or utility spaces within the premises, whether specifically listed or not, required for maintaining overall cleanliness and hygiene.
- ii. The Service Provider shall deploy a minimum of **05 (Five) housekeeping personnel** for execution of the work at the premises of the Adjudicatory Board for Major Ports (ABMP).

2. Frequency wise Scope of Work :

A. Daily Activities

- i. Sweeping, cleaning, and mopping of the entire premises (as above) **before 09:30 AM**, using disinfectant cleaners to maintain hygiene and odor free conditions.
- ii. Courtroom and conference room readiness shall be ensured before every scheduled meeting/hearing.
- iii. Cleaning and wiping of tables, chairs, telephones, computers, keyboards and office surfaces in all cabins before 09:30 AM.
- iv. Mopping and cleaning of reception area, corridors, and all floor surfaces with disinfectant solution before 09:30 AM and **at regular intervals during the day**.
- v. Cleaning, washing, and sanitization of all toilets, urinals, wash basins, mirrors, and fixtures:
 - a) Before 09:30 AM
 - b) After 02:00 PM
 - c) Additionally, as required during the day

- vi. Thorough scrubbing of WC bowls including below water level, rims, hinges, cistern handles, and surrounding flooring and wall tiles.
- vii. Dustbins shall be cleaned, washed, and disinfected daily to prevent odor and bacterial growth
- viii. Removal of garbage from all areas before 09:30 AM and **at least twice daily**.
- ix. Refilling of consumables such as :
 - a) Liquid hand wash
 - b) Air fresheners / odonil
 - c) Naphthalene balls / urinal cubes
 - d) Toilet rolls and sanitary items
(before 09:30 AM and on call basis during the day)
- x. Cleaning and disinfecting of nameplates, plant pots/boxes, doormats, and similar items daily.
- xi. Spraying of room fresheners in cabins, corridors, and reception areas at regular intervals.
- xii. Maintenance of pantry hygiene, including cleaning of counters, sinks, and removal of waste, ensuring neatness at all times.
- xiii. Maintenance of toilet cleaning checklist of each toilet, to be filled daily by contractor staff and supervised by ABMP officials.

B. Weekly Activities

- i Deep cleaning of all office furniture, fixtures, and equipment including:
 - a) Doors, partitions, and glass surfaces
 - b) Window panes, and grills
- ii Vacuum cleaning of upholstery, chairs, and fabric surfaces (wherever applicable).
- iii Cleaning of walls, switches, and high touch points to remove stains, marks, and dust.
- iv Thorough cleaning of pantry areas including shelves and storage spaces.

C. Fortnightly Activities

- i Removal of cobwebs from ceilings, corners, light fixtures, and inaccessible areas.

D. Monthly / Periodic Activities

- i Deep cleaning of entire premises including :
 - a) High level surfaces
 - b) Fans, lights, and fixtures
- ii Server room external cleaning (without disturbing equipment)
- iii Comprehensive sanitation drive covering all areas to maintain high hygiene standards.

E. General Conditions

- i The Service Provider shall ensure **continuous cleanliness throughout the day**, not limited to schedule cleaning.
- ii Adequate manpower shall be deployed to maintain uninterrupted services, including relievers.
- iii All cleaning materials, chemicals, consumables, tools, and equipment shall be arranged by the Service Provider.
- iv Personnel shall be properly trained, uniformed, and equipped with safety gear.
- v Any additional cleaning or related work assigned by ABMP from time to time shall be carried out without disruption of routine services.

MONTHLY CONSUMABLES LIST
(For Housekeeping Services – ABMP Office)

(All items to be supplied by Service Provider included in quoted price but shown separately for evaluation, brands or equivalent allowed)

