

## Bid Corrigendum

GEM/2023/B/3037644-C3

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. **OPTION CLAUSE:** The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.
2. Buyer Added text based ATC clauses
  - 1) The contract is presently for a period of 12 Months, based on the satisfactory performance, it can be extended for a further period of 12 months
  - 2) The services are required for various sections of the institute
  - 3) the service provider is required to have a registered office at Bangalore for ease of operations

**4) To modify the scope of work for one personnel in addition to the existing scope of work. The total manpower will remain same i.e. 6 Nos. Please refer to the document attached.**

3. **AVAILABILITY OF OFFICE OF SERVICE PROVIDER:** An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.
4. Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.
5. Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.
6. Buyer uploaded ATC document [Click here to view the file.](#)

### Disclaimer

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. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

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.
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.

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.

\*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

**Position:     HOSPITALITY EXECUTIVE**

**Job Responsibilities/Scope of Work:**

- Ensure compliance with tender clause & standard procedure/policies related to Housekeeping, Hospitality & Canteen.
- Ensuring men & material for daily operation.
- Responsible for supervision/monitoring of Housekeeping Services, Canteen & other Hospitality services as and when required.
- Co-ordination with various departments/sections with regard to Housekeeping, Canteen & Hospitality services.
- Supervise & educate staff in efficient upkeep.
- Menu Planning and monitoring for special events.
- Collection of feedback, analysis and course correction.
- Recordkeeping & maintenance of checklist/documents related to daily operation of Housekeeping/Hospitality/Canteen.

**Qualification:**

- Three (03) years Degree in Hotel Management/Hospitality Management or equivalent.

**Experience:**

- Three (03) years of work experience as Manager/Executive/Supervisor in a large Hotel/Restaurant/Company or an Institute, with good communication skills.
- Knowledge of use of personal computers and its applications.

**Desirable:**

- Specialization in Food and Beverages or Housekeeping.