



**INDIA GOVERNMENT MINT, MUMBAI**  
**A UNIT OF SECURITY PRINTING AND MINTING CORPORATION OF**  
**INDIA LIMITED (SPMCIL)**  
**(WHOLLY OWNED BY GOVERNMENT OF INDIA)**  
**SHAHID BHAGATSINGH ROAD, FORT, MUMBAI 400 001**  
**INDIA**  
**TEL NO : 022-22703184/85 EXT.110/131**  
**FAX NO : 022-22661450**

**E-Mail : [purchase.igmm@spmcil.com](mailto:purchase.igmm@spmcil.com)**

**WEBSITE : [igmmumbai.spmcil.com](http://igmmumbai.spmcil.com)**

**<http://www.eprocure.gov.in>**

**TENDER DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT IN**  
**PAREL, MAHIM AND PRABHADEVI TOWNSHIPS**  
**EXPRESS NATIONAL COMPETITIVE BIDDING NO. 6000017049**

**DATED: 14.12.2021**

**THIS TENDER DOCUMENT CONTAINS 43 PAGES**

**Closing date and time for receipt of Tender - 28.12.2021 AT 02.30 P.M.**

**Place of receipt of Tender - INDIA GOVT. MINT, MUMBAI**

**Date and time of opening of Tender - 28.12.2021 AT 03.00 P.M.**

**Place of opening of Tender - INDIA GOVT. MINT, MUMBAI**



### *Disclaimer*

The information contained in this Bid Document or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Security Printing and Minting Corporation Limited (hereafter referred as the "Purchaser") or any of its employees or associated agencies, is provided to Bidder(s) on the terms and conditions set out in this Bid Document and such other terms and conditions subject to which such information is provided.

This Bid Document is not an agreement and is neither an offer nor invitation by the Purchaser to the prospective Bidder(s) or any other party hereunder. The purpose of this Bid Document is to provide the Bidder(s) with information to assist them in the formulation of their proposal submission. This Bid document does not purport to contain all the information Bidder(s) may require. This Bid document may not be appropriate for all bidders, and it is not possible for the Purchaser to consider particular needs of each Bidder. Each Bidder should conduct its own investigation and analysis, and should check the accuracy, reliability, and completeness of the information in this document and obtain independent advice from appropriate sources.

Information provided in this Bid Document to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Purchaser, its employees and other associated agencies accept no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

This Bid document and ensuing bids; communications and Contracts would alone determine the legal and commercial relationship between the bidders/ contractors and the Purchaser. No other Government or Purchaser's document/ guidelines/ Manuals including its Procurement Manual (which are for internal and official use of its officers), have any locus standi in such a relationship. These documents/ guidelines/ Manuals therefore should not be cited or referred in any legal or dispute resolution or grievance redressal proceedings.

This Bid Document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Bid Document and any assessment, assumption, statement or information contained therein or deemed to form part of this Bid Document or arising in any way for participation in this Bid Stage.

The Purchaser, its employees and other associated agencies also accept no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder(s) upon the statements contained in this Bid Document.

The Purchaser may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this Bid Document.

The issue of this Bid Document does not imply that the Purchaser is bound to select Bidder(s) and the Purchaser reserves the right to reject all or any of the Bidders or Bids or to decide to drop the procurement process at any stage without assigning any reason.



The Bidder(s) shall bear all its costs associated with or relating to the preparation and submission of their Bids including but not limited to preparation, copying, postage, delivery fees, expenses associated with any submission of samples, demonstrations or presentations which may be required by the Purchaser or any other costs incurred in connection with or relating to their Bids. All such costs and expenses will remain with the Bidder(s) and the Purchaser shall not be liable in anymanner whatsoever for the same or for any other costs or other expenses incurredby a Bidder(s) in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

This disclaimer forms an integral part of the Bid document and shall supplement but not supplant the provision of the Bid Document.



**SECTION I: NOTICE INVITING EXPRESS NATIONAL COMPETITIVE BIDDING FOR ANNUAL MAINTENANCE CONTRACT IN PAREL, MAHIM AND PRABHADEVI TOWNSHIPS**

NCB No.: 6000017049

Date.: 28.12.2021

1. India Government Mint, Mumbai (A unit of SPMCIL), Shahid Bhagat Singh Road, Fort, Mumbai - 400001, invites sealed tenders from eligible and qualified tenderers for below mentioned:

Schedule No.	Brief description of goods/services	Quantity (with unit)	Earnest Money Deposit (Rs.)	Remarks	Due date & time for opening of tender	Delivery Period
1.	Annual Maintenance Contract in Parel, Mahim and Prabhadevi townships  (For full details please see the technical specification as mentioned in Section VII of the tender document.)	1 AU	As per OM No. F.9/4/2020-PPD dated 12.11.2020 EMD will be NIL		Techno Commercial Bid will be opened on <b><u>28.12.2021 at 03.00 P.M.</u></b>	Please refer Section VI-(List of Requirements) of the tender document.

Type of Tender	Express National Competitive Bidding in Two Bid system viz. Techno-Commercial Bid & Financial Bid.
Authority in whose favour all tender related financial instruments (FD, DD, Banker's cheque etc) are to be made	"India Government Mint (Unit of SPMCIL), Collection A/c", payable at Mumbai
All Financial Instruments to be payable at:	Bank Mandate attached
Date and place of issue of tender documents:	14.12.2021, India Government Mint, Mumbai
Closing date and time for receipt of tenders	28.12.2021 upto 02.30 P.M.
Place of receipt of tender	India Government Mint, Mumbai
Time and date of opening of tender	1) 28.12.2021 at 03.00 P.M. for Techno-Commercial Bid. 2) For Price Bid:- Date will be intimated later on, only to those whose Techno-Commercial Bid is accepted.
Place of opening of tender	India Government Mint, Mumbai
Nominated Person/Designation to receive bulky tenders (Clause 21.1 of GIT)	CHIEF PURCHASE & STORES OFFICER INDIA GOVERNMENT MINT, MUMBAI
Officer to be contacted for clarifications/help:	CHIEF PURCHASE & STORES OFFICER

2. Eligibility to participate as per Government of India's Public Procurement (Preference to Make in India) Order 2017 (as amended/ revised) and Ministry of Finance, Department of



Expenditure, Public Procurement Division's Orders (Public Procurement 1, 2 and 3) F.No.6/18/2019-PPD dated 23rd/ 24th July 2020 (or any further amendments thereof) regarding eligibility of bidders from neighbouring countries shall apply to this tender.

3. Please note that SPMCIL reserves its right to grant Purchase preferences in accordance with Government of India's Public Procurement (Preference to Make in India) Order 2017 (as amended/ revised) and Public Procurement Policy for Micro and Small Enterprises (MSEs) Amendment Order, 2018 (as amended/ revised).
4. Interested tenderers may obtain further information about this tender from the above office selling the documents. They may also visit our website for further details viz. [igmmumbai.spmcil.com](http://igmmumbai.spmcil.com) or [www.eprocure.gov.in](http://www.eprocure.gov.in).
5. Tenderer may also download the tender documents from the web site mentioned above and submit its tender by utilizing the downloaded document, the bidder must not make any changes to the contents of the documents, except for filling the required information. A certificate to this effect must be submitted by the bidder in the Tender Form (Section X).
6. Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are dropped on or before the closing date and time indicated in the Para 1 above in the tender box located at the address given below , failing which the tenders will be treated as late and rejected. Tenders may also be sent through post at the address as above. However, Purchaser will not be responsible for any postal lapses or delays in receipt of the documents.
7. In the event of any of the above mentioned dates being declared as a holiday/ closed day for the purchase organization, the tenders will be sold/ received/ opened on the next working day at the appointed time.
8. The tender documents are not transferable.
9. The bidder, their affiliates, or subsidiaries – including subcontractors or suppliers for any part of the contract – should not stand declared ineligible/ blacklisted/ banned/ debarred by any Government Agency anywhere in the world, for participating in its tenders, under that country's laws or official regulations. A declaration to this effect shall be submitted by the bidder in the Tender Form (Section X).
10. **BID Securing Declaration:**  
Earnest Money Deposit: Nil. It is MANDATORY for all bidders to submit Bid Declaration with the tender. Bid-Securing Declaration Form (attached at Page No. 43) to be duly filled and submitted alongwith the tender document.
11. **Performance Security:** As per DOE OM No.9/4/2020-PPD dated 12.11.2020 the existing 10% Performance Security is reduced to 3% of the total cost of the contract by I.G.Mint, Mumbai, by D.D./Bank Guarantee/FDR from any Commercial Bank only, will have to be paid by the successful bidder within 21 days from of issue of Notification of Award after which Purchase Order will be placed. The Bank Guarantee should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the contractor, including warranty obligations. Performance Security will be refunded to the contractor without any interest, whatsoever, after it duly performs and completes the contract in all respect but not later than 60 days of completion of all such obligations under the contract.
12. If requested, the tender documents will be mailed by registered post/ speed post to the domestic tenderers, for which extra expenditure per set will be Rs. 500/- The tenderer is to add the applicable postage cost in the non-refundable fee mentioned in Para 12 above.
13. Tenderer may also download the tender documents from the web site [igmmumbai.spmcil.com](http://igmmumbai.spmcil.com) or <http://www.eprocure.gov.in> and submit the tender by utilizing the downloaded document, alongwith the required non-refundable fee as mentioned in Para 12 above.
14. Tenderers shall ensure that their tenders, duly sealed and signed on each page, complete in all respects as per instructions contained in the Tender Documents, are dropped in the tender box located at the given address on or before the closing date and time indicated in the Para 1 above, failing which the tenders will be treated as late and rejected.



