



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2025/B/5813332
Dated/दिनांक : 13-01-2025

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	23-01-2025 14:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	23-01-2025 14:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	60 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Uttar Pradesh
Department Name/विभाग का नाम	Vocational Education And Skill Development Department Uttar Pradesh
Organisation Name/संगठन का नाम	N/a
Office Name/कार्यालय का नाम	Lucknow
क्रेता ईमेल/Buyer Email	buycon74.dtel.up@gembuyer.in
Item Category/मद केटेगरी	Vocational Training Services - Version 2 - offline; 8; Buyers Location; Capacity Building
Contract Period/अनुबंध अवधि	1 Month(s) 29 Day(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	50 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

Bid Details/बिड विवरण	
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	2500000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	75000

ePBG Detail/ईपीबीजी विवरण

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

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

Beneficiary/लाभार्थी :

Director (Technical)
State Staff Training and Research Center, Lucknow
(Deepak Kumar Singh)

MII Compliance/एमआईआई अनुपालन

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

MSE Purchase Preference/एमएसई खरीद वरीयता	No
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Detailed scope of work:1736747410.pdf

Vocational Training Services - Version 2 - Offline; 8; Buyers Location; Capacity Building (225)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Training Type	offline
Duration of Training Per day (in Hours)	8
Training Premise	Buyers Location
Type of Training	Capacity Building
Course level	Advanced
Category of training courses	Capacity Building
Sub-Category of training courses	Capacity Building Of ITI Officers and Staff
Training Frequency	Weekdays
Certification	Yes
Certification Programme	Participation Certificate

Specification	Values
Type of training partner	Experienced Service Provider
Addon(s)/एडऑन	
Lodging and Boarding capacity	NA
Post training support	NA

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of trainees	Additional Requirement/अतिरिक्त आवश्यकता
1	Vipin Kumar Mishra	226024,GITI Campus, Aliganj, Lucknow	225	<ul style="list-style-type: none">• Approx. no. of Batches of trainees : 3• Approx. no. of days per training : 10• Number of Students Per Batch : 225

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

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

3. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

4. Buyer Added Bid Specific ATC

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

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

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

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

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

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

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action

in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---

State Staff Training & Research Center
(Vocational Education and Skill Development Deptt., U.P.,)
GITI campus, Aliganj, Lucknow

Custom Bid for Services

Training for Capacity Building of ITI Officers & Staff

: OFFICE ADDRESS:

State Staff Training & Research Center
GITI CAMPUS, ALIGANJ, LUCKNOW UTTAR PREDESH
PH:0522-4953107, E-mail-sstrclko@gmail.com

STATE STAFF TRAINING & RESEARCH CENTER

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1. Introduction

The world of technology and industry is undergoing a rapid transformation, driven by advancements in automation, digitalization, and the integration of cutting-edge solutions. In this dynamic landscape, the Industrial Training Institutes (ITIs) play a pivotal role in shaping the technical workforce, ensuring that our youth are equipped with the skills and expertise required to thrive in today's competitive environment.

To strengthen this mission, the Capacity Building Training Program for ITI Officers and Staff of Uttar Pradesh has been designed to enhance their technical, managerial, and instructional competencies. This program focuses on empowering ITI personnel with contemporary knowledge, innovative practices, and strategic insights, enabling them to drive excellence in technical education and training.

Through a blend of hands-on workshops, interactive sessions, and expert-led discussions, participants will gain exposure to:

- **Emerging Technologies:** Understanding the latest trends in automation, AI, IoT, and Industry 4.0.
- **Pedagogical Excellence:** Mastering effective teaching methodologies and tools for modern learners.
- **Leadership Skills:** Strengthening administrative and decision-making capabilities.
- **Collaborative Solutions:** Networking with peers to share best practices and develop solutions tailored to institutional challenges.

This initiative aims to create a ripple effect of innovation and growth across ITIs in Uttar Pradesh, equipping them to meet the evolving demands of the industry and society. Together, let us embrace this journey of transformation, fostering a culture of lifelong learning and excellence.

2. Scope of Work (Training Program)

This program is aimed at Government/ Private ITI Instructors with the objective of improving the relevance and efficiency of skills training provided through Industrial Training Institutes (ITIs) and apprenticeships and aims at building the following key competencies amongst the learner

Program Name	Trainer
Qualification Pack Name	Capacity Building Training Program
Training Outcomes	<p>After completing this program, participants will be able to:</p> <ul style="list-style-type: none"> • Elucidate on the job role: Understand out the responsibilities of atrainer. • Evaluate learning environment, delivery requirements and modify session plans: Interpret trainer manual and devise trainingmodules • Branding of the Institution: Importance, needs and how to do. • Taking strategic decisions in the Institution • Assess teaching methods • Monitor student achievement and development • Encourage parent involvement and Parent conferences • Use of Alumni meet at regular intervals to encourage on-going students • Administer the budget and financial control • Manpower Audit, Management and Workload distribution • Training need assessment for teaching and non-teachingstaffs