| Sr. No. | Item Description | Brand (or Equivalent) | Unit | Qty/Month |
|---------|----------------------------|-----------------------|----------|-----------|
| 1 | Disinfectant Floor Cleaner | Lizol | 5 L | 1 |
| 2 | Phenyl Liquid | Dabur / Pidilite | 5 L | 1 |
| 3 | Toilet Cleaning Liquid | Harpic | 1 L | 2 |
| 4 | Bathroom Cleaner | Domex | 1 L | 2 |
| 5 | Glass Cleaner | Colin | 500 ml | 2 |
| 6 | Multi-purpose Cleaner | 3M | 1 L | 1 |
| 7 | Bleaching Powder | Standard | 1 kg | 1 |
| 8 | Insect Spray | Hit | 400 ml | 1 |
| 9 | Liquid Hand Wash | Dettol / Savlon | 500 ml | 2 |
| 10 | Toilet Paper Rolls | Origami | Pack (6) | 1 |
| 11 | Urinal Cubes | Diversey / Godrej | Pack | 2 |
| 12 | Naphthalene Balls | Godrej | 500 g | 2 |
| 13 | Air Freshener Spray | Godrej Aer | 300 ml | 4 |
| 14 | Odonil Blocks | Odonil | Pack | 4 |
| 15 | Hand Sanitizer | Dettol | 500 ml | 2 |
| 16 | Rough Duster | Standard | Pack | 2 |
| 17 | White Duster | Standard | Pack | 2 |
| 18 | Mop Refills (Kentucky) | Scotch-Brite / Gala | Piece | 2 |
| 19 | Scrub Pads | Scotch-Brite | Pack | 2 |
| 20 | Toilet Brush | Gala | Piece | 2 |
| 21 | Floor Wiper | Gala | Piece | 3 |
| 22 | Brooms (Soft/Hard) | Standard | Piece | 3 |
| 23 | Hand Brush | Gala | Piece | 2 |
| 24 | Garbage Bags (Small) | Standard | Roll | 8 |
| 25 | Garbage Bags (Large) | Standard | Roll | 4 |
| 26 | Dishwashing Liquid | Vim | 500 ml | 2 |
| 27 | Scrub Sponge | Scotch-Brite | Pack | 2 |
| 28 | Steel Scrubber | Standard | Pack | 2 |
| 29 | Washing Powder | Surf Excel | 1 kg | 1 |
| 30 | Rubber Gloves | Standard | Pair | 8 |
| 31 | Mop Bucket with Wringer | Gala | Piece | 1 |

Note :

- The above list of consumables is indicative and based on the scope and estimated requirements of housekeeping services.
- The Service Provider shall supply all consumables of standard quality and approved brands (or equivalent) at no extra cost, ensuring uninterrupted availability at all times.
- The quantities may vary as per actual requirement, and no additional payment shall be admissible.
- Any shortage or supply of substandard materials shall be treated as deficiency in service and may attract penalties as per contract terms.

TECHNICAL BID SUBMISSION & BID ACCEPTANCE LETTER

(To be submitted on Company Letterhead)

GeM Bid No.: _____

To
The Director
Adjudicatory Board for Major Ports
Ministry of Ports, Shipping and Waterways
Government of India
4th Floor, Bhandar Bhavan,
Mujawar Pakhadi Road, Mazgaon,
Mumbai – 400010

Subject: Submission of Technical Bid and Acceptance of Terms & Conditions – reg.

Dear Madam,

We hereby submit our Technical Bid against the above mentioned GeM Bid and confirm that the same has been submitted strictly through the Government e-Marketplace (GeM) Portal in accordance with the prescribed procedures. The bid has been submitted in two parts, namely Technical Bid and Financial Bid, and all required documents, duly signed and stamped, have been uploaded in compliance with the bid requirements.

2. Acceptance of Bid Conditions : We certify that we have carefully read, examined, and fully understood the entire bid document, including all annexures, scope of work, General Terms & Conditions, Additional Terms & Conditions , and any corrigenda issued from time to time. We unconditionally accept all the terms and conditions contained therein without any deviation or reservation.

3. Understanding of Scope and Site Conditions : We confirm that we have undertaken the mandatory site inspection and have fully understood the nature, scope, and extent of housekeeping services, including area coverage, manpower deployment, operational requirements, and working conditions. We agree that no claim shall be raised at a later stage on account of lack of knowledge of site conditions.

4. Eligibility and Experience Compliance : We hereby certify that our firm meets all the eligibility criteria specified in the bid document, including possession of required registrations such as PAN, GST, EPF, ESIC, Labour License, and other statutory approvals. We further confirm that we have the required experience, financial capability, infrastructure, and manpower to successfully execute the contract. All supporting documents, including turnover certificates and solvency certificate, have been submitted as required.

5. Statutory Compliance Undertaking : We undertake to comply with all applicable labour laws, statutory provisions, and regulatory requirements, including the Minimum Wages Act, EPF & MP Act, ESIC Act, Payment of Bonus Act, Maharashtra Labour Welfare Fund Act, Shops & Establishment Act, and POSH Act. We further confirm that wages shall be paid through bank transfer and all statutory contributions such as EPF, ESIC, and bonus, shall be duly deposited in accordance with applicable laws.