15. Section II : For details regarding General Instruction of Tenderers (GIT) please refer to our website <http://www.spmcil.com/spmcil/UploadDocument/GIT.pdf>.
16. Section IV : For details regarding General Conditions of Contract (GCC) please refer to our website <http://www.spmcil.com/spmcil/UploadDocument/GCC.pdf>.
17. The Chief General Manager, India Government Mint, Mumbai's right to accept any tender and to reject any or all tenders. without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of contract, without incurring any liability, what so ever to the affected tenderer or tenderers
18. For the purpose of e-payment kindly ensure to submit the following information in table format on your letter head with seal and signature:  
Bank Mandate form for RTGS/NEFT
  1. Vendor Name
  2. Vendor Account Number
  3. Vendor Address
  4. Vendor Bank Name
  5. Vendor Bank Address
  6. PAN card No.
  7. Vendor Bank IFSC Code
  8. Vendor Bank MICR Code
  9. Vendor Bank Branch Code
  10. Account type

Note :Kindly attach a cancelled cross cheque.

#### SPECIAL INSTRUCTIONS:

1. Startup Micro and Small Enterprises firm are exempted from submitted Tender Fees and Earnest Money Deposit. Please send the copy of valid registration certificate of Micro and Small Enterprises along with your bid/ quotation otherwise your offer will not be considered for above exemption. Tendered items should be part of store list of MSME/NSIC/DIC certificate.
2. Price quotation in tenders:
  - a. In tender, participating Micro and small Enterprises quoting price within price band of L1+ 15 per cent shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprise and such Micro and Small Enterprise shall be allowed to supply up to 25 per cent of total tendered value.
  - b. In case of more than one such Micro and small Enterprise, the supply shall be shared proportionately ( to tendered quantity)
  - c. In case of tender item have non-split able or non-divisible etc. MSE quoting price within price band L1+15% may be awarded for full/complete supply/ service of total tendered value to MSE
  - d. Minimum 3 per cent reservation for women owned MSEs within 25 percent mentioned above (i.e 3 percent out of 25 percent)
3. Special provisions for micro and small enterprises owned by SC or ST:  
Out of 25 per cent allowed for procurement from Micro and Small Enterprises, a sub-target of 25 per cent (i.e 4 per cent of 25 per cent) shall be allowed for procurement from Micro and Small Enterprises owned by the Scheduled caste or the scheduled tribe entrepreneurs. Provided that in event of failure of such-target for procurement earmarked for Micro and Small



Enterprises owned by Scheduled caste or Scheduled Tribe Entrepreneurs shall be met from other Micro and Small Enterprises.

4. Relaxation of Norms for startups and Micro Enterprises on Prior Experience and prior turnover criteria. In exercise of Para 16 of Public Procurement Policy for Micro Enterprises order 2012, India Govt Mint, Mumbai has relaxed the condition of prior turnover and prior experience with respect to Micro and small Enterprises subject to meeting of quality and technical specifications.

sd/-

CHIEF PURCHASE & STORES OFFICER  
FOR CHIEF GENERAL MANAGER

INDIA GOVERNMENT MINT,  
SHAHID BHAGAT SINGH ROAD,  
FORT, MUMBAI 400001.



### **SECTION III :- SPECIAL INSTRUCTIONS TO TENDERERS (SIT)**

The following Special Instructions to Tenderers will apply for this purchase. These special instructions will modify/ substitute/ supplement the corresponding General Instructions to Tenderers (GIT) incorporated in Section II. The corresponding GIT clause numbers have also been indicated in the text below :

In case of any conflict between the provision in the GIT and that in the SIT, the provisions contained in the SIT shall prevail.

Sl. No.	GIT Clause No.	Topic	SIT Provision
1.	3	Eligible tenderers	This invitation for tenders is open to all the suppliers who fulfill the eligibility criteria specified in these documents. Please refer to Section IX: Qualification/ Eligibility Criteria. The bidder, their affiliates, or subsidiaries – including subcontractors or suppliers for any part of the contract-should not stand declared ineligible/blacklisted/banned/ debarred by any Government Agency anywhere in the world, for participating in its tenders, under that country's laws or official regulations. A declaration to this effect shall be submitted by the bidder in the tender.
2.	4	Eligible Goods and Services (Origin of Goods)	All goods and relevant services to be supplied under the contract shall have their origin in India or other countries.
3.	6.1	The tender documents includes:	<ol style="list-style-type: none"><li>1. Section I - Notice Inviting Tender (NIT)</li><li>2. Section II - General Instructions to Tenderers (GIT)</li><li>3. Section III - Special Instructions to Tenderers (SIT)</li><li>4. Section IV -General Conditions of Contract (GCC)</li><li>5. Section V - Special Conditions of Contract (SCC)</li><li>6. Section VI - List of Requirements</li><li>7. Section VII - Technical Specifications</li><li>8. Section VIII - Quality Control Requirements</li><li>9. Section IX – Qualification/ Eligibility Criteria</li><li>10. Section X - Tender Form</li><li>11. Section XI - Price Schedule</li><li>12. Section XII – Vendor Details</li><li>13. Section XV - Bank Guarantee Form for Performance Security</li><li>14. Section XVI - Contract Form</li><li>15. Section XVII: Letter of Authority for attending a Bid Opening</li><li>16. Section XVIII: Proforma of Bills for Payments</li><li>17. Section XIX: NEFT Mandate</li></ol>
4.	9	Time Limit for receiving request for clarification of Tender	A Tenderer requiring any clarification or elucidation on any issue of the tender documents may take up the same with IGM, Mumbai in writing or by fax/e-mail/telex. IGM, Mumbai will respond in writing to such request provided the same is received by IGM, Mumbai not later than twenty-one days prior to the





		Documents	prescribed date of submission of tender.
5.	10.1	The Technical bid to be submitted by Tenderer shall contain the following documents, duly filled in, as required:	Documents as per Section VI: List of Requirements-Point No. (3)
6.	11.2	Tender Currency	Indian Rupees (INR)
7.	12.2, 33, 36.1	Schedule wise evaluation	Since the job is not splittable participating MSEs quoting price within price band of L1+15% shall be allowed to bring down their price to L1 price where L1 is non MSE. On acceptance of the above, the total job shall be awarded to the MSME firm.
8.	18.4, 18.5	Earnest Money Deposit (EMD)	Nil. As per OM No. F.9/4/2020-PPD dated 12.11.2020. It is MANDATORY for all bidders to submit Bid Declaration with the tender. Bid-Securing Declaration Form (attached at Page No. 43) to be duly filled and submitted alongwith the tender document.
9.	19	Tender Validity	120 days
10.	20.4	Number of Copies of Tenders to be submitted	Tenderer shall submit two copies of its tender marking them as "Original" and "Duplicate".
11.	35.2 to 35.6	Additional Factors for Evaluation of Offers and Preferential schemes	Participating MSEs quoting price within price band of L1+15% cent shall also be allowed to supply the plant by bringing down their price to L1 price where L1 is non MSEs.
12.	Nil	Undertaking	Please refer Clause no. 3. Part 1.Point No. (xii) under Section VI



## **SECTION V: SPECIAL CONDITIONS OF CONTRACT (SCC)**

The following Special Conditions of Contract (SCC) will apply for this purchase. The corresponding clauses of General Conditions of Contract (GCC) relating to the SCC stipulations have also been incorporated below. These Special Conditions will modify/ substitute/ supplement the corresponding (GCC) clauses.

Whenever there is any conflict between the provision in the GCC and that in the SCC, the provision contained in the SCC shall prevail.

(Clauses of GCC listed below include a possibility for variation in their provisions through SCC. There could be other clauses in SCC as deemed fit).