Sr. No.	Module	Key Learning Outcomes
1.	<p>Introduction, Interpret learning environment, delivery requirements and modify session plans</p> <p>Day - One Total Duration (hh:mm) 08:00</p>	<ul style="list-style-type: none"> • Evaluate the course and conduct Ice Breaking session • Evaluate the job role of a trainer • Interpret the trainer’s manual to determine delivery requirements from authorized source • Device recommendation for selection of candidates for training as per the learning objectives of the program • Evaluate venue, equipment, materials, space, layout, HVAC, stationary, etc. • Analyze risks pertaining to training delivery • Employ session plans in accordance with special learner needs, time, availability of material etc. • Construct learning materials to meet the needs of special learner groups.
2.	<p>Branding of the Institution and taking strategic decisions in the Institution</p> <p>Day - One Total Duration (hh:mm) 08:00</p>	<ul style="list-style-type: none"> • Demonstrate branding plan and how the Institution would benefit from it • Modify training plan explaining the need for the same and as per skill gap • Evaluate training on the basis of training modules as instructed. • Evaluate training methods in the form of lectures, group discussion, field trips, case studies, self-study training process include recall session, both way interaction, setting examples, demonstration and guided learner practice • Devise additional training to learners to achieve the desired output • Strategic decisions to make changes in the current scenario and achieve the elevated targets
3.	<p>Access teaching methods, Monitor student achievement and development and encourage parent involvement and parent conferences</p> <p>Day - Three Total Duration (hh:mm) 08:00</p>	<ul style="list-style-type: none"> • Facilitate each session with session plan, modify to meet appropriate learner needs • Design the session in such a manner that it would profit and meet the learner needs • Demonstrate various training methods like lectures, both way conversation, demonstration, field trips, case studies • Devise methods that learning can take place in safe environment • Formulate feedback information from students and parents for future purposes • Secure all tools and equipment after the demonstration in a good condition • Develop the demonstration records precisely • Illustrate the records in the given time frame

4.	<p>Use of Alumni meet at regular intervals to encourage ongoing students, Administer the budget and financial control</p> <p>Day - Four Total Duration (hh:mm) 08:00</p>	<ul style="list-style-type: none"> • Evaluate the characteristics of audience to provide demonstration • Analyze the need of demonstration, timing and purpose of training • Specify location and facilities where demonstration will take place • Conduct research on the topics of demonstration • Specify ways to conduct the research. • Confirm all materials, tools and equipment is present for demonstration • Clarify on the planning of Budget of each activity • Designing the budget adapting to audience/ skill gap needs
5.	<p>Industry connects, organize and impart training of work skills on- the-job environment</p> <p>Monitor and evaluate performance and carry out post –training activities.</p> <p>Day - Five Total Duration (hh:mm) 08:00</p>	<ul style="list-style-type: none"> • Perform all the steps of the demonstration skillfully to have financial control and expenses as per the budget allocated for each activity • Demonstrate review and summarization of activities related to budget and financial control • Review, study and analyze the training module • Demonstrate a safe learning environment • Ensure that all the equipment used are in a friendly manner and in a healthy environment • Arrange for adequate equipment, material and other resources used are with support management • Illustrate to the trainees all acceptable standards of knowledge and performance criteria • Demonstrate all steps in an easy and friendly manner to the trainees. • Ensure that the trainees are able to hear the trainer. • Evaluate unfamiliar terms and jargons to the trainees in a well explained manner. • Analyze performance that indicates achievement • Evaluate results of the achievement with the management for a good result
6.	<p>Prepare for undertaking test of competence and conduct assessment</p> <p>Day - Six Total Duration (hh:mm) 08:00</p>	<ul style="list-style-type: none"> • Establish that the trainers are well learned and up to the mark before giving the certificate • Formulate any special requirements like housekeeping, maintenance, training equipment repair requirements. • Investigate the tidiness of the workshop area. • Evaluate trainee records completely and submit and process in the required timeframe. • Formulate the assessments in between training schedules as per the training module • Elaborate units for competency that are to be used as benchmark for the trainees. • Review the trainees about what they will be assessed on before conduction of the assessment • Inspect availability of all equipment, tools and materials as per the training module • Analyze level of competence through their learning retention, monitoring the trainees’ progress and providing feedback. • Analyze the result of the trainees whether it reflects competence • Evaluate the results accordingly to judge the level of competence of the trainees • Justify with clear feedback and fill the gap of learning