6. Financial Bid Compliance and Pricing : We confirm that the rates quoted in the Financial Bid shall be strictly on the basis of five (05) personnel per month, including statutory components, service charges, and consumables, as per Financial Bid (Annexure–VIII), for the deployment of five (05) housekeeping personnel as specified in the bid document and shall be comprehensive and inclusive, covering wages, statutory dues, consumables, equipment, supervision, service charges, and all incidental expenses. We further confirm that the service charges quoted shall be within the prescribed range of 3.85% to 7% as per Government guidelines and that the rates shall remain firm and fixed during the contract period except for revisions in minimum wages as notified by the Government.

7. Earnest Money Deposit (EMD) : We confirm that the Earnest Money Deposit (EMD) of Rs.30,000/- has been submitted through the prescribed mode, or alternatively, valid MSME exemption certificate has been uploaded. We understand that non-submission of EMD or valid exemption proof shall render the bid liable for rejection.

8. Performance Security Deposit : We undertake to submit the Performance Security Deposit equivalent to 5% of the contract value within the stipulated time upon award of contract. We understand that failure to do so shall result in forfeiture of EMD and cancellation of the award as per GeM provisions.

9. Manpower Deployment and Local Employment : We confirm that we shall deploy a minimum of five trained housekeeping personnel for execution of the work and ensure that at least 70% of the deployed workforce is sourced locally. All personnel shall be properly trained, uniformed, issued identity cards, and shall undergo police verification prior to deployment.

10. Declaration of Integrity and Non-Blacklisting : We hereby declare that our firm has not been blacklisted or debarred by any Government Department, Public Sector Undertaking, or Autonomous Body. We further declare that no criminal case is pending against the firm or its proprietors/partners/directors and that we have not engaged in any collusive or anti-competitive practices.

11. Acceptance of Service Levels and Penalties : We accept all Service Level requirements and penalty provisions specified in the bid document, including penalties for absenteeism, poor quality of services, and non-compliance with contractual obligations. We agree that deductions up to 10% of the monthly bill may be imposed for deficiencies in service.

12. Payment Terms Compliance : We agree that payments shall be made on a monthly basis subject to submission of attendance records, proof of wage disbursement, and statutory compliance documents such as EPF and ESIC challans. We further confirm that no advance payment shall be claimed and payments shall be subject to satisfactory performance.

13. Contract Terms and Conditions : We accept that the contract shall be valid for a period of three years, extendable by up to two additional years subject to satisfactory performance and mutual agreement and same terms and conditions. We also acknowledge that the ABMP reserves the right to accept or reject any bid or terminate the contract in accordance with the provisions of the bid document and GeM guidelines.

14. Legal Compliance and Indemnity : We agree to abide by all provisions related to indemnity, force majeure, jurisdiction of Mumbai courts, and non-transferability of contract. We undertake full responsibility for any loss, damage, or liability arising out of the actions of our personnel during execution of the contract.

15. **Declaration of Truthfulness** : We certify that all information furnished in the bid is true, complete, and correct to the best of our knowledge. In case any information is found to be false or misleading, we understand that the bid shall be liable for rejection or the contract may be terminated, including forfeiture of EMD or Performance Security and possible debarment as per GeM rules.

16. **Final Undertaking** : We undertake to execute the housekeeping services in a professional, efficient, and reliable manner, ensuring high standards of cleanliness, hygiene, and maintenance befitting the stature of the Adjudicatory Board for Major Ports.

Yours Faithfully

Authorized Signatory: _____

For _____ (Name of Firm)

Name: _____

Designation: _____

(Seal of the Firm)

Date: _____

Place: _____

INFORMATION, EXPERIENCE AND CHECK LIST
(To be submitted on Company Letterhead)

GeM Bid No.: _____

A. BIDDER INFORMATION

| Sr. | Particulars | Details |
|-----|---|---------|
| 1 | Name of Firm/Company | |
| 2 | Registered Head Office Address | |
| 3 | Office within Mumbai/Thane/Navi Mumbai (Address Proof) | |
| 4 | Constitution (Proprietorship/Partnership/Company/LLP) | |
| 5 | Name of Authorized Signatory | |
| 6 | Designation | |
| 7 | Mobile No. | |
| 8 | Email ID | |
| 9 | PAN No. | |
| 10 | GST No. | |
| 11 | EPF Registration No. | |
| 12 | ESIC Registration No. | |
| 13 | Labour License No. | |
| 14 | Shops & Establishment (Gumasta) No. | |
| 15 | LWF Registration No. | |

B. EXPERIENCE DETAILS [As per bid criteria 11 (e)]

| Sr. No. | Organization Name | Work Description | Contract Value (Rs.) | Duration | Govt/PSU/ Reputed Org | Proof Attached |
|---------|-------------------|------------------|----------------------|----------|-----------------------|----------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |

(Attach work orders + completion certificates clearly indicating value, scope & period)

C. DOCUMENT CHECKLIST (MANDATORY UPLOADS)

| Sr. No. | Document Description | Submitted (Yes/No) | Page No. / Reference |
|---------|--|--------------------|----------------------|
| 1 | Firm Registration Certificate | | |
| 2 | Registered Head Office Proof (within Mumbai / Thane / Navi Mumbai jurisdiction) | | |
| 3 | PAN Card of the Firm/Company | | |
| 4 | GST Registration Certificate | | |
| 5 | EPF Registration Certificate | | |
| 6 | ESIC Registration Certificate | | |
| 7 | Labour License / Registration from Competent Labour Authority | | |
| 8 | Shops & Establishment Registration (Gumasta Licence) | | |
| 9 | Maharashtra Labour Welfare Fund (LWF) Registration | | |
| 10 | Latest EPF Challans / ECR (proof of compliance) | | |

| | | | |
|----|--|--|--|
| 11 | Latest ESIC Challans (proof of compliance) | | |
| 12 | CA Certified Profit & Loss Statements for FY 2022–23, 2023–24, 2024–25 | | |
| 13 | Income Tax Returns (ITR) for last three financial years | | |
| 14 | Solvency Certificate from Nationalized/Scheduled Bank (not older than 6 months) | | |
| 15 | Experience Certificates / Work Orders with Completion/Performance Certificates (clearly indicating value, scope, and period) | | |
| 16 | Earnest Money Deposit (EMD) Proof (NEFT/RTGS/DD) | | |
| 17 | MSME Certificate (only if claiming EMD exemption) | | |
| 18 | Site Visit Certificate (Mandatory) | | |
| 19 | Proof of Participation in Pre-Bid Meeting (Mandatory) | | |
| 20 | Bid Acceptance Letter (Annexure-III, duly signed on letterhead) | | |
| 21 | All documents self-attested, stamped, and legible (confirmation) | | |
| 22 | Any additional document sought by ABMP during evaluation | | |

DECLARATION

I/We hereby certify that all the above documents have been uploaded on the GeM Portal, are self-attested, valid, and strictly in accordance with the bid requirements. I/We understand that non-submission of any mandatory document or submission of incomplete/invalid documents shall render the bid liable for rejection.

Authorized Signatory: _____
 For _____ (Name of Firm)
 Name: _____
 Designation: _____
 Seal: _____
 Date: _____
 Place: _____

SITE VISIT CERTIFICATE (MANDATORY)

(To be issued by ABMP and submitted with Technical Bid)

GeM Bid No.: _____

Name of Work: Providing Housekeeping Services at ABMP Office, Mumbai

This is to certify that M/s _____,
having its Registered Office at _____,
through its authorized representative, has undertaken a **mandatory physical site inspection** of the office premises of the Adjudicatory Board for Major Ports (ABMP), located at 4th Floor, Bhandar Bhavan, Mujawar Pakhadi Road, Mazgaon, Mumbai – 400010.

2. During the visit, the representative of the bidder has been explained in detail and has duly inspected, examined, and understood the following aspects :

- a. Scope of housekeeping services
- b. Area coverage and layout of premises
- c. Cleaning requirements, including offices, toilets, corridors, and common areas
- d. Manpower deployment requirements
- e. Availability of utilities and site conditions

3. The bidder shall be solely responsible for proper assessment of work, manpower, materials, and cost implications. **No claim whatsoever shall be entertained at any later stage on account of lack of knowledge of site conditions, scope, or requirements.**

The bidder has expressed satisfaction with the site conditions and has confirmed that the same has been considered while preparing the bid.

Name of Bidder's Representative: _____

Designation: _____

Contact No.: _____

Date of Visit: _____

Signature of Bidder's Representative
(Signature & Seal)

Certified by ABMP Authority

Signature: _____

Name: Randhir Kumar

Designation: Administrative Officer

Date: _____

Seal

PRE-BID MEETING PARTICIPATION CERTIFICATE (MANDATORY)

(To be issued by ABMP and submitted with Technical Bid)

GeM Bid No.: _____

Name of Work: Providing Housekeeping Services at ABMP Office, Mumbai

This is to certify that M/s _____,
having its Registered Office at _____,
through its authorized representative, has participated in the **Pre-Bid Meeting**
conducted by the Adjudicatory Board for Major Ports (ABMP) in connection with the
above mentioned GeM Bid.

