

Bid Document

Bid Details	
Bid End Date/Time	17-08-2022 19:00:00
Bid Opening Date/Time	17-08-2022 19:30:00
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	Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard
Contract Period	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)	21 Lakh (s)
Years of Past Experience Required for same/similar service	3 Year (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Years Of Experience and Turnover	Yes
Startup Exemption for Years Of Experience and Turnover	Yes
Document required from seller	Experience Criteria, Bidder Turnover, Certificate (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	7 Days
Estimated Bid Value	5058129.98
Evaluation Method	Total value wise evaluation

EMD Detail

Advisory Bank	Indusind bank
EMD Percentage(%)	2.00

EMD Amount	101163
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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:

Materials Head
 Alipore, Kolkata - 700 053, India Government Mint, Kolkata (A Unit of SPMCIL)
 (Nayan Sarkar)

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". 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.

6. 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.

7. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

Additional Qualification/Data Required

Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard (14)

Technical Specifications

Specification	Values
Core	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Unarmed Security Guard
Category of Skills	Skilled
Gender	Male
Duty Hours in a day	8
Qualification	Not Required
Ex Servicemen	Yes
Age Limit	Up to60 years
Years of Experience	0 - 3 years
Additional Requirements for the Security Personnel	Any
Addon(s)	
Additional Details	
Title For Optional Allowances 2	
Title For Optional Allowances 3	
Title For Optional Allowances 1	

Additional Specification Documents

Consignees/Reporting Officer and Quantity

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	14	<ul style="list-style-type: none"> • Number of working days in a month : 26 • Tenure/ Duration of Employment : 365 • Basic Pay (Minimum daily wage) : 806 • Provident Fund (INR per day) : 69.2307 • EDLI (INR per day) : 2.8846 • ESI (INR per day) : 26.195 • EPF Admin charge (INR per day) : 2.8846 • Bonus (INR per day) : 67.1398 • Non Mandatory Compliance 1 (in Rupees) : 0 • Non Mandatory Compliance 2 (in Rupees) : 0 • Non Mandatory Compliance 3 (in Rupees) : 0

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. Forms of EMD and PBG

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

5. **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

6. **Forms of EMD and PBG**

Bidders can also submit the EMD with Banker's Cheque in favour of of India Government Mint, 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.

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 of India Government Mint, Kolkata (A Unit of SPMCIL) payable at 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.

8. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

A. Hiring of 14 number Security Guards (Ex Service Men) for Mint residential colony and Mint Officer's Campus for 12 months

Scope of work:-

1. To provide round the clock of security to Mint officers campus and Mint residential colony.
2. The Security Guards so deployed at the above site should be rotated regularly. The contractor shall neither assigned whole for any part of the contract to any agency nor employee any person other than Ex-Servicemen.
3. Duty in-charge personnel shall maintain patrolling register at all times & shall submit the same to the concerned authority of this Mint on monthly basis. It is the duty of the security personnel to inform / report any untoward incident to the concerned authority of this Mint immediately & to take necessary action as required in consultation with the concerned authority of this Mint.

B. SPECIAL TERMS AND CONDITIONS:

1. That the Agency shall be responsible to provide immediate replacement for any Security Guard (Ex-Servicemen) who is not available on duty at the place of posting for any emergency and pressing reasons.
2. The Competent Authority of this Mint shall have the right to replace any staff of the agency by any other suitable person in case the staff is not discharging its services properly. The decision of the Competent Authority of This Mint shall be final and the Agency shall comply with the same at the earliest.
3. That the Agency shall not engage any sub-contractor or transfer the contract to any other person.
4. The names of the workers appointed/employed by the agency shall be made known to the Authorities

with their Identity card/employment number, before commencing deployment. The frequent changes in the manpower deployed will not be allowed, the changes will be allowed only with the prior specific approval of Competent Authority of India Government Mint, kolkata.

5. The clearance of the local police with regards the antecedents of the persons deployed by it will be obtained by the agency before deployment of the personnel and submit to the office. Only then the personnel will be allowed to report for the duty.

6. The Agency shall claim their commission in the form of Service Charges only for providing services at a rate quoted by it in the tender document.