7.	<p>Apply and maintain healthy and safety practices and a safe environment</p> <p>Day - Seven Total Duration (hh:mm) 08:00</p>	<ul style="list-style-type: none"> • Build a safe working environment and ensure risk management in accordance to care requirements • Ensure safe working and personal protective equipment (ppe) where required • Report safety records according to organizational policies • Review health and safety related hazards in the training and assessment area • Demonstrate methods in accordance to work safety regulations provided • Devise personal safety as required for the trainers and the trainees • Recognize emergency and potential emergency situations promptly • Follow emergency procedures correctly in accordance with procedures • Report details of emergency situations accurately
8.	<p>Maintain a professional image, behavior and competence</p> <p>Day - Eight Total Duration (hh:mm) 08:00</p>	<ul style="list-style-type: none"> • Execute proper dress codes for the workplace • Discuss with proper professional etiquette with team members, clients, vendors, visitors and stakeholders • Build personal and professional goals and objectives • Evaluate strength and weakness • Devise a professional development plan to execute it properly. • Review feedback from colleagues for development and progress in work field
9.	<p>Work effectively in a disciplined and ethical manner with all stakeholders</p> <p>Day - Nine Total Duration (hh:mm) 08:00</p>	<ul style="list-style-type: none"> • Execute duties accurately and systematically and within required timeframe • Recognize potential ethical issues in the workplace • Discuss ethical issues with the relevant person • Execute tasks with an agreed ethical work practice. • Discuss all relevant information with stakeholders at relevant time • Reiterate to inappropriate behavior, language, violence, bullying and gender biasness
10.	<p>Organizational Structure</p> <p>Day - Ten Total Duration (hh:mm) 08:00</p>	<ul style="list-style-type: none"> • Know about assessment policies and procedures (candidate selection, rationale and purpose of competency- based assessment, costs/resourcing) • Evaluate how to inspect work area • Analyze the concept of waste management • Evaluate how to organize record- management system and reporting requirements, HR policies and escalation matrix.

3. Scope of Work (Training Kit, Lodging & Fooding Arrangements)

Sr. No.	Particulars	Description (For Each Trainees)
1	Training Kit	Folder, Pen, Register, Id card, Banner, Curriculum Copy, E-Contents/PPT Presentations, Registration Forms, Attendance Register, Feedback & Assessment Forms, Name Wise Printed Certificates of Participation
2	Lodging & Food Arrangements	Breakfast, Lunch, 2-3 Times Tea & Biscuits, Dinner

4. Training Schedule

Training Mode	Offline
Total No of Batches	03
Total No. of Trainees Per Batch	75
Total No. of Trainees (All Batches)	225
Total No. of Training Days Per Batch	10 Days
Total Training Hours	8 Hours (Per Day)
Qualification of Trainers	M.Tech/Ph.D./MBA & Subject Related Specialist with Certifications and More than 8 Year Experience in relevant area.
Training Strategy	<p>Self-paced learning and instructor led learning for upskilling the instructors</p> <p>Soft skills and content delivery exercises for better content delivery in class</p> <p>Case analysis, group discussions, simulation sessions and peer to peer learning sessions moderated by instructors.</p>

5. Eligibility Criteria for Bidders

The Service Provider shall fulfill the following pre-qualification criteria, Points assigned below for the Purpose of Technical BID evaluation:

1	Agency must be registered as Proprietorship/Partnership Firm/Company/LLP (Certificate to be attached)
2	Agency must have valid Pan and TAN. (Certificate to be attached)
3	Agency must be Registered in GST department. (GST Registration Certificate & GSTR-3B Return of One Years)
4	Agency must be registered in Income tax department (Certificate of PAN to be attached)
5	Agency must be submitting the Valid International Accreditation Forum Approved ISO Certificate of Professional/Vocational/Technical Training (Certificate to be attached)
6	Agency must submit the Notarized affidavit on 100 Rs. Stamp for non blacklisting by any department of State/Central Gov./PSU/Private (Certificate to be attached)
7	Agency must have Government Work Orders of Professional/Vocational/ Technical Training with Minimum One Orders of 80% of Bid Estimated Value or Two Orders of 50% of Bid Estimated Value or Three Orders of 40% of Bid Estimated Value
8	Agency must share the active video link of previously conducted training program on company letter head, which will be a check point at the time of technical evaluation as up to work /reject
9	Agency have to upload EFT Mandate form duly signed & stamp by the bank for valid bank account proof
10	Agency must have minimum annual turnover More than 20 Lacs. In last two Financial Year Separately (ITR, Balance Sheet Signed & Stamp by CA With Membership No & GSTR-3B return copy of same amount of turnover receipt)
11	Agency have to upload datasheet document and complete work plan as per the scope of work
12	Declaration by agency on letter head duly signed & stamp by authorized signatory with the statement I'm (Name) the (Designation) of (Agency Name) I certify that the information I'm about to provide is true and complete to the best of my knowledge, and there are no irrelevant and duplicate papers uploaded in complete bid document (Gem Bid No: -), I'm aware that this self-declaration statements are subject to review and verification and if such information has been falsified, I may be terminated.
13	Agency have to upload check list of documents (Format of checklist is attached)
14	Agency Must Submit Collaboration Certificate from The Side of FSSAI Licensed Agency for Third Party Catering Services/ Fooding Arrangement at Training Venue also List of Menu Items. (Upload Valid FSSAI license of third-party agency, duly signed & stamped collaboration certificate with bid participating agency and list of menu items)
15	Agency must submit EMD as Draft/FDR In favor of Director (Technical), State Staff Training & Research Centre Payable at Lucknow
16	Bidder have to upload sample pictures of the training kit
17	Tender Document, Duly Signed & Stamped by The Tenderer as Token of Acceptance Must Be Uploaded
18	The bidder should not be under liquidation, court receivership or similar proceeding should not be bankrupt. Bidder has to upload to this effect with bid.
19	Bidder offer is liable to be rejected if they do not upload any of the certificates/documents sought in the bid document, ATC and Corrigendum if any

