



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2023/B/3746579  
Dated/दिनांक : 27-07-2023

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	10-08-2023 16:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	10-08-2023 16:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	30 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Finance
Department Name/विभाग का नाम	Department Of Financial Services
Organisation Name/संगठन का नाम	State Bank Of India (sbi)
Office Name/कार्यालय का नाम	Guwahati
Item Category/मद केटेगरी	Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Office Boy
Contract Period/अनुबंध अवधि	2 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	40 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 to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid

**Bid Details/बिड विवरण**

<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	2 Days
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है</b>	Yes

**EMD Detail/ईएमडी विवरण**

Required/आवश्यकता	No
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**ePBG Detail/ईपीबीजी विवरण**

Required/आवश्यकता	No
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**Splitting/विभाजन**

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

**MII Compliance/एमआईआई अनुपालन**

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

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. 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 / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price

within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.  
[OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.  
 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.

**Excel Upload Required/एक्सेल में अपलोड किए जाने की आवश्यकता :**

PRICE BREAKUP FORMAT - [1690460427.xlsx](#)

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Geographic Presence: Office registration certificate:**The bidder must have a minimum 3 year old registered office within the state of Assam. Trade license (minimum 3 year old) issued within Assam must be submitted.

**Scope of work & Job description:**[1690460437.pdf](#)

**Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:**[1690460591.pdf](#)

**Pre Bid Detail(s)**

Pre-Bid Date and Time	Pre-Bid Venue
08-08-2023 12:00:00	Regional Manager Regional Business Office, Jorhat State Bank of India, Na Ali, Jorhat Assam-785001

**Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; Office Boy ( 61 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Skill Category	Unskilled
Type of Function	Others
List of Profiles	Office Boy
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA

Specification	Values
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	

**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 Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Ajay Kumar Das	785001,STATE BANK OF INDIA, M.G.ROAD, NA-ALI, JORHAT, ASSAM PIN: 785001	61	<ul style="list-style-type: none"> <li>• Bonus (INR per day) : 51.31</li> <li>• EDLI (INR per day) : 3.08</li> <li>• EPF Admin Charge (INR per day) : 3.08</li> <li>• Minimum daily wage (INR) exclusive of GST : 616</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Number of working days in a month : 26</li> <li>• Provident Fund (INR per day) : 73.92</li> <li>• ESI (INR per day) : 20.02</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

**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. **Service & Support**

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.

## 3. **Generic**

Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address

BRANCHES OF SIVSAGAR DISTRICT  
BRANCHES OF CHARAIDEO DISTRICT  
BRANCHES OF GOLAGHAT DISTRICT  
SIBSAGAR  
CHARIDEO GOLAGHAT

## 4. **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.

## 5. **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.

## 6. **Payment**

**PAYMENT OF SALARIES AND WAGES:** Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

## 7. **Past Project Experience**

**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

## 8. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

### **1.0 MINIMUM ELIGIBILITY CRITERIA FOR QUALIFYING IN TECHNICAL BID:**

**Only those applicants who possess the following eligibility criteria should apply along with the documentary proof.**

- i) The bidder must be an established firm (Company / Partnership / Proprietorship) and minimum 3 years old

as on 31.07.2023.

- ii) The bidder must have adequate experience in similar services Housekeeping & maintenance for **minimum 1(one) year** contract period in offices/branches of PSU / nationalized Banks / State and Central Govt. Organizations/ and listed Corporate Entities of repute etc. **during last 7 years (as on 31.06.2023) as under** :
- 3 numbers similar work of minimum contract value of **Rs 5,00,000.00** per month.
  - 2 numbers similar work of minimum contract value of **Rs 6,50,000.00** per month.
  - 1 number similar work of minimum contract value of **Rs 10,00,000.00** per month.
- iii) The Bidder's average Annual Financial Turnover during last **3 (three) Financial years (as on 31.03.2023)** should be at least **INR 40.00 lakh**.
- iv) Bidders must submit a copy of PAN registration and copies of ITR for last 3 financial years **(AY: 23-24, 22-23, and 21-22)**.
- v) Bidders must submit a copy of GST registration certificate.
- vi) **The bidder must have a well-established office in the state of Assam, date of establishment of which should be minimum 3 years old as on 31.07.2023. The bidder must possess a trade license minimum 3 years old as on 31.07.2023, for housekeeping service within the state of Assam issued by competent authority and must submit a copy as the proof. Failing to submit the trade license the bidder will be disqualified in technical scrutiny and price bid of such bidders will not be opened. Kindly note that submitting a rent agreement copy will not be consider as an evidence of well-established office within the state of Assam.**
- vii) The bidder must furnish an undertaking with the bid that the bidder shall comply with the Minimum wage policy of Government of India and abide by the terms and conditions for implementing the said policy in letter and spirit.
- viii) **ESI:** The bidder should either submit an independent ESI Code No. (along with supporting documentary evidence thereof) under the Employees State Insurance Act.
- ix) **Labour License:** Bidder should either submit copy of valid Labour License.
- x) **EPF:** Bidder should either submit valid EPF Code no (along with supporting documentary evidence thereof).
- xi) Tenders from Individual / Firms / Organizations including their Partners / Directors who have been blacklisted / prosecuted by any departments / statutory bodies, anywhere in India or by any Court of Law, shall not be considered.
- xii) The cut-off date for reckoning experience would be **31.07.2023**

