



Bid Document

Bid Details

Bid End Date/Time	21-10-2022 13:00:00
Bid Opening Date/Time	21-10-2022 13:30:00
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 (spmciil)
Office Name	Janpath
Item Category	Custom Bid for Services - Services for shifting Packing and loading of boxes
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
Financial Document Indicating Price Breakup Required	Yes

EMD Detail

Advisory Bank	Indusind bank
EMD Percentage(%)	2.00
EMD Amount	39873

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:

Narmadapuram
 Security Paper Mill, Narmadapuram
 (Security Paper Mill)

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:[1662375321.pdf](#)

Service Level Agreement (SLA):[1662382205.pdf](#)

Payment Terms:[1662447314.pdf](#)

GEM Availability Report (GAR):[1662447343.pdf](#)

Buyers are requested to upload the format for price breakup of the lumpsum offering to be provided by the service provider (Please provide the format if financial upload required is selected as "Yes" while creating Bid):[1663651167.pdf](#)

Custom Bid For Services - Services For Shifting Packing And Loading Of Boxes (19000)

Technical Specifications

Specification	Values
Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Services for shifting Packing and loading of boxes
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
Addon(s)	

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement
1	Amit Yadav	461005,Security Paper Mill ,Narmadapuram , Madhya Pradesh	19000	N/A

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. **Forms of EMD and PBG**

Bidders can also submit the EMD with Banker's Cheque in favour of Security Paper Mill payable at Narmadapuram.

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.

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. **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
3. **Payment Terms:** As per below:

TERMS AND MODE OF PAYMENT:

- a. Payment shall be released on basis of total number of boxes packed and total number of boxes loaded for dispatch.
 - b. Payment of 75% will be done for total number of boxes packed and remaining 25% will be paid after boxes loaded and dispatched in a particular month. The payment will be made by SPM through RTGS / NEFT to the contractor after submission of their monthly bill* duly certified AM (Tech.) in three copies on prorata basis. Any variation will be adjusted from the next bill. Any deviation as reported by the supervisor will be taken care separately during the next month.
 - c. If income tax is payable then the bill payment will be made after the deduction of such taxes. The TDS certificate will be provided to the Contractor accordingly. The contractor will provide PAN in bills. a. Any TDS or surcharge applicable to the contractor then as per rule the deduction from the bill will be made along with surcharge. The copy of the same will be provided accordingly.
4. **No Deviation Certificate:** Bidder should confirm in their quotation, "We acceptance of all terms and condition with technical specification of tender document without any deviation".
 5. All Sections & pages of the bid documents strictly should be signed, name and sealed by bidder firm.
 6. Supplier should file the GST returns for outward supplies in time. SPM reserves the right to withhold the payment of further supplies till production of evidence of filling of Returns.

7. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

8. **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.

9. 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, 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---

Section XI: Price Schedule Section XI: Price Schedule

Firm Ref. No. -----

Price Schedule.

S.No. Description of work	Amount (Rs.)
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GST No. of firm -----

SAC Code (06 Digit) 998540

1. Engaging an agency for packing, shifting & loading as per section VII :

a. Packing , Shifting & Loading of one (1) no. box -----

2. GST 18% on (a) -----

3. Total rates for packing, shifting & loading of one (1) no. box (a+2) -----

4. Total No. of Boxes _____ 19000 Nos. _____

5. Total (3x4) (FOR SPMH in figures only) _____

6. Grand total (FOR SPMH in Figures) (5)

7. Grand total (FOR SPMH in words only) Note :- _____

1. Bidder firm shall quoted strictly as per Price bid format above. Failing to which the offer shall be summarily been rejected.

2. Un-Workable rates shall be liable for rejection.

Scope of work for hiring of services for Shifting, Packing & Loading:

1. Shifting of 70-80 nos. of wooden pallets per day (approximate weight of 1 wooden pallet shall be 12-15 kg) with help of manually operated trolley which can carry maximum 15 nos. of wooden pallets once, from plywood stacking area (ground floor) to ream line stacking area (first floor) of finishing house via lift/stairs.
2. Unloading of all reams weighing approx. 22-25 Kgs each from ream line conveyor in all 3 shifts (A/B/C) in stack form of 15/20 reams. After every 15/20 reams stack; at ream line conveyor, an edge protector has to be applied on every corner of the stack of 15 reams and then send for wrapping machine.
3. Shifting of approximately 80-90 nos. reams stack (15 reams) along with wooden pallet one by one from ream line area (first floor) to strong room (ground floor) via lift with help of manual/hydraulic pallet truck. Similarly webs (circular) of Security Paper weighing around 300-350KG to be shifted from ream line area (first floor) to strong room (ground floor) via lift.
4. Shifting stack of 15/20 reams of finished paper which is properly wrapped in shrink film on wooden pallet, approximate weight shall be max. 400 kg each from ream line area (sheeter end point) to designated area on same floor with the help of electric/manual pallet truck. This work has to be carried out in A, B & C shift respectively.
5. Shifting of collapsible wooden box sides and top cover from plywood stacking area (ground floor) to strong room (ground floor).
6. Packing of stack in to the collapsible plywood box and strap it with strapping tape with help of strapping tools. One plywood box size shall be approximately 1 meter × 1 meter × 1 meter and approximate weight of plywood box shall be 400kg after packing.
7. Proper stacking of packed plywood boxes one above the other and again strapping with the strapping tape.
8. Loading of plywood boxes properly stacked together to the container/wagon whichever is available with the help of diesel/battery operated forklift.
9. Packing of Security Paper Webs with edge protectors, corrugated board sheets, polythene & Kraft paper duly strapped with strapping tape before dispatch to presses with their final weight approximately around 350KG
10. Proper placing of packed Security Paper webs at Strong Room after weighing and proper markings/labels and loading those packed webs in container/wagon using available resources/machinery.
11. Unloading of Recycle packing material received from presses during return trips which shall be used for packing and dispatch purpose.
12. Diesel/battery operated fork lifter or Electric Stacker will be provided by SPM.
13. Operation of diesel/battery operated fork lifter, battery operated stacker/pallet truck and hydraulic pallet truck shall be in the scope of the firm.
14. The fork lift operator should have valid driving license for operating fork lifter.