2. The Pre-Bid Meeting was held on **13.05.2026** at **ABMP Office**, wherein
detailed discussions were held regarding:

- a) Scope of housekeeping services and area coverage
- b) Technical requirements, manpower deployment, and service standards
- c) Statutory compliance requirements including minimum wages, EPF, ESIC,
and other labour laws
- d) Financial bid structure and service charge limits
- e) Terms & Conditions, penalty clauses, and service level expectations
- f) Contract period, extension provisions, and termination conditions
- g) Clarifications sought by prospective bidders and responses provided by ABMP

3. All queries raised during the meeting shall be governed by the official
clarifications/corrigendum issued on the GeM Portal. The bidder shall not raise any
dispute later on matters discussed/clarified during the pre-bid stage.

Name of Bidder's Representative: _____

Designation: _____

Contact No.: _____

Email ID: _____

Mode of Participation: Physical / Virtual

Signature of Bidder's Representative
(Signature & Seal)

Certified by ABMP Authority

Signature: _____

Name: Randhir Kumar

Designation: Administrative Officer

Date: _____

Seal

SOLVENCY CERTIFICATE

TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/s _____,
having its Registered Office at _____
_____ ,
is a valued customer of our Bank and is maintaining satisfactory account(s) with us.

2. Based on the information and records available with us, we hereby certify that the above mentioned firm is solvent to the extent of 40% of the estimated annual quoted contract value i.e., Rs...../- (Rupees Only).

This certificate is issued at the specific request of the above mentioned firm for the purpose of participating in the GeM Tender / Bid No.: _____ for providing housekeeping services.

This certificate is issued without any risk or responsibility on the part of the Bank or its officials.

For _____ (Name of Bank)

Signature: _____

Name of Authorized Signatory: _____

Designation: _____

(Official Seal of Bank)

Financial Bid

Tender for Housekeeping and Sanitation Services in ABMP

GeM Bid No.: _____

A. Manpower Cost -

| No. | Description | Per Month |
|-----|--|----------------|
| 1 | Basic Pay (Rs. 523/- X 26 days) | Rs.13,598.00 |
| 2 | Variable Dearness Allowance (VDA) (Rs. 304/- X 26 days) | Rs.7,904.00 |
| 3 | Sub Total (A1 = Basic + VDA) | Rs.21,502.00 |
| 4 | EPF @ 13.15% on A1 (EPF calculated on statutory wage ceiling of Rs.15,000/- per month.) | Rs.1,973.00 |
| 5 | ESIC @ 3.25% on A1 | Rs.699.00 |
| 6 | MLWF (as applicable) | Rs.13.00 |
| 7 | Total Cost – per person per month (A2 = A1 + sr. no. 4 to 6) | Rs.24,187.00 |
| 8 | Total cost for five (05) persons per month (A3 = A2 X 5 persons) | Rs.1,20,935.00 |

B. Service Charges

| | | |
|----|--|------------------------|
| 9 | Service Charges on A3 shall be $\geq 3.85\%$ and $\leq 7\%$ | Rs..... |
| 10 | Total cost with Service Charges (A3 + sr. no. 9) | Rs..... |
| 11 | GST @ 18 % on sr. no. 10 | Rs..... |
| 12 | Total cost (sr. no. 10 + sr. no. 11) (for five persons per month with service charges & GST @ 18%) | Rs..... X |

C. Monthly consumables items (As per Annexure II)

| | | |
|----|--|------------------------|
| 13 | Consumable Items cost (inclusive of GST) per month | Rs..... Y |
| 14 | Grand Total [Rs. X + Rs. Y] | Rs..... |

Notes :

- 1) Rates shall be quoted strictly on a composite monthly cost basis for deployment of five (05) personnel, as applicable under the bid.
- 2) Service Charges must be within 3.85% to 7% of manpower costs (Sl. No. 8).
- 3) Statutory components (EPF, ESIC, MLWF, etc.) shall be governed in accordance with the prevailing rules and regulations, as amended from time to time during the contract period. Compliance and implementation of the same shall be the responsibility of the service provider.
- 4) Consumables shall be quoted separately on lump sum monthly basis and shall not be linked with manpower cost.
- 5) Basic Wages and Variable Dearness Allowance (VDA) shall be paid in accordance with the latest applicable orders issued from time to time by the Ministry of Labour & Employment, notified by the Office of the Chief Labour Commissioner.
- 6) Any deviation from the prescribed format shall render the bid non-responsive.

Company Seal: _____

Signature: _____

Date: _____

Name: _____

Place: _____

Designation: _____