<b>Sl. No.</b>	<b>GCC Clause No</b>	<b>Topic</b>	<b>SCC Provision</b>
1.	6.1, 6.3 & 6.5	Performance Bond/Security	As per DOE OM No.9/4/2020-PPD dated 12.11.2020 the existing 10% Performance Security is reduced to 3% of the total cost of the contract.
2.	10	Terms of Delivery	The contract period is for one year from the date of issue of Purchase Order. The contract may be subject to further extension by 3 months under Option Clause (Sl.No.3), if required by I.G.Mint, Mumbai at same rates and other terms & conditions.
3.	19.3	Option Clause	India Government Mint Mumbai reserves the right to extend the contract at the same rate and terms & conditions for further 3 months by giving reasonable notice before the last date of contract period.
4.	21.2	Taxes and Duties	GST as applicable / TCS @ 0.1% if applicable
5.	22,22.1, 22.2, 22.3, 22.4,22.6	Terms and mode of payment	Refer Section VI. Point No. 3. (b). Part 1. A & B
6.	24	Liquidated damages	a. In case of short deployment of the Agency, the contractor shall be liable for a penalty which may extend up to Rs.5000/- Per month. If short deployment of manpower is below than 90% of Present days out of total working days per month this clause may applicable. b. If job work is not completed in time, Mint reserves the right to procure or complete the work from any alternate source at the risk and cost of the supplier. c. The manpower supplier firm shall have to engage the required number of manpower and in case required number is not available on any day without proper and acceptable reason Mint can impose penalty on manpower supplier firm as it thinks fit.
8.	33.1	Resolution of Disputes	If dispute or difference of any kind shall arise between IGM, Mumbai and the supplier in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, unless otherwise provided in the SCC, either IGM, Mumbai or the supplier may seek recourse to settlement of disputes through arbitration as per The Arbitration and conciliation Act 1996 as per clause 33.2.



## SECTION VI: LIST OF REQUIREMENTS

Schedule No.	Brief description of goods and services	Accounting Unit	Quantity	Amount of Earnest Money
1	Annual Maintenance Contract in Parel, Mahim and Prabhadevi Townships  As per Section VII – Technical Specifications	AU	1	Nil

### 1. DELIVERY TERMS:

The contract period is for one year from the date of issue of Purchase Order. The contract may be subject to further extension by 3 months under Option Clause (Sec.V SCC Sl.No.3), if required by I.G.Mint, Mumbai at same rates and other terms & conditions.

### 2. PLACE OF SERVICE: Mint Townships

1. Parel : India Government Mint colony  
Sai Baba Marg, Parel  
Mumbai - 400012
2. Mahim : Mint Staff Quarters  
Senapati Bapat Marg  
Opposite Mahim Junction  
Mahim ,Mumbai - 400016
3. Prabhadevi : Mint Officers Quarters  
P.Balu Marg  
Prabhadevi  
Mumbai - 400025

### 3. SUBMISSION OF TENDERS AND TENDER EVALUATION :

(a) Techno-Commercial Bid and Price Bid are to be submitted in two separate double sealed envelopes. The envelopes containing bids shall be superscribed “Techno-Commercial Bid”, “Price Bid”, as the case may be, for “Annual Maintenance Contract in Parel, Mahim and Prabhadevi Townships”.

The sealed envelopes shall again be put in another sealed cover and should be superscribed “TENDER NO.6000017049 DATED 14.12.2021 "ANNUAL MAINTENANCE CONTRACT IN PAREL, MAHIM AND PRABHADEVI TOWNSHIPS.”. The sentence “NOT TO BE OPENED” before (The tenderer is to put the date & time of tender opening) is to be written on this envelope and is to be submitted on or before the due date of submission of tender.

(b) Bid to be submitted in Two Parts as given below:

#### **- PART 1 : TECHNO-COMMERCIAL BID :**

- i) Containing un-priced tender with complete Qualification/Eligibility of the tenderer as per the criteria mentioned in Section IX of the tender document.
- ii) The tenderer shall submit detailed techno-commercial offer as per Technical Specifications given in Section VII of this tender document.
- iii) One original and one duplicate copy shall be submitted. It should not have any price aspects.
- iv) Power of Attorney/Authorization with the seal of the company, of person signing the tender documents.
- v) Earnest Money Deposit : Nil. It is MANDATORY for all bidders to submit Bid Declaration with



the tender. Bid-Securing Declaration Form (attached at Page No 43) to be duly filled and submitted alongwith the tender document.

- vi) Duly signed and filled up Vendor Details (Section XII)
- vii) Duly filled Tender Form (Section X) is to be submitted. No Price details are to be given in this Bid. In case if any Price Detail is given, then the bids are liable to be rejected.
- viii) Submit the copy of GST Registration No. and SAC no.
- ix) The tenderer has to submit acceptance of all Sections of this Tender document (GIT, SIT, GCC, SCC, and Quality Control Requirements).
- x) The following undertaking needs to be invariably submitted along with the offer failing which the offer shall be rejected and no further communication shall be entertained.

Undertaking:-

- "Our offer against tender no:\_\_\_\_\_ doesn't contain any deviation from the stipulated tender conditions and we accept all the terms and conditions of the tender enquiry without any deviations."
  - Declaration to submit copy "Labour license" on award of Purchase Order.
  - Declaration that on award of purchase order, the Firm/Agency has to ensure payment of minimum wages as per GOI, Ministry of Labour & Employment Office of the Chief Labour Commissioners (C), New Delhi, F.No.1/26(1)/2021-LS-II dated.28.10.2021  
The said undertaking should be provided in a letter head duly sealed and signed by the bidder.
- xi) Documents/declarations to be provided along with the bid:
- EPF A/C No. and authority with whom registered.
  - ESI Reg. No. and authority with whom registered.
  - Permanent A/C No.
  - Registered Office Address with Telephone No.

xii) The tenderer has to submit acceptance to other terms and conditions as below:

**A. Payment Terms:**

1. Payment will be made on Monthly basis subject to submission of bill with satisfactory completion certificate from the competent authority of each month. The payment will be made for the number of working days worked in a given month.
2. The Agency/Firm has to ensure the payment of minimum wages under GOI, Ministry of Labour & Employment Office of the Chief Labour Commissioners (C), New Delhi, F.No.1/26(1)/2021-LS-II dated.28.10.2021 as on date and revised from time to time. Compliance of all labour laws/ regulations must be complied by the Contract/agency. The firm should be registered under P.F, ESI, GST and the copies of certificates should be enclosed accordingly.
3. The employee need to have bank a/c no. in their names. It is mandatory that the contractor has to make payments to their employees directly through online bank transfer only by the 10th day after the last day of wage period in respect of which wages are payable. The details of the same need to be enclosed along with the monthly bill submitted by the contractor.
4. All wages allied benefits such as leave, salary, PF, etc. as per the provisions of related act, shall be paid by the contractor and IGMM shall not incur any liability or additional expenditure whatsoever for personnel deployed.
5. The payment shall be made to the contractor subject to deduction of taxes to be imposed by any Government as per rules from time to time. The bill must be submitted in duplicate.
6. The agency shall furnish a copy of deposition of monthly EPF/ESIC challans>Returns etc. with next bill, failing which amount as deemed fit by I.G. Mint Mumbai shall be withheld in the next subsequent bill. It may be further ensured that the ECR (Electronic Challan-cum-



Receipt) along with a copy of the paid-in challan are submitted as documentary proof of having deposited EPF.

7. The contractor also has to issue wage slips to the labours before wage disbursement whose copy has to be attached while submitting the bill with signature of the employee. In case of disputes for non-payment of wages to the supplied manpower or any other disputes, the payment due to the manpower supplier firm can be withheld till settlement of the disputes by the board or on the orders of the court of law.

**B: Payment of material on actual consumption basis for goods on rate contract as per Annexure II**

### **- PART 2 : PRICE BID**

The Bidders shall quote the price and other elements of price as per the format given as Section XI of this tender document. Insertion, post script, addition and alteration shall not be made. If any, will not be considered for calculating the price.

**NOTE:**

1. ALL SECTION AND PAGES OF THE TENDER DOCUMENT STRICTLY SHOULD BE SIGNED, NAME AND SEALED BY BIDDER FIRM.
2. BIDDER TO FURNISH STIPULATED DOCUMENTS ALONG WITH TENDER IN SUPPORT OF FULFILMENT OF TENDER CRITERIA. FURTHER CORRESPONDENCE IN THIS REGARD WILL NOT BE ENTERTAINED FOR ANY REASON. NON-SUBMISSION OR INCOMPLETE SUBMISSION OF DOCUMENTS MAY LEAD TO REJECTION OF OFFER.”