## **2.0** Commercial rejection criteria:

The following vital commercial conditions should be strictly complied with failing which the bid will be rejected.

- i) Bid should be submitted in **Two Bid System** as per **GeM guidelines**.
- ii) Bidders should not indicate/disclose prices in techno-commercial (un-priced bid). In case bidders indicate/disclose prices in techno-commercial (un-priced bid) or at any stage before opening of price-bid, their bids shall be evaluated without giving any cognizance to such prices.
- iii) If the bidder has indicated/disclosed some price in techno-commercial bid (at techno-commercial stage) or at any stage before opening of price-bid, but has not indicated any price in its Price Bid, its offer shall be considered as without any price and thus shall be rejected and in no case price revealed in techno-commercial bid shall be considered for award.

## **3.0** Acceptance of terms & conditions:

The bidder must confirm unconditional acceptance of General Conditions of Contract and Special Conditions of Contract.

#### **4.0 Other bid rejection criteria:**

Offers of following kinds will be rejected:

- i) Offers which do not confirm unconditional validity of the bid for 60 days from the date of opening of bid.
- ii) Offers where prices are not firm during the entire duration of the contract and/or with any qualifications.
- iii) Offers which do not confirm to the contract period indicated in the bid.
- iv) Offers not accompanied with a copy of valid registration certificate under GST Legislation of India.
- v) Offers not accompanied with an undertaking to provide all the necessary compliances/Invoice/ documents required under GST legislation for enabling Bank to avail Input tax (GST) credit (Not applicable for the bidder who are under composition levy)
- vi) Offers not accompanied with the undertaking on the company's letter head and duly signed by the signatory of the bid that all the documents/certificates/information submitted by them against the tender is genuine.
- vii) Bidder shall bear, within the quoted rates, the Personnel Tax as applicable in respect of their personnel and their sub-contractor's personnel, arising out of this contract. Bidder shall also bear, within the quoted rates, the Corporate Tax, as applicable, on the income arising out of this contract.

#### **5.0 Price Evaluation Criteria:**

**Evaluation of Bids:** Bids will be evaluated based on the 'Total Lump sum Price' quoted on GeM for the entire scope of work including GST and other taxes quote. The bidder shall upload the "Price breakup" on Gem, as per the given format and the total price in the "Price breakup" format shall match with the 'Total Lump sum Price' quoted on GEM.

#### **6.0 Instruction to bidder for submission of Price Bid:**

- i) Bidder has to quote on Gem, the total "Lump sum price" for the entire contract period of 2 years for the scope of work mentioned in this tender. The bidder shall work out this total "Lump sum price" as per the "Price Breakup format" given with this tender. The price break up format is consist of mainly two part viz. a) Cost of manpower and b) Cost of service charge.
- ii) The cost of manpower which is pre-filled in the price breakup format is calculated based on the Minimum wages amount for different category of staffs as per the Govt. of India Minimum Wage Act W.E.F. 01.04.2023, and includes Basic, DA, EPF, ESIC and bonus as applicable.
- iii) The cost of Service charge for providing the housekeeping and maintenance service as per the scope of work of tender document is to be filled by the bidder in the price breakup format.
- iv) Based on the rates filled by the bidder as mentioned in the above point, the total cost of contract will be automatically calculated in the Price breakup format. The bidder shall quote this total amount on Gem as "Lump sum price".
- v) The service charge to be filled by the bidder on price break up format, should include but not limited to the Contractor profit (**not less than 3.85% or not more than 7% of the total manpower cost**), transportation cost if any of contractor for visiting the sites time to time to supervise and maintain quality of works desired by Bank, Cost of establishment of offices if any, cost of insurance to be obtained by the contractor as per scope of work, cost of any statutory requirements, taxes etc. No additional payment other than the quoted rates will be paid to the contractor on any account.
- vi) The Minimum wages amount are already pre-filled in Price break up format for different category of staffs as per the Govt. of India Minimum Wage Act W.E.F. 01.04.2023 which includes Basic, DA, EPF, ESIC and bonus components. However, if the bidders want to add any component other than the above mentioned components, to have better staff, they have to consider the rate for such component within the service charge to be filled by them. Bank will not pay additional cost for any such component bidders may want to add with

th the Minimum wage of the worker.