15. Strapping tools, weighing scales and other tackles shall be provided by SPM.
16. All the packing consumables shall be provided by SPM.
17. The tentative list of work; day to day work shall be conveyed by section/shift in-charge.
18. Dress code (Shirt and Pant) along with safety shoes and Photo ID card shall be provided by the contractor to each person's working under this contract.
19. At start of each shift contractor shall handover the required workers at the designated area.
20. The contractor shall not change the workers frequently, before changing any persons training shall be provided to the worker by the contractor on his own expense at SPM and also intimation for the same shall be given the concern department.
21. All the safety norms and proper discipline shall be strictly followed by the contractor as well as the deputed workers.

Work execution:

- 1) As per the requirement above described work is to be executed in four different shifts as Follows:

'A' shift	6.00 am to 2.00 pm (Shifting Work)
'B' shift	2.00 pm to 10.00 pm (Shifting Work)
'C' shift	10.00 pm to 6.00 am (Shifting Work)
'G' shift	8.00 am to 5.00 pm (Packing and Loading Work)

TERMS AND MODE OF PAYMENT:

- a. Payment shall be released on basis of total number of boxes packed and total number of boxes loaded for dispatch.
- b. Payment of 75% will be done for total number of boxes packed and remaining 25% will be paid after boxes loaded and dispatched in a particular month. The payment will be made by SPM through RTGS / NEFT to the contractor after submission of their monthly bill* duly certified AM (Tech.) in three copies on prorata basis. Any variation will be adjusted from the next bill. Any deviation as reported by the supervisor will be taken care separately during the next month.
- c. If income tax is payable then the bill payment will be made after the deduction of such taxes. The TDS certificate will be provided to the Contractor accordingly. The contractor will provide PAN in bills. a. Any TDS or surcharge applicable to the contractor then as per rule the deduction from the bill will be made along with surcharge. The copy of the same will be provided accordingly.

Declaration for Section 206AB of TDS under income tax Act, 1961

(to be submitted on Letter Head)

Vendor Code: _____

M/s _____

PAN _____

GSTIN _____

I/We _____ <Legal Name and complete address > _____, PAN: _____ <PAN no.> _____, TAN: _____ <TAN no.> _____, referring to the provisions of 206AB of the IT Act, 1961, hereby declare the following:-

Financial Year	Aggregate TDS & TCS credit in our name was Rs. 50,000 or more ("Yes / No")	Income Tax Return ("ITR") Filed ("Yes/No")	E-filing Acknowledgment Number (15 digit - numeric) (Attach copy of acknowledgments)	Date of Filing of Return of Income u/s 139(1) (DD/MM/YY YY)	Linked PAN with Aadhaar number or will link it before 30 Jun 2021 (or any further date as may be notified by CBDT ("Yes / No"))
2018-19					
2019-20					

We do hereby declare that to the best of my /our knowledge and belief what is stated above is correct, complete and is truly stated. In case there is a tax liability, interest or penal consequences which are levied on SPM on account of the false representation/ declaration, I/we undertake to fully indemnify SPM for the same.

FOR _____

Authorized Signatory

Date:

Note: In case the vendor failed to comply with the above provisions, TDS shall be deducted at the higher of the following rates, namely: -

- (i) at twice the rate specified in the relevant provision of the Act; or
- (ii) at twice the rate or rates in force; or
- (iii) at the rate of five per cent (5%).

(To be submitted on the letter head)

DECLARATION

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India. I certify that M/s..... **(firm's name)** is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that M/s **(firm's name)** fulfils at requirements in this regard and is eligible to be considered."

(where applicable, evidence of valid registration by the competent Authority shall be attached)

I, the undersigned, declare that the item.....originate in.....(Name of the country).

Signature

.....

Name

.....

Designation

.....

Date

.....

Stamp of the Organization

.....

(To be submitted on the Letter Head)

DECLARATION

We do hereby declare that,

1. We have not been blacklisted /debarred by BNPMIPL /BRBNMPL /SPMCIL or any Govt. Departments for participation in tenders. The information provided above is correct and true to the best of my knowledge and belief.
2. We do hereby declare that we have read and understood all terms and conditions of BID document including Technical Specification, and other terms & conditions confirm to abide to those conditions without any counter conditions.
3. We are accepting all the terms and conditions of the Bid document without any deviation and withdraw all deviations if any.

Signature.....

Name.....

Designation.....

Date.....

Stamp of the Organization.....