6. Terms & Conditions

1. Incomplete bid shall not be considered.
2. Bid without EMD shall not be considered.
3. State Staff Training & Research Center, U.P, Aliganj, Lucknow has right to reject the not eligible and non-readable bid.
4. Uploading of same documents/papers in multiple/same section is not acceptable in bid.
5. Bidder only upload relevant documents as per the bid, Irrelevant documents are not acceptable in bid.
6. It is right to reject any or all bids without giving any reason by the DIRECTOR (Technical) "State Staff Training & Research Center" U.P, Aliganj, Lucknow, if it is found any error in technical & financial bid in the lowest tender at any time and any level then the DIRECTOR(Technical) "State Staff Training & Research Center" U.P Lucknow, has right to award the tender to the second lowest bidder.
7. Contractual rate and terms & conditions can be changed as per U.P. Govt. Order.
8. In case arbitration the decision of Director (Technical) "State Staff Training & Research Center" U.P Lucknow, will be final.
9. Agency will be fully responsible for the work, behavior and character of mentors.
10. Agency will be fully responsible for any type of damage & loss done by the personnel of Agency.
11. All uploaded papers in bid document should signed & stamp by the authorized signatory of Agency
12. If notarized given by the bidder that no legal case/ dispute is pending against him in any court of Uttar Pradesh, if yes then submit the copy of the same. For any dispute arise the jurisdiction will be Lucknow.
- 13. In case financial bid will Tie. Gem L1 automated process will be adopted.**

1. Selection of Service Provider

1. The Director (Technical), "State Staff Training & Research Center" U.P, Aliganj, Lucknow, however, reserves the right to reject any or all the bids received, without assigning any reasons and any liability to State Staff Training & Research Center.

7. Payment Terms

Service Provider will provide the completion letter of training signed by the authority, attendance of attendees and three hard copies of original Invoices.

8. Service Level Agreement

The agreement will be signed between the successful bidder and the Director (Technical) "State Staff Training & Research Center" U.P Lucknow. For this, bidder will provide the non-judicial stamp paper for the agreement. Within 10 days bidder shall provide the complete training plan to the State Staff Training & Research Center" U.P Lucknow otherwise EMD will be absorb by the Director (Technical).

9. Instructions for Financial Evaluation

Bidder have to submit your financial quotes for overall training expenditure as per the scope of work.

Check List (as per the eligibility criteria, terms & conditions)

Sr. No.	Document Description	Attached (Yes/No)
1	Incorporation Certificate	
2	GST Certificate	
3	GST Active Profile	
4	Pan	
5	Tax Deduction & Tax Collection Number (TAN)	
6	Notarised Affidavit for Non-Blacklisting	
7	IAF Approved ISO Certificate	
8	EFT Mandate Form signed and stamped by the bank for valid bank account proof	
9	Attach Government Work Orders, Invoices and Completion for Experience Proof	
10	Data Sheet Document and Complete Work Plan as per the Scope of Work	
11	Declaration by the bidder for irrelevant & duplicate papers	
12	Video Link of Previously Conducted Training Program	
13	EMD Covering Letter and Copy of EMD	
14	ITR, Balance Sheet Signed & Stamp by CA With Membership No, GEM Tax Assessment Copy & Turnover Certificate on CA's Letter head and duly signed & stamp by CA Membership No	
15	Valid FSSAI license of third-party agency, duly signed & stamp collaboration certificate with bid participating agency	
16	Work Order Details (for all attached orders as experience proof) Training Name - Department Name - Project Value - Contract No & Date - Contact Person Name & Mobile of Department -	
17	Sample Pictures of Training Kit	
18	Tender Document Duly Stamped & Signed	
19	Bidder Should Not Under Liquidation, Court receivership or Similar Proceeding	
20	<u>Menu Item List: -</u>	