

Bid Document

Bid Details	
Bid End Date/Time	18-07-2022 17:00:00
Bid Opening Date/Time	18-07-2022 17:30:00
Bid Offer Validity (From End Date)	80 (Days)
Ministry/State Name	Ministry Of Finance
Department Name	Department Of Economic Affairs
Organisation Name	Security Printing And Minting Corporation Of India Limited (spmci)
Office Name	Janpath
Item Category	Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Mazdoor/Labour , Manpower Outsourcing Services - Minimum wage - Skilled; Others; Cook
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	68799

ePBG Detail

Advisory Bank	IDBI Bank
ePBG Percentage(%)	3.00

Duration of ePBG required (Months).

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(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

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. 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:[1654336766.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1654336761.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; Mazdoor/Labour (13)

Technical Specifications

Specification	Values
Core	
Skill Category	Unskilled
Type of Function	Others
List of Profiles	Mazdoor/Labour
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
Title for Optional Allowances 2	Not Applicable
Title for Optional Allowances 1	Not Applicable
Designation	Helper

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	Vyom Tripathi Shivam	461005,Security Paper Mill ,Hoshangabad , Madhya Pradesh	13	<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) : 0 • 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 (1)

Technical Specifications

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Others
List of Profiles	Cook
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA

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

Additional Specification Documents

Consignees/Reporting Officer and Quantity

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

Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.

7. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

(1). For:- Security Paper Mill, Narmadapuram.

(2). Firm Kindly submit the sealed signed copy of tender document.

3.The tenderer shall submit the acceptance of Technical specification as per this tender document.

4.The tenderer has to submit the acceptance of all terms & conditions of the tender document without any deviation.

5.) Age: Min. 18 to 50 years.

6. Contractor shall follow the shift timings as defined under; Shift #A# = 06.00 AM to 02.00PM Shift #B# = 02.00 PM to 10.00PM Shift #C# = 10.00 PM to 06.00AM Shift #G# = 08.00 AM to 05.00PM

However, SPM may be changing the timings for the day and night shift at its discretion, from time to time and same will be intimated to the contractor.

Age, Educational and other qualifications required for Cook

- **Age** - Between 18 and 45 years
- (i) Matriculation or its equivalent qualification from a recognised Board with a certificate/Diploma in Catering/Hotel Management; and
- (ii) One year experience of cooking In an Institutional kitchen (Government/Big Private Institutions having Turnover of More than Rs 100 Crore) catering to at least two hundred persons.

Note 1: A Trade Skill Test for Cooking shall be conducted by the Buyer to assess the suitability of the candidate.

Note 2: Qualifications are relaxable at the discretion of the competent authority for the reasons to be recorded in writing in case of candidates otherwise well qualified.

Age, Educational and other qualifications required for Canteen Attendants

- **Age** - Between 18 and 45 years
- (i) 5th Pass or its equivalent qualification from a recognised Board; and
- (ii) One year experience of cooking or as a helping staff in an Institutional kitchen (Government/Big Private Institutions having Turnover of More than Rs 100 Crore) catering to at least two hundred persons.

Note: Qualifications are relaxable at the discretion of the competent authority for the reasons to be recorded in writing in case of candidates otherwise well qualified.

8. 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.

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 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.

10. 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.

11. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

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---