(c) Evaluation Criteria for L1 Bidder:

The techno-commercial bids are to be opened in the first instance, at the prescribed time and date. These bids shall be scrutinized and evaluated by the competent committee/authority with reference to the parameters prescribed in the PART 1 : TECHNO-COMMERCIAL BID, above. Subsequently, in the next stage, the Price Bid of only the techno-commercially acceptable offers (as decided in the first stage) shall be opened for further scrutiny and evaluation. Intimation regarding opening of Price bids shall be given to acceptable tenderers to enable them to attend the Price Bid opening, if they so desire. The method of evaluation of L1 bidder for awarding the Contract shall be on consolidated grand total offered by the bidder and will be decided by taking into consideration the grand total offered price as per Section – XI (Price Schedule) of this tender document.



## **SECTION VII : TECHNICAL SPECIFICATIONS**

### **Scope of work:**

#### **(I) Water pump operation**

Water pump operator will ensure to store the inlet water supply from BMC as per the timings and ensure to maintain enough stock of water to regulate water supply in township.

Water pump operator will ensure the working condition of pump, G I pipe lining, gate valves, non-return valves and electrical fittings necessary for water supply if any problem he should inform the contractor immediately.

#### **(II) Carpentry work:**

Carpenter will be attending complaints related to doors, windows, wooden cupboards etc. in the Prabhadevi, Parel & Mahim Townships.

Carpenter will do minor maintenance by replacing small items such as hinges, window glass, kadi, tower bolt, door handle, nails, screws, door stopper, etc.

#### **(III) Electrical work:**

Electrician should be well qualified and experienced.

Electrician will be attending complaints related to electrical items such as ceiling fan, tube lights, bulbs, switches, MCBs, electrical wiring, sockets, capacitor, regulator, switch board, street lights, etc.

Electrician will be assisting BEST officials for any work in township premises.

#### **(IV) Plumbing work:**

Plumber should be well qualified and experienced.

Plumber will be attending complaints related to plumbing item such as G I/PVC Pipe linings & fittings, pillar cocks, bib cocks, angle stop cock, spindles, shower, washer for cocks, wash basins, kitchen sink, flush tanks, jet spray, etc.

#### **(V) Civil works:**

Civil works such as minor plastering work, ceiling plaster work and flooring patch up work, fixing of tiles, etc.



## **General Terms & Conditions for Annual Maintenance Contract in Prabhadevi, Parel & Mahim Townships: -.**

1. The Contractor or any part shall not subcontract/ sublet shares or interest of contract, not to be transferred or assigned by the contract directly or indirectly to any person or persons whomsoever without the consent of India Government Mint, Mumbai.
2. The contractor shall indemnify this Mint against damage/loss that may be caused to the life or property in discharging the obligations.
3. The Contractor should co-ordinate in carrying out the jobs and liaison with Mint management. He should ensure provision of services of alternate personnel in case of absence on account of sick, personal work etc.
4. The Contractor will be held responsible for conduct and action of persons/ equipment employed for the job during the course of work in factory and estate.
5. If the services of the contractor are found not to be satisfactory, the Chief General Manager, will have the right to terminate the contract without assigning any reasons whatsoever at any time.
6. In case of conduct of a person's employed by service provider is found to objectionable or for security reasons the management decides to remove that employee, Mint management will inform the same and the service provider will remove employee immediately and replace with proper employee.
7. The personnel shall not mix or establish any contacts with IGM's employees or do any undue favors or any private work other than their normal duties during the specified workings hours.
8. In case it is found at any time that the contractor has short deployed the staff, he will be liable for a penalty which may extend up to Rs.5000/- per event. This penalty will be in addition to the recoveries on account of each short deployment of manpower.
9. The complaint raised by residents should be attended within 24 hours.
10. Proper registers/records for the jobs carried out on daily, weekly, fortnightly and monthly basis will be maintained by the Supervisor of the bidder and will be countersigned by Mint Officials at regular intervals.
11. The Contractor has to perform all the activities as mentioned in purchase order strictly.
12. The Contractor has to lift deposited/generated debris at regular intervals.
13. The contractor may please like to visit before quoting in tender.
14. Clause of the extension of purchase order for 3 months with same terms & condition will be applicable, if required.
15. The contractor should provide all the required tools, tackles, ladders, jhula, etc. to technicians required for the maintenance works.





16. The items/service which are not included in annexure but are very essential in order to attend the complaints should be fixed/carried out only after the approval of Competent Mint authority.
17. Payment will be done as per list of items/service replaced /consumed/carried and on actual measurement of rectification work done.
18. Safety Precautions : It is clearly the contractor's responsibility to see that that safety appliances such as safety belts, lifelines, helmets etc. depending upon the jobs are provided by them to the workmen/inspecting or supervising personnel and the contractor's supervisors shall ensure that they are used. Any lapse in the above matters of safety and resulting accidents will be at their risk and cost. All the equipment used for carrying out the work shall be rendered safe. If any accident occur, the contractor is entirely responsible for it including compensation that may arise of the incident.
19. All the laboratory tests (as per BIS codes of practice) like concrete cube tests, material tests, concrete design mixes and tests etc. should be done at contractor's own cost. The sampling and testing will be approved by MINT and a record in this regard is to be maintained at the project site and one copy of the same is to be with engineer-in-charge. The cost of undertaking all the required tests is deemed to be included in the rates quoted by the contractor.
20. The firm has to produce all the required quality and test certificates of material to be used before starting the work as per directions of engineer-in-charge.
21. For power supply, the contractor has to make arrangements for power matter on chargeable basis as per the company's tariffs from time to time. The contractor shall have to make provision of supply of water on chargeable basis.
22. All labour employed on muster basis or employed on contract basis shall be deemed as contractor's staff and no benefit granted to MINT labour shall apply.
23. The firm has to maintain material bought at site register and material consumption register and the same has to submit to civil department after completion of work.
24. Firm should have to provide all personal protective equipment to their workmen working at site.
25. Contractor has to maintain stock of building material at IGMM premises by making arrangement of temporary storage godown.
26. The essential/emergency works of quarters' repairs in township should be taken up immediate and submit the feedback to the Engineer in charge.
27. The contractor should maintain a register for quarters' repairs attended and obtain the signature of the occupant.





## Annexure - I (Distribution of Manpower)

For One Year

PAREL					MAHIM & PRABHADEVI				
Sr No.	Description	Nos.	Shifts	Total	Sr No.	Description	Nos.	Shifts	Total
1	Carpenter (SS)	1	1	1	1	Mazdoor (US)	1	1	1
2	Plumber (SS)	1	1	1	2	Water Pump Operator (SS)	1	1	1
3	Mason (SS)	1	1	1	3	Electrician (Skilled)	1	1	1
4	Mazdoor (US)	2	1	2					
5	Supervisor (SS)	1	1	1					
6	Water Pump Operator (SS)	1	2	2					
7	Electrician (Skilled)	1	1	1					
				<b>9</b>					<b>3</b>

**Carpenter, Plumber, Mason & Supervisor is kept common, they will look after complaints of all the townships @ Parel, Mahim & Prabhadevi**



