

## Bid Document

| <b>Bid Details</b>   |  |
|--|--|
| <b>Bid End Date/Time</b>   | 12-08-2022 18:00:00  |
| <b>Bid Opening Date/Time</b>   | 12-08-2022 18:30:00  |
| <b>Bid Offer Validity (From End Date)</b>                                    | 80 (Days)  |
| <b>Ministry/State Name</b>   | Ministry Of Finance  |
| <b>Department Name</b>   | Department Of Economic Affairs   |
| <b>Organisation Name</b>   | Security Printing And Minting Corporation Of India Limited (spmci)   |
| <b>Office Name</b>   | Janpath  |
| <b>Item Category</b>   | Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Non-IT Technical; Civil Engineer  |
| <b>Contract Period</b>   | 1 Year(s)  |
| <b>Minimum Average Annual Turnover of the bidder (For 3 Years)</b>           | 3 Lakh (s)   |
| <b>Years of Past Experience Required for same/similar service</b>            | 1 Year (s)   |
| <b>MSE Exemption for Years Of Experience and Turnover</b>                    | Yes  |
| <b>Startup Exemption for Years Of Experience and Turnover</b>                | Yes  |
| <b>Document required from seller</b>   | Experience Criteria, Bidder Turnover, Certificate (Requested in ATC)<br>*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 |
| <b>Bid to RA enabled</b>   | No   |
| <b>Time allowed for Technical Clarifications during technical evaluation</b> | 7 Days   |
| <b>Evaluation Method</b>   | Total value wise evaluation  |

### EMD Detail

|                   |               |
|-------------------|---------------|
| Advisory Bank     | Indusind bank |
| EMD Percentage(%) | 2.00          |
| EMD Amount        | 15765         |

### ePBG Detail

|                                     |               |
|-------------------------------------|---------------|
| Advisory Bank                       | Indusind bank |
| ePBG Percentage(%)                  | 3.00          |
| Duration of ePBG required (Months). | 14            |

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

**Beneficiary:**

DGM(TO) & Materials Head  
India Government Mint Kolkata (a unit of SPMCIL) Alipore- 700053  
(Nayan Sarkar)

**Splitting**

Bid splitting not applied.

**MSE Purchase Preference**

|                         |     |
|-------------------------|-----|
| MSE Purchase Preference | Yes |
|-------------------------|-----|

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. 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.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (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.
5. 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.

**Additional Qualification/Data Required**

**Scope of work & Job description:** [1657708887.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1657709354.pdf](#)

**Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Non-IT Technical; Civil Engineer ( 2 )**

**Technical Specifications**

| Specification  | Values   |
|--|--|
| <b>Core</b>  |  |
| Skill Category   | Highly-Skilled   |
| Type of Function   | Non-IT Technical   |
| List of Profiles   | Civil Engineer   |
| Educational Qualification  | Graduate   |
| Specialization   | Engineering(Civil/Mech/Elec./IT /Comp Sc./Electronics/ E&E/Prod/Chem./Biotech) |
| Post Graduation  | Not Required   |
| Specialization for PG  | Not Applicable   |
| Experience   | 0 to 3 Years   |
| State  | NA   |
| Zipcode  | NA   |
| District   | NA   |
| <b>Addon(s)</b>  |  |
| Additional Certifications/Trainings required for the resources being hired | No   |

**Additional Specification Documents**

---

**Consignees/Reporting Officer and Quantity**

| S.No. | Consignee/Reporting Officer | Address | Number of Resources to be hired | Additional Requirement |
|-------|-----------------------------|---------|---------------------------------|------------------------|
|       |                             |         |                                 |                        |

| S.No. | Consignee/Reporting Officer | Address   | Number of Resources to be hired | Additional Requirement   |
|-------|-----------------------------|---|---------------------------------|--|
| 1     | Chitresh Kumar Singh        | 700053,India Govt Mint, Alipore Kolkata , West Bengal | 2                               | <ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 876</li> <li>• EDLI (INR per day) : 4.38</li> <li>• Bonus (INR per day) : 72.9708</li> <li>• EPF Admin Charge (INR per day) : 4.38</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) : 105.12</li> <li>• ESI (INR per day) : 0</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul> |

## Buyer Added Bid Specific Terms and Conditions

### 1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

### 2. Generic

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

### 3. Generic

While generating invoice in GeM portal, the seller must upload scanned copy of GST invoice and the screenshot of GST portal confirming payment of GST.

### 4. 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.

#### 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. **Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of India Government, Kolkata(A unit of SPMCIL) payable at Kolkata.

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

#### 8. **Forms of EMD and PBG**

Bidders can also submit the EMD with Banker's Cheque in favour of India Government, Kolkata(A unit of SPMCIL) payable at Kolkata.

Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

#### 9. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of India Government, Kolkata(A unit of SPMCIL) payable at Kolkata. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

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

Buyer Added text based ATC clauses

1. The firm/ Labour Contractor have to comply the following essential laws :

I. Contract Labour (Abolition & Regulation) Act, 1970

II. EPF, Misc. Provisions Act 1952

III. Indian Contract Act 1872

IV. Any other laws applicable for this service.

2. As per Contract Labour (Abolition & Regulation) Act, 1970, it is mandatory that the employer who outsource work through labour contractors register themselves with the office of the labour commissioner and such employer become: "Principal Employer" in respect of persons engaged by the contractor for the purpose of the said Act. The representative of the Principal Employer is also required to certify the correctness of wage payment based on attendance and wage records maintained.

3. The manpower supplier firm will be responsible for making the payment through Bank Transfer via NEFT/RTGS to the supplied manpower by 7 th day after the last day of the wage period in respect of which the wages are payable. Contractor also has to issue wage slips to the labours before wages disbursement.

4. The EPF & Misc. Provisions Act 1952, allows the covered establishment to generate multiple challans for submission of contributions in rest of contributing members.

5. Manpower supplier firm should be asked to maintain separate records for IGM, Kolkata and need to file separate challan and returns in contract labour engaged with IGM, Kolkata and subsequently raise the bill for reimbursement which will be verified on the basis of actual amount disbursed and attendance etc.
6. The successful bidder shall take all required statutory license before deployment of manpower at IGM, Kolkata.
7. Delivery Schedule : Service to be provided for 1 year.
8. 100% payments on the basis of monthly bills will be paid subject to submission of bills with prescribed documents.

## Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. 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 incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents/clauses shall also be null and void. 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. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

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

**---Thank You---**