

Published bid



Bid Number: GEM/2022/B/2489679
Dated: 13-09-2022

Bid Document

Bid Details	
Bid End Date/Time	12-10-2022 18:00:00
Bid Opening Date/Time	12-10-2022 18:30:00
Bid Offer Validity (From End Date)	120 (Days)
Ministry/State Name	Ministry Of Finance
Department Name	Department Of Economic Affairs
Organisation Name	Security Printing And Minting Corporation Of India Limited (spmcl)
Office Name	Janpath
Item Category	Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Attendant , Manpower Outsourcing Services - Minimum wage - Skilled; Others; Cook , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Admin; Data Entry Operator
Contract Period	1 Year(s)
MSE Exemption for Years Of Experience and Turnover	Yes
Startup Exemption for Years Of Experience and Turnover	Yes
Document required from seller	Certificate (Requested in ATC), Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled	No
Time allowed for Technical Clarifications during technical evaluation	2 Days
Evaluation Method	Total value wise evaluation

EMD Detail

Advisory Bank	Indusind bank
EMD Percentage(%)	2.00
EMD Amount	53545

ePBG Detail

Advisory Bank	Indusind bank
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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:

Security Paper Mill
Security Paper Mill, Narmadapuram
(Security Paper Mill Narmadapuram)

Splitting

Bid splitting not applied.

MSE Purchase Preference

MSE Purchase Preference	Yes
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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" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. 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" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. 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. 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.
4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

Additional Qualification/Data Required

Scope of work & Job description:[1661945351.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1661945550.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; Attendant (6)**Technical Specifications**

Specification	Values
Core	
Skill Category	Unskilled
Type of Function	Others
List of Profiles	Attendant
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Title for Optional Allowances 2	Not Applicable
Title for Optional Allowances 1	service charge
Designation	Attendant
Title for Optional Allowances 3	Not Applicable

Additional Specification Documents**Consignees/Reporting Officer**

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Vyom Tripathi Shivam	461005, Security Paper Mill , Narmadapuram , Madhya Pradesh	6	<ul style="list-style-type: none"> • Bonus (INR per day) : 36.9 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Minimum daily wage (INR) exclusive of GST : 443 • Optional Allowances 1 (INR per day) : 4.69 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • ESI (INR per day) : 14.4 • Number of working days in a month : 30 • Provident Fund (INR per day) : 57.59 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Others; Cook (3)

Technical Specifications

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Others
List of Profiles	Cook
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA

Specification	Values
District	NA
Addon(s)	
Additional Details	
Title for Optional Allowances 2	Not Applicable
Title for Optional Allowances 3	Not Applicable
Title for Optional Allowances 1	service charge
Designation	cook

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Vyom Tripathi Shivam	461005,Security Paper Mill ,Narmadapuram , Madhya Pradesh	3	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 625 • EDLI (INR per day) : 0 • Bonus (INR per day) : 52.06 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 6.62 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Number of working days in a month : 30 • Provident Fund (INR per day) : 81.25 • ESI (INR per day) : 20.31 • Tenure/ Duration of Employment (in months) : 12

Technical Specifications

Specification	Values
Core	
Skill Category	Semi-skilled
Type of Function	Admin
List of Profiles	Data Entry Operator
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)	
Additional Details	
Title for Optional Allowances 3	Not Applicable
Designation	data entry operator
Title for Optional Allowances 2	Not Applicable
Title for Optional Allowances 1	service charge

Additional Specification Documents**Consignees/Reporting Officer**

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
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S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Vyom Tripathi Shivam	461005, Security Paper Mill , Narmadapuram , Madhya Pradesh	1	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 519 • Bonus (INR per day) : 43.23 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 5.50 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • ESI (INR per day) : 16.87 • Number of working days in a month : 26 • Provident Fund (INR per day) : 67.47 • Tenure/ Duration of Employment (in months) : 12

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. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of Security Paper Mill payable at Narmadapuram.