7. In case the contractor/agency leaves the job before completion of the period of contract, IGM KOLKATA shall be entitled to forfeit the security money deposited by the contractor/agency for the execution of this contract. The same shall be over and above the liquidated damages suffered on such account by IGM KOLKATA, if any which shall be recovered as lawful dues.

8. It shall be the responsibility of the Contractor/agency to comply with all labour laws/regulations applicable with respect of its staff working under the arrangement. The Contractor /agency shall further undertake to indemnify IGM KOLKATA of any liability incurred by it on account of non-adherence to labour laws/regulations by it.

9. The agency has to pay the minimum wages to their employee as per notification issued by the office of CLC, New Delhi and other amount as per applicable statutes.

10. In case of any subsequent changes in minimum wage by central government issued by Office of CLC(C), New Delhi or subsequent revision of EPF, ESI etc it will be accordingly amended/paid on claim by the vendor. However, no change in admin/service charge will be permissible.

11. The remuneration of the deployed staff must be credited to their bank account by the successful agency/bidder latest by 7th of next month. Otherwise suitable action will be initiated as per extant applicable rules / laws.

12. The successful bidder shall be responsible for compliance of all statutory provisions relating to minimum wages, provident fund , ESIC, Bonus etc. in respect of the persons deployed by it in IGM, kolkata for the service delivery.

13. The successful bidder shall be responsible for regular & upto date updation of EPF & ESIC contribution of the deployed personnel.

14. The successful bidder shall be responsible for regular & upto date updation of EPF & ESIC contribution of the deployed personnel.

15. Successful bidder shall be required to submit following documents along with the monthly invoices/bills-

a) Original Tax invoice duly stamp & signed and signed copy of Purchase order.

b) Proper attendance sheet duly stamp & signed.

c) Proper wages sheet duly stamp & signed.

d) Proper EPF & ESIC statement duly stamp & signed.

e) EPF payment confirmation receipt duly stamp & signed.

f) ESIC transaction details duly stamp & signed.

g) Payment sheet with bank online sheet.

16. The agency deploying the outsource staff will have valid labour license.

Note: If any of the terms & conditions mentioned above is not found fulfilled during the work contract, the IGM KOLKATA reserves the right to discontinue the contract without assigning any reasons thereof.

C.

1. Eligible Goods and Services (Origin of Goods):

(i) All goods and services to be supplied and provided for the contract shall have the origin in India or in the countries with which the Government of India has trade relations. (ii) The word "origin" incorporated in this clause means the place from where the goods are mines, cultivated, grown, manufactured, produced or processed or from where the service are arranged.

2. Special Condition: Supplier should file the returns pertaining to TCS (Section 206C (1H) for TCS collected, in the time and provide the TCS certificate to IGMK. In case of any Credit loss to IGMK by way of their failure to files Returns and provide TCS certificate in time, India Government Mint, Kolkata reserves the right to recover the amount equivalent to TCS paid along with applicable interest from the payment of further supplies.

3. GST Return:

Supplier should file the GST return for outward supplies in time. In case of any loss to India Government Mint, Kolkata by way of their failure to files GST Returns in time India Government Mint, Kolkata reserves the right to withhold the payment of further supplies till production of evidence. Any liability which will occurred on account of non - compliance of e-way bill, GST provision or any other applicable law will be borne by supplier.

4. Delivery Period : The service is to be provided for 1 year i.e. from 30.10.2022 to 29.10.2023.

5. Terms and Mode of payments : 100% payments on the basis of monthly bills will be paid after submission of bills with prescribed documents.

6. Quantum of LD :

If the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame(s) incorporated in the contract, India Govt. Mint, Kolkata shall, without prejudice to other rights and remedies available to India Govt. Mint, Kolkata under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the 0.5% of the delivered price of the delayed goods and/ or services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 10% of the delayed goods' or services' contract price(s).

7. Resolution of Disputes:

If dispute or difference of any kind shall arise between India Government Mint, Kolkata and the supplier in connection with or relating the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve the same amicably the mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within 21 days of its occurrence, then, unless otherwise provided in the SCC, either India Government Mint, Kolkata or the supplier may seek recourse to settlement of disputes through arbitration act 33.2

8. Risk Purchase Clause :

(a) If the supplier after submission of tender and due acceptance of the same, i.e. after notification of award of contract fails to abide by the terms and conditions of these tender documents, or fails to supply