**Annexure -II (List of Items on Rate contract)**

<b>Sr. No</b>	<b>Item Long Description</b>	<b>Unit</b>	<b>RATE</b>
1	Providing and laying Cast in situ/Ready Mix cement concrete in M15 of trap/ granite/quartzite/gneiss metal for bed blocks, foundation blocks and such other items including bailing out water, Steel centering, formwork, laying/ pumping, compacting, roughening them if special finish is to be provided, finishing uneven and honeycombed surface and curing etc. complete. The Cement Mortar 1:3 plaster is considered for rendering uneven and honeycombed surface only. Newly laid concrete shall be covered by gunny bag, plastic, tarpaulin etc. (Wooden centering will not be allowed.), With fine aggregate (Natural Sand / Crushed sand VSI Grade finely washed etc)	Cum	
2	Providing and fixing in position TMT- FE-500 bar reinforcement of various diameters for R.C.C. pile caps, footings, foundations, slabs, beams columns, canopies, staircase, newels, chajjas, lintels, arches, copings, fins, arches etc. as per detailed designs, drawings and schedules including cutting, bending, hooking the bars, binding with wires or tack welding and supporting as required complete.	MT	
3	Providing and laying ceramic tiles having size 60 cm. x 60 cm. confirming to corresponding I.S. for dado and skirting in required position with readymade adhesive mortar of approved quality on plaster of 1:2 cement mortar including joint filling with white/ colour cement slurry cleaning curing etc. complete.	Sqm	
4	Providing and fixing green marble of 18 to 20 mm thick for door frame/ dado/ window boxing etc. On C.M. 1:6 including filling joints with polymer base filler nosing / moulding the sharp edges wherever necessary, curing, etc. complete.	Sqm	
5	Providing and laying cement concrete flooring 50mm thick with M20 cement concrete laid to proper level and slope in alternate bays including compaction, filling joints, marking lines to give the appearance of tiles of 30cm x 30cm or other size laid diagonally/ square etc. finishing smooth (with extra cement) in any colour as directed and curing etc. complete. With Crushed Sand.	Sqm	
6	Providing and fixing mild steel grill work for windows, ventilators, etc. 15 kg/sqm as per drawing including fixtures necessary welding and painting with one coat of anticorrosive paint and two coats of oil painting complete.	Sqm	
7	Providing water proof bedding for flooring of Bath and WC 25 mm thick in C.M. 1:3 including using approved water proofing compound in specified proportion as per manufacturers specifications for per bag of cement including leveling, curing complete.	Sq.m	
8	Providing and laying water proofing treatment to RCC terrace slab with Asian smartcare/Pidilite or equivalent 3 mm thick APP modified bitumen membrane with polymer reinforcement with overlapping of 75 mm along length and 100 mm along width including removing the tarfelt treatment without causing damages to the existing structure, cleaning the terrace surface neatly with removing dust and loose portion, including applying the bitumen based primer @ 0.20 Ltr/Sqm and laying the 3 mm thick Asian smartcare/Pidilite or equivalent 3 mm thick APP modified bitumen membrane coating with torching method and finishing surface with heat	Sq.m	



	reflective bitumen based silver paint @0.10 Ltr/Sqm and covering the hole treatment etc complete.		
9	Dismantling the R.C.C. Work 1:2:4 and sorting out the materials such as steel etc. as directed and stacking them within the specified lead as directed etc. complete.	Cu.m	
10	Dismantling brick masonry in lime or cement mortar and stacking the materials as directed with all leads, lifts etc.	Cu.m	
11	Providing first class Burnt Brick masonry with conventional/ I.S. type bricks in cement mortar 1:6 in plinth including bailing out water manually, striking joints on unexposed faces, pointing with cement mortar 1:3 on exposed face and watering etc. Complete.	Cu.m	
12	Providing second class Burnt Brick masonry with conventional/ I.S. type bricks in cement mortar 1:6 in foundations and plinth of inner walls/ in plinth external walls including bailing out water manually , striking joints on unexposed faces, raking out joints on exposed faces and watering etc. Complete.	Cu.m	
13	Providing coursed rubble masonry first sort for pillars of trap / granite / quartzite / gneiss stones in cement mortar 1:6 including pointing with cement mortar 1:3 scaffolding and watering etc. Complete.	Cu.m	
14	Providing Autoclaved Aerated Concrete Block masonry of Ecolite or equivalent make conforming to IS:2185 (Part 3) - 1984 in extra fine jointing mortar of fixoblock of UltraTech or equivalent in superstructure including striking joints, raking out joints and scaffolding etc. Complete. (The test shall be carried out conforming to IS:6441 (Part I) - 1972)	Cu.m	
15	Providing internal cement plaster 12mm thick in single coat in cement mortar 1:4 without neeru finish to concrete or brick surfaces, in all positions including scaffolding and curing etc.	Sq.m	
16	Providing and applying Two coats of wall care Putty on plastered surface and Ceiling and Walls to prepare surface even and smooth of approved make, etc.	Sq.m	
17	Providing and applying plaster / wall punning with plaster of paris in 10 to 13 millimeter thickness to previously plastered surface / or on newly brick surface ( Excluding rough cast plaster ) in all position including preparing and Finishing the surface scaffolding etc.complete.	Sq.m	
18	Providing sand faced plaster externally in cement mortar using approved screened sand, in all positions including base coat of 15 mm thick in cement mortar 1:4 using waterproofing compound at 1 kg per cement bag curing the same for not less than 2 days and keeping the surface of the base coat rough to receive the sand faced treatment 6 to 8 mm thick in cement mortar 1:4 finishing the surface by taking out grains complete.	Sq.m	
19	Providing and applying white-wash in two coats on old / new plastered or masonry surfaces and asbestos cement sheets including scaffolding and preparing the surface by brushing and brooming down etc. complete	Sq.m	
20	Providing and applying priming coat on concrete/ masonry/ Asbestos Cement plastered surfaces including scaffolding if necessary, preparing the surface by thoroughly cleaning oil, grease, dirt and other foreign matter and sand papering as required etc. complete.	Sq.m	



21	Providing and applying two coats of water proof cement paint of approved manufacture and of approved colour to the plastered surfaces including scaffolding if necessary, cleaning and preparing the surface, watering for two days etc. complete.	Sq.m	
22	Providing and applying washable oil-bound distemper of approved colour and shade to old and new surfaces in two coats including scaffolding, preparing the surfaces. (excluding the primer coat.) etc.complete	Sq.m	
23	Providing and applying two coats of synthetic enamel paint of approved colour to new /old structural steel work and wood work in buildings, including scaffolding if necessary, cleaning and preparing the surface (excluding primer coat) etc. complete.	Sq.m	
24	Providing and applying pearl/ luster finish paint of approved colour and shade to the existing plaster surface including scaffolding, preparing the surface, applying the acrylic wall putti etc. complete.	Sq.m	
25	Providing and applying Epoxy paint primer with middle coat and top coat to superstructure including scaffolding etc. complete	Sq.m	
26	Providing and fixing Bamboo scaffolding in vertical and horizontal as per requirement of Engineer in-charge	Sq.m	
27	Providing and laying ceramic tiles having size 30 cm. x 45 cm. conforming to corresponding I.S. for dado and skirting in required position with readymade adhesive mortar of approved quality on plaster of 1:2 cement mortar including joint filling with white/ colour cement slurry cleaning curing etc. complete.	Sq.M	
28	Providing and fixing sink cock with regular swinging spout (Wall Mounted Model) with wall flange with approved make including other necessary fitting, etc. complete as directed by Engineer in charge.	No	
29	Providing and fixing C.P. 2 Way BIB cock with wall flange of approved make including necessary sockets/ union nut etc. complete as directed by Engineer in charge.	No	
30	Providing and fixing C.P. BIB cock with wall flange of approved make including necessary sockets/ union nut etc. complete as directed by Engineer in charge	No	
31	Providing and fixing Hand shower (health faucet) with 8mm dia. 1m long flexible tube having wall hook with approved make including necessary sockets/ union nut etc. complete as directed by Engineer in charge.	No	
32	Providing and fixing white european type wall-hung, of size 360mm x 360mm x 575mm with flush valve of approved make including soil pipe, vent pipe upto outside face of wall, 100mm dia C.I. plug bend inlet pipe all fittings,cutting & making good walls, floors etc as directed by Engineer in charge.	No	
33	Providing and fixing white glazed urinal of series with Pressmatic auto closing valve of having 32mm diameter P.V.C. flush pipe with fitting and flushing of approved make and arrangement including lead soil pipe, lead trap & soil pipe connection upto the outside face of wall etc.complete as directed by Engineer in charge.	No	
34	Providing and fixing wall hung white wash basin of size 350x450x165mm with approved make pillar cock, C.P. Angular stop cock long thread approved make continental including SS bottle trap of approved make having necessary pipe connection up to the outside face of the wall etc complete as directed by Engineer in charge.	No	



35	Providing and fixing Shower Head, with shower arm of approved make mixer of including all necessary pipe fittings and connections etc. complete as directed by Engineer in charge.	No	
36	Providing and fixing Orissa Pan of size 580x445x260 mm with approved make flush valve including trap, C.I. soil and vent pipe upto outside face of wall including 100mm dia. C.I. plug, bend and necessary pipe connection, etc complete.	No	
37	Providing and fixing Orissa type white glazed earthenware water closet pan of size 260mm x 440mm x 580mm with approved make Slim wall hung cistern with installation kit including S or P trap with cast iron soil and vent pipe upto outside face of the wall 1:2:4 brick bat lime concrete bedding without flushing tank and its accessories etc.complete	No	
38	Providing and fixing wall-hung white wash basin of size 470x575x190mm of approved make half pedestal, pillar cock, C.P.Angular stop cock, long thread continental including S.S. bottle trap of having necessary pipe connections up to the outside face of the wall.etc complete.	No	
39	Waterproofing Treatment to existing Terrace by using Polymeric cementitious membrane of approved make by replacing the existing waterproofing treatment. Break open the existing I.P.S. and brick bat coba of the terrace slab to expose the bare slab. (If there are cracks on the bare slab open the crack in V Groove and fill it with P.M.M. and if there are lots of honeycombs and identified bad patches of concrete the same should be grouted by grouting procedures). Clean the entire surface thoroughly and over this prepared surface, apply three coats of polymeric waterproofing coating having a breathable non toxic acrylic polymer liquid of approved make over this waterproofing treatment, provide and lay brick bat coba of average 112 mm thickness.	Sq M	
40	Providing and laying Polymer Modified Mortar	Sqm	
41	Aggregate 10 mm to 20 mm	Cum	
42	Aldrop Stainless Steel 250 x 16 mm	No	
43	Aluminium Handle 125 mm	No	
44	Aluminum Screw	Dozen	
45	Ball cock 25 mm dia PVC float	No	
46	Bib stop tap brass medium 12 mm-	No	
47	Brass nozzle pillar tap 12 mm	No	
48	Choke for fan -	Nos	
49	CI nahani trap 100 mm dia.	No	
50	CPVC pipe 15 mm dia	Rmt	
51	CPVC pipe 20 mm dia	Rmt	
52	CPVC pipe 25 mm dia	Rmt	
53	CPVC pipe 32 mm dia	Rmt	
54	CPVC pipe 40 mm dia	Rmt	
55	Fan Regulator	Nos	
56	Fevicol	Kg	
57	GI pipe 15 mm Dia Medium type	Rmt	
58	GI pipe 25 mm Dia Medium type	Rmt	
59	GI pipe 40 mm Dia Medium type	Rmt	
60	GI tees 50 mm	No	
61	GI tees 75 mm	No	
62	Glass obscured (Bajara) 5 mm	Sq M	
63	Glass plain 5 mm	Sq M	



64	Iron Hinges Chromium plated 125 mm,	No	
65	MCB 15 A	Nos	
66	MCB 5 A-	Nos	
67	Neeru	Kg	
68	PVC "Y" junction -	No	
69	PVC bend (75/100 mm)	Rmt	
70	PVC bib cock 15 mm dia (Polymer)	No	
71	PVC Nahani Trap 75 mm	Rmt	
72	PVC pipe 110 mm	Rmt	
73	Salt glazed SW gully trap - Make - Local	No	
74	Sand-natural/VSI (Vertical Shaft impact crusher) quality artificial sand	Cum	
75	Supplying cement grey	Bag	
76	Tee for 15 mm Dia	No	
77	Tee for 20 mm Dia	No	
78	Tee for 25 mm Dia	No	
79	Tee for 32 mm Dia	No	
80	Tee for 40 mm Dia	No	
81	Tower Bolt 100 mm Iron Oxidized	No	
82	Tower bolt 200 mm Iron oxidized	No	
83	White glazed wash basin 45x30 cm -	No	
84	Switch 5 A-	No	
85	Switch 15 A	No	
86	Capacitor	No	
87	Teflon tape	No	
88	Cleaning of Chamber	Per Nos	
89	Construction of Chamber (in to in 3' x 1.5')	No.	
90	Hanging Platform (Zula) upto 50ft	Per day	
91	Sewage water pipeline (S.W.R)	Rmt	
92	Providing & Fixing of Tarpolin	Sq.M	
93	Providing and applying OBD, Oil Paint	Sq m	
94	Providing and applying Luster, Royal shine Paint	Sq M	
95	Providing and applying - Gypusum Putty	Sq m	
96	Providing and fixing ceiling Fan	No	

Note :

The items which are not included above but are very much essential in order to attend the complaints should be fixed only after the approval of competent authority of IGM, Mumbai

These items will be utilized as and when required as per the complaints of the tenants and the amount will be utilized from the material cost.

Additional GST will be applicable for all above items.



## **Section VIII: Quality Control Requirements**

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Services to be provided as per the specifications mentioned in Section VI and Section VII.



## **SECTION IX : QUALIFICATION/ELIGIBILITY CRITERIA**

### **For Non-MSE Firms**

The bidder should meet the following qualification criteria :-

**1. Experience & Past Performance :-**

The Bidder firm must have successfully completed at least one similar work/contract of supplying atleast 5 (five) manpower in any one year during the last five years ending 31.03.2021 and should have successfully completed similar work/contract for Rs.26,23,692/- in any one year during the last five years ending 31.03.2021.

**2. Capability - Equipment & Manufacturing Facilities:-**

The Bidder Firm must have an annual capacity of supplying atleast 5 (five) manpower and should have successfully completed similar work.

**3. Financial Standing:-**

- a. Average Annual Turnover of the Bidder firm during last three financial years ending 31.03.2021 should be atleast Rs.26,23,692/- as per annual report duly authenticated by the Chartered Accountant/Cost Accountant in India or equivalent in relevant countries.
- b. Bidder Firm should not have suffered any financial loss for more than one financial year during the last three financial years ending 31.03.2021.
- c. The net worth of the firm should
  - (i) Not be negative on 31.03.2021 and
  - (ii) Not have eroded by more than 30% in the last three financial years ending 31.03.2021.

### **For MSE Firms :**

The bidder should meet the following qualification criteria :-

**Capability - Equipment & Manufacturing Facilities:-**

The Bidder Firm must have an annual capacity of supplying atleast 5 (five) manpower and should have successfully completed similar work.

**NOTE :-**

All experience, past performance and capacity/capability related/ data should be certified by the authorized signatory of the bidder firm. The credentials regarding experience and past performance to the extent required as per eligibility criteria submitted by bidder should be verified from the parties for whom work has been done.

**BIDDER TO FURNISH STIPULATED DOCUMENTS IN SUPPORT OF FULFILLMENT OF QUALIFYING CRITERIA. NON-SUBMISSION OR INCOMPLETE SUBMISSION OF DOCUMENTS MAY LEAD TO REJECTION OF OFFER.**





## **SECTION X: TENDER FORM**

Date:

To  
India Government Mint,  
(A Unit of Security Printing &  
Minting Corporation of India Ltd.)  
Shahid Bhagatsingh Road, Fort  
MUMBAI – 400 001.

Ref: Your Tender document No. \_\_\_\_\_ dated \_\_\_\_\_

We, the undersigned have examined the above mentioned tender enquiry document, including amendment No. \_\_\_\_\_ dated \_\_\_\_\_ (if any), the receipt of which is hereby confirmed. We now offer to supply and deliver \_\_\_\_\_ (description of goods and services) in conformity with your above referred document for the sum shown in the price schedule(s), attached herewith and made part of this tender.

If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements.

We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of GCC Clause 6, read with modification, if any, in Section–V – “Special Conditions of Contract”, for due performance of the contract.

We agree to keep our tender valid for acceptance for a period upto \_\_\_\_\_, as required in the GIT Clause 19, read with modification, if any in Section-III - “Special Instructions to Tenderers” or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender upto the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We confirm that in case of downloaded Tender Document, we have not changed/edited its contents. We realise that in case any such change is noticed at any stage including after the award of contract, we would be liable to action under clause 44 of the GIT.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We also solemnly declare as under:

**1. MSMEs Status:**

Having read and understood the Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 (as amended and revised till date), and solemnly declare the following:

- (a) Company /Partnership Firm /Proprietary Concern / Society/Trust /  
NGO/Others (Please Specify):.....
- (b) Micro/ Small / Medium Enterprise/ SSI/ Govt. Deptt. / PSU/ Others:....
- (c) Name of MSME Registering Body (NSIC/ DIC/ KVIC/KVIB etc.):.....



- (d) MSME Registration no. (with copy of registration):.....
- (e) Udyog Aadhaar Memorandum no.....
- (f) Whether Proprietor/ Partner belongs to SC/ ST or Women category. (Please specify names and percentage of shares held by SC/ST Partners):.....

**2. Make in India Status:**

Having read and understood the Public Procurement (Preference to Make in India PPP\_MII) Order, 2017 (as amended and revised till date) and related notifications from the relevant Nodal Ministry/ Department, and solemnly declare the following:

(a) Self-Certification for category of supplier:

- Class-I Local Supplier/
- Class-II Local Supplier/
- Non-Local Supplier.

(b) We also declare that

- There is no country whose bidders have been notified as ineligible on reciprocal basis under this order for offered product, or
- We do not belong to any Country whose bidders are notified as ineligible on reciprocal basis under this order

**3. Restrictions on procurement from bidders from a country or countries, or a class of countries under Rule 144 (xi) of the General Financial Rules 2017**

Having read and understood the Order (Public Procurement No. 1) issued vide F.No.6/18/2019-PPD dated 23rd July 2020 (and its amendments if any) by Department of Expenditure, Ministry of Finance under the above provision and solemnly declare the following:

- We do not belong to any Country whose bidders are notified as ineligible
- under this order

**4. Debarment Status: Please state whether business dealings with you currently stand suspended/ banned by any Ministry/ Deptts. of Government of India or by any State Govt:**

- Yes (with period of Ban)
- No, We, solemnly declare that neither we nor any of our affiliates or subsidiaries – including subcontractors or suppliers for any part of the contract – do not stand declared ineligible/ blacklisted/ banned/ debarred by any Government Agency anywhere in the world, for participating in its tenders, under that country's laws or official regulations.