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.

3. Forms of EMD and PBG

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C (Name of the Buyer). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure

delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

4. **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.

5. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

1. **F.O.R-** Security Paper Mill, Narmadapuram (M.P.) duly unloading basis.
2. **Delivery Period:-** As per Gem Contract.

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**

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 Security Paper Mill, payable at Narmadapuram. 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.

8. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of Security Paper Mill, Narmadapuram A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

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, conditons 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---

**JOB SPECIFICATIONS AND SCOPE OF WORK OF 3 COOKS and 6 ATTENDANTS AT GUEST HOUSE, SPM
HOSHANGABAD**

A. AREA COVERAGE FOR GUEST HOUSE SERVICES:

Rendering continuous service in SPM, HOSHANGABAD as per the area indicated below:-

- SPM, Hoshangabad Guest House

B. BROAD DETAILS OF SCOPE OF WORK:

- Cooks will prepare food for the Guests, as directed by the Guest House in charge/Officer-In Charge, as and when required.
- Attendants are to perform the tasks as enumerated below:-
 - To keep the Guest House premises properly swept and dusted in good shape.
 - To maintain the furniture and equipment fixtures and fittings at the Guest House properly and ensure that they are cleaned on daily basis. The loss / breakage / repair, if any, of the items due to negligence or lack of adequate care shall be made good by the Contractor
 - To attend to the guests who may reside in the Guest House.
 - To arrange for the guests cold drink, tea, break-fast, lunch and dinner as per the rates fixed by the Corporation. The rate chart shall be displayed in the Guest House.
 - To ensure to change bed linen, towels, soap etc. in the Guest House, as and when necessary.
 - To ensure that the services to the Guests are available at all reasonable hours as under:
Breakfast 08.00 A.M. to 9.30 A.M.
Lunch 12.30 P.M. to 2.00 PM
Evening snacks 05.00 P.M. to 06.30 P.M.
Dinner 08.30 P.M. to 10.00 P.M.

Cooks and Attendants shall not:

- a. Behave or talk in an objectionable or indecent manner with the Guests or any officials of the Corporation.
- b. Smoke or consume alcoholic drinks or other intoxicants at any time during day or night within the premises of the Guest House or be in an intoxicating condition while attending to duties of the Guest House.
- c. Ask for or demand any money other than actual charges from the Guest(s).
- d. Entertain guests of his own in the Guest House or allow use of premises by anyone except as may be authorised by the officials of SPM, Hoshangabad, entrusted with authority to allot accommodation in the Guest House.
- e. Use any of the facilities provided to the Guests in the Guest House for himself.
- f. Be involved in illegal activities or financial fraud or criminal cases

C. WORKING TIME

Normal Working Hours shall be as follows from Monday to Sunday (All Days) -

A Shift (06:00 am to 02:00 pm)

General Shift (09:00 am to 06:00 pm)

B Shift (02:00 pm to 10:00 pm)

D. SCOPE of SPM, HOSHANGABAD

- SPM, hoshangabad will provide ration as per the requirement of the Guest menu and the number of diets to be prepared. The required quantity has to be decided by the Guest House In Charge and to be issued to the Cooks engaged by the contractor for preparation of the meals/breakfast and snacks etc. as per decided menu.
- Vegetables as per requirement on daily basis have to be decided by the supervisor engaged by SPM, Hoshangabad and to be issued to the supervisors engaged by the contractor for preparation of the meals/breakfast and snacks etc. as per decided menu.
- Infrastructure facility (kitchen space)
- Proper lighting facility inside the kitchen space (Including emergency lighting facility)
- Fuel/Gas (commercial gas) supply as per the requirement daily/weekly basis.
- Gas Burners /Bhatti and Water Supply.
- Utensils for cooking utensils, serving utensils, Water storage containers etc.
- Washing items like surf, liquid soaps, dish wash pads etc.

Vyom Kapatli sharma