- vii) Consequent upon revision of rates of VDA/ Minimum wages by Govt. notification or Amendments in Labour Laws, coming into effect after submission of price bid or revised price bid, if any, and during the currency of the contract, the Contractor shall be reimbursed by SBI for additional expenditure due to such change.
- viii) Such reimbursement by Bank shall be subject to production of documentary evidence by the Contractor of making such payment to the contract labour and depositing with the statutory authorities wherever required, to the satisfaction of Bank and to the extent where such payment is directly attributed to change in VDA / minimum wages and all social security benefits by Govt. Notification / amendments in Labour Laws.
- ix) Bidders are required to ascertain themselves, the prevailing rates of GST and all other taxes and duties as applicable on the scheduled date of submission of Price Bids and SBI would not undertake any responsibility whatsoever in this regard.

#### **7.0 PURCHASE PREFERENCE POLICIES**

**PURCHASE PREFERENCE TO MICRO AND SMALL ENTERPRISES POSSESSING VALID UDYAM REGISTRATION CERTIFICATE AS NOTIFIED VIDE GAZETTE NOTIFICATION NO. S.O. 2119 (E) DATED 26.06.2020 (AS AMENDED) ISSUED BY MINISTER OF MICRO, SMALL AND MEDIUM ENTERPRISES**

- i) In case participating MSEs quote price within price band of L1+15%, such MSE shall be considered for award of contract by bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE. In case of more than one such MSE qualifying for 15% purchase preference, the contract shall be awarded to lowest eligible MSE amongst the MSEs qualifying for 15% purchase preference.
- ii) Provisions such as seeking support from another company, submission of JV/consortium bid, etc, wherever allowed and available to large companies in the tender document shall also be available to MSEs. However in order to avail the benefits reserved for MSEs i.e. purchase preference, the MSE bidder shall have to rely on their own strength or on the strength of another MSE only to meet the various tender requirements including technical and financial evaluation criteria. In cases of support from MSE, the supporting MSE(s) shall have to fulfil all the obligations prescribed for a supporting company as per BEC conditions. Further, in case of bid from incorporated JV/consortium, in order to avail the benefits, all the members of the bidder i.e. Incorporated JV / consortium shall have to be MSEs

#### **8.0 List of documents to be submitted with technical bid:**

**The vendors should possess the following supporting documents and must submit self-attested photocopies of the following supporting documents along with the filled in application form of this tender with the technical Bid for the work:**

- i) PAN Card in the name of the proprietor/firm/company.
- ii) Goods & Service Tax (GST) registration certificate.
- iii) Documents supporting Applicant's average Annual Financial Turnover during last 3(three) years for minimum **INR 40.00 lakh**.
- iv) Income Tax return for **last 3 (three) financial years**.
- v) Work order & completion certificate or satisfactory in operation certificate from the clients whose work has been undertaken during last 7 years (**as on 31.07.2023**) as per the qualification criteria given in BEC of this tender.
- vi) Document as proof of year of Establishment of the firm with not less than 3(three) years (**as on 31.07.2023**).
- vii) Trade License issued by competent Govt. agency of the state of Assam not less than 3 years old **as on 31.06.2023**.
- viii) Applicants registered under MSME should submit copy of valid registration certificate of relevant category for claiming any exemption as per Gol policy.



- ix) Copy of EPF certificate.
- x) Copy of ESIC certificate
- xi) Copy of Labour license.
- xii) Field up Application form.
- xiii) Undertaking on the company's letter head and duly signed by the signatory of the bid that all the documents/certificates/information submitted by them against the tender is genuine as per annexure-1.
- xiv) Undertaking that the bidder shall comply with the Minimum wage policy of Government of India and abide by the terms and conditions for implementing the said policy in letter and spirit as per annexure-2.
- xv) The near relatives of employee or employees of the Bank are prohibited from participation in this tender. The vendor shall have to submit an undertaking to the effect that his/their no near relative or relatives is/are employee(s) of the Bank as per annexure-3.
- xvi) Undertaking that the bidder Individual / Firms / Organizations including their Partners / Directors are not blacklisted / prosecuted by any departments / statutory bodies, anywhere in India or by any Court of Law.

## **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. 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 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---**