**5. Penalties for false or misleading declarations: I/we hereby confirm that**



the particulars given above are correct and complete and also undertake to advise any future changes to the above details. We understood that any wrong or misleading self-declaration by us would be violation of code of Ethics and would attract penalties as mentioned in this tender document, including debarment.

.....

Dated this \_\_\_\_\_ day of \_\_\_\_\_

For and on behalf of

(With seal)

Signature

Name

In the capacity of

(DULY AUTHORISED TO SIGN THE BID)



## **SECTION XI : PRICE SCHEDULE**

A price schedule appropriate to the nature of goods/services to be attached here

1. Name of tenderer:
2. Opening date & time:
3. The tender shall remain valid for acceptance for 120 days, from the date of tender opening.
4. Format for Bidder : Adhering to the format given below is a Pre-requisite for considering your quotations.
5. Price should be quoted in Indian rupees and on door delivery basis:

### **Price Break Up for: AMC of General Maintenance in Townships**

#### **PART – I : Manpower Supply**

#### **Sr. No. I. Semi Skilled : Carpenter, Plumber, Mason, Supervisor - 01 no. each, Water Pump Operator - 03 Nos.**

-----  
1. Rate of wages as per rates notified by RLC Mumbai per person (Min. wage per day): Rs. 724/-  
-----

2. Rate of wages for total days of service (30 days) Rs. 724\*30: Rs.21720/-  
-----

3. EPF @ 13% (Rs.21720\*13%)=Rs.2823.6  
-----

4. ESI @ 3.25% (Rs.21720\*3.25%)=Rs. 705.9  
-----

5. Total: (2+3+4): (Rs. 21720+Rs.2823.6+Rs.705.9)=Rs.25249.50  
-----

6. Bidder/Contractor's Service Commission per person per month:  
-----

7. Rate for per person for 30 days Total: (5+6) :  
-----

8. No of persons: 07 nos.  
-----

9. Total for 07 persons per month ((7)\*7):  
-----

10. GST (18%) on (9):  
-----

11. Total with taxes for 07 persons for 12 months (9+10):  
-----

12. Total with taxes for 07 person for 12 months (in words) :  
-----



**Sr. No. II. UnSkilled : Mazdoor - 03 Nos.**

1. Rate of wages as per rates notified by RLC Mumbai per person (Min. wage per day): Rs.654/-
2. Rate of wages for total days of service (30 days) Rs. 654\*30: Rs.19620/-
3. EPF @ 13% (Rs. 19620\*13%)=Rs.2550.6
4. ESI @ 3.25% (Rs. 19620\*3.25%)=Rs.637.65
5. Total: (2+3+4): (Rs. 19620+Rs.2550.6+Rs.637.65)=Rs.22808.25
6. Bidder/Contractor's Service Commission per person per month:
7. Rate for per person for 30 days Total: (5+6) :
8. No of persons: 03 nos.
9. Total for 07 persons per month ((7)\*3):
10. GST (18%) on (9):
11. Total with taxes for 03 persons for 12 months (9+10):
12. Total with taxes for 03 person for 12 months (in words) :

**Sr. No. III. Skilled : Electrician - 02 Nos.**

1. Rate of wages as per rates notified by RLC Mumbai per person (Min. wage per day): Rs. 795/-
2. Rate of wages for total days of service (30 days) Rs. 795\*30: Rs.23850/-
3. EPF @ 13% (Rs. 23850\*13%)=Rs.3100.50
4. ESI @ 3.25% (Rs.23850\*3.25%)=Rs.775.13
5. Total: (2+3+4): (Rs.23850+Rs.3100.50+Rs.775.13)=Rs.27725.63
6. Bidder/Contractor's Service Commission per person per month:
7. Rate for per person for 30 days Total: (5+6) :
8. No of persons: 02 nos.
9. Total for 02 persons per month ((7)\*2):
10. GST (18%) on (9):



11. Total with taxes for 02 persons for 12 months (9+10):

-----

12. Total with taxes for 02 person for 12 months (in words) :

-----

Total of Manpower (Part I) = Sr. No, I +II +III = \_\_\_\_\_

**Part II : List of Items on Rate Contract as per Annexure II**

1	Basic Price per unit	
2	Packing and Forwarding charges	
3	Freight charges	
4	Insurance charges	
5	GST	
6	Total cost for whole quantity with all taxes and duties (1+2+3+4+5)	

Consolidated Grand Total i.e, Part I + Part II= \_\_\_\_\_

**Note:**

1. The payment to the manpower supplied should not be less than minimum wages as per the Notification No.F.No.1/26(1)/2021-LS-II dated.28.10.2021 of Dy. Chief Labour Commissioner (Central), Mumbai and as amended from time to time.
2. Bidders needs to quote for only Bidders Commission in Rupees strictly as per Price bid format above, failing which the offer shall be summarily been rejected. Conditional Price Bid or Price Bid in other format will be rejected.
3. The method of evaluation of L1 bidder for awarding the Contract shall be on consolidated grand total offered by the bidder and will be decided by taking into consideration the grand total offered price i.e. PART I -Sr. No. I+II+III + PART II.
4. Any firm quoting the Bidder/Contractor's Service Commission % as "Nil" or "Zero" and "beyond two decimal places" shall be treated as unresponsive and the offer will be rejected.
5. Quoting the Bidders Commission in % shall also be considered as unresponsive and the offer will be rejected. Bidders commission shall be fixed & can't be changed in case of change in minimum wages.
6. Statutory compliance has to be complied by the bidder as per government norms.
7. Please enclose the GST Registration copy and HSN number of the product or service, for the same
8. Please quote the price within 2 decimal place. Quotation with price quote beyond 2 decimal place, shall be rejected.
9. Please quote the percentage (%) of GST applicable.
10. TCS @ 0.1% if applicable
11. Insurance and Freight charges inclusive of Tax applicable should be quoted separately if applicable (not to be quoted along with any other above mentioned components)

**Important:**

No price to be indicated in the format which is to be enclosed along with Techno commercial Tender (Part I). However, Price Bid (Part II) which contains prices should be in this proforma only and to be enclosed in a sealed cover separately. The sealed Price-Bid duly superscribed as Price Bid (Part II) should be enclosed to the Techno Commercial bid of the Tender.

In case bidder reveals their rates/prices in the above format along with Techno Commercial Bid, Their offer will be considered unresponsive and their bids will not be considered or further evaluation.

.....  
Signature of the tenderer with designation and seal



## **SECTION XII: Vendor Details**

*(to be submitted duly filled)*

The tenderer should furnish specific details mentioned below. In case a question/ issue does not apply to a tenderer, the same should be answered with the remark “not applicable”.

Wherever necessary and applicable, the tenderer shall enclose certified copy as documentary proof/ evidence to substantiate the corresponding statement.

In case a tenderer furnishes a wrong or misleading answer against any of the under mentioned question/ issues, its tender will be liable to be ignored.

### **1. Vendor/ Contractor particulars:**

- (a) Name of the Company:.....
- (b) Corporate Identity No. (CIN): .....
- (c) Registration if any with SPMCIL: .....
- (d) Complete Postal Address: .....
- (e) Pin code/ ZIP code: .....
- (f) Telephone nos. (with country/area codes): .....
- (g) Fax No.: (with country/area codes): .....
- (h) Cell phone Nos.: (with country/area codes): .....
- (i) Contact persons /Designation: .....
- (j) Email IDs: .....

### **2. Taxation Details:**

- (a) PAN number: .....
- (b) Type of GST Registration (Registered, Unregistered, Composition, SEZ, RCM etc.): .....
- (c) GSTIN number: .....
- (d) Registered Address as per GST registration and Place of Delivery for GST Purpose: .....
- (e) Contact Names, Nos. & email IDs for GST matters (Please mention primary and secondary contacts):.....



- We solemnly declare that our GST rating on the GST portal / Govt. official website is NOT negative blacklisted during the last three financial years.

.....

(Signature with date)

.....

.....

(Full name, designation & address of the person duly authorized sign on behalf of the tenderer)

For and on behalf of

.....

.....

(Name, address, and stamp of the tendering firm)





**SECTION XV: BANK GUARANTEE FORM FOR PERFORMANCE SECURITY**

\_\_\_\_\_ [insert: Bank’s Name, and Address of Issuing Branch or Office]

Beneficiary: \_\_\_\_\_ [insert: Name and Address of IGM, Mumbai]

Date: \_\_\_\_\_

PERFORMANCE GUARANTEE No.: \_\_\_\_\_

WHEREAS .....  
(name ..... and address of the supplier) (hereinafter called “the supplier”) has undertaken, in pursuance of contract no..... dated ..... to supply (description of goods and services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the



contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

We undertake to pay IGM, Mumbai up to the above amount upon receipt of its first written demand, without IGM, Mumbai having to substantiate its demand.

This guarantee will remain in force for a period of sixty days after the date of completion of all contractual obligations by the supplier, including the warranty obligations and any demand in respect thereof should reach the Bank not later than the above date.

.....

(Signature of the authorized officer of the Bank)

.....

.....

Name and designation of the officer

.....

Seal, name & address of the Bank and address of the Branch

.....

Name and designation of the officer

.....

.....

Seal, name & address of the Bank and address of the Branch



## SECTION XVI: CONTRACT FORM

(applicable to successful bidder)

The General Manager,  
India Government Mint,  
(A Unit of SPMCIL),  
Wholly owned by Government of  
India Shahid Bhagatsingh Road, Fort,  
MUMBAI – 400 001

Contract No..... dated.....

This is in continuation to this office' Notification of Award No..... dated .....

1. Name & address of the Supplier: .....

2. IGM, Mumbai's Tender document No..... dated..... and subsequent  
Amendment

No....., dated..... (If any), issued by IGM, Mumbai

3. Supplier's Tender No..... dated..... and subsequent communication(s) No.....  
dated ..... (If any), exchanged between the supplier and IGM, Mumbai in connection with this  
tender.

4. In addition to this Contract Form, the following documents etc, which are included in  
the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be  
read and construed as part of this contract:

(i) General Conditions of Contract;

(ii) Special Conditions of Contract;

(iii) List of Requirements;

(iv) Technical Specifications;

(v) Quality Control Requirements;

(vi) Tender Form furnished by the supplier;

(vii) Price Schedule(s) furnished by the supplier in its tender;

(viii) Manufacturers' Authorisation Form (if applicable for this tender);



(ix) IIGM, Mumbai Notification of Award

Note: The words and expressions used in this contract shall have the same meanings as are respectively assigned to them in the conditions of contract referred to above. Further, the definitions and abbreviations incorporated under Section –V - ‘General Conditions of Contract’ of IGM, Mumbai’s Tender document shall also apply to this contract.

5. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:

- (i) Brief particulars of the goods and services which shall be supplied/ provided by the supplier are as under:

Schedule No.	Brief description of goods/services	Accounting Unit	Quantity to be supplied	Unit Price (In `)	Total Price (In `)

Any other additional services (if applicable) and cost thereof: .....

Total value (in figure) \_\_\_\_\_ (In words) \_\_\_\_\_

- (ii) Delivery schedule

- (iii) Details of Performance Security

- (iv) Quality Control

(a) Mode(s), stage(s) and place(s) of conducting inspections and tests.

(b) Designation and address of IGM, Mumbai’s inspecting officer

- (v) Destination and despatch instructions

- (vi) Consignee, including port consignee, if any

- (vii) Warranty clause

- (viii) Payment terms



(ix) Paying authority

.....

(Signature, name and address of IGM, Mumbai's authorized official)

For and on behalf of.....

Received and accepted this contract .....

(Signature, name and address of the supplier's executive duly authorized to sign on behalf of the supplier)

For and on behalf of .....

(Name and address of the supplier)

.....

(Seal of the supplier)

Date:

Place:



**SECTION XVII: LETTER OF AUTHORITY FOR ATTENDING A BID OPENING**

(Refer to clause 24.2 of GIT)

The General Manager

India Government Mint, Mumbai

Subject: Authorization for attending bid opening on \_\_\_\_\_ (date) in the  
Tender of \_\_\_\_\_.

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of \_\_\_\_\_ (Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signatures
I.		
II.		
Alternate Representative		
Signatures of bidder or Officer authorized to sign the bid Documents on behalf of the bidder.		

Note:

Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.

2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not produced.



### **XVIII: Proforma of Bills for Payments**

(Refer Clause 22.6 of GCC)

Name and Address of the Firm.....

Bill No.....

Dated.....

Purchase order.....No.....Dated.....

Name and address of the consignee.....

S. No	Authority for purchase	Description of Stores	Number or quantity	Rate Rs. P.	Price per Rs. P.	Amount
Total						

1. GST/ CGST/ SGST/ UTGST/ IGST Amount
2. Freight (if applicable)
3. Excise Duty (if applicable)
4. Packing and Forwarding charges (if applicable)
5. Others (Please specify)
6. PVC Amount (with calculation sheet enclosed)
7. (-) deduction/Discount
8. Net amount payable (in words Rs.)

Dispatch detail RR No. other proof of despatch.....

Dated.....

(enclosed)

Inspection Certificate No.....Dated..... (enclosed)

Place and Date

Received Rs.....

Rupees).....



We solemnly certify that:

- a. Goods and Services Tax (GST) charged on this Bill is not more than what is payable under the provision of the relevant Act or the Rules made there under.
- b. Goods on which GST has been charged have not been exempted under the GST Act or the rules made there under and the charges on account of GST on these goods are correct under the provisions of that Act or the Rules made there under.
- c. We are registered with above indicated GSTIN as dealer in the State where in their Billing address is located for the purpose of GST.
- d. This bill form / invoice is not a replacement for the GST invoice. The proper GST invoice as per requirements of GST rules has been sent to the Purchaser as and when deliveries are made to the consignee.
- e. that the payment being claimed is strictly in terms of the contract and all the obligations on the part of the supplier for claiming that payment has been fulfilled as required under the contract.

Revenue stamp

Signature and of Stamp Supplier





## **Section XIX: NEFT Mandate**

(Refer clause 22.2 of GCC)

From: M/s. ....

Date: .....

To:

(Insert Name and Address of Purchaser's Paying Authority as per NIT Clause 1) Sub: NEFT payments

We refer to RBI's NEFT scheme. Our mandate SPMCIL for making payments to us through the above scheme to our under noted account

### NATIONAL ELECTRONIC FUNDS TRANSFER MANDATE FORM

1.	Name of City	
2.	Bank Code No.	
3.	Branch Code No.	
4.	Bank's Name	
5.	Branch Address	
6.	Branch Telephone / Fax No.	
7.	Supplier's Account No.	
8.	Type of Account	
9.	IFSC code for NEFT	
10.	IFSC code for RTGS	
11.	Supplier's name as per Account	
12.	MICR Code No.	

In Lieu of Bank Certificate to be obtained as under, please attach a bank cancelled cheque or photocopy of a cheque or front page of your bank passbook issued by your bank for verification of the above particulars.



SECURITY PRINTING AND MINTING  
CORPORATION OF INDIA LIMITED

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I have read the option intimation letter and agree to discharge responsibility expected of me as a participant under the scheme.

Date

Signature of the Customer

Certified that the above particulars are correct as per our record.

Stamp and  
Signature of  
authorized official  
of the bank



## **FORM OF BID-SECURING DECLARATION**

(The Bidder shall fill in this Form in accordance with the instructions indicated)

Dated :

To  
India Government Mint,  
(A Unit of Security Printing &  
Minting Corporation of India  
Ltd.) Shahid Bhagatsingh Road,  
Fort MUMBAI – 400 001.

Ref: Tender document No.

dated \_\_\_\_\_

We, the undersigned declare that:

We know that the bid should be supported by a Bid Security Declaration in accordance with your conditions.

We accept to automatically be suspended from being eligible for bidding in any contract in SPMCIL for a period of 3 years from the date of opening of Bid. If we are in breach of our obligation(s) under the bid conditions, because we :

After having been notified of the acceptance of our bid by the Contracting Authority within the period of bid validity:

1) We failed or refused to furnish a Performance Security in accordance with the Condition of the Tender Document of Tender No.

OR

2) We failed or refused to sign the contract.

We know that this Bid-Securing Declaration will expire, if contract is not awarded to us, upon :

- 1) Our receipt of your notification to us of the name of the successful bidder or
- 2) Twenty –eight days after the expiration of our Bid or any extension to it

We know if we are a Joint Venture, Securing Declaration should be in the name of the JV submitting the bid. If the JV is not legally constituted at the time of bidding, the Bid-Securing Declaration will be in the name of all partners named in the JV agreement.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

For and on behalf of M/s. \_\_\_\_\_

Address :

Signature

Name

In the capacity of

(DULY AUTHORISED TO SIGN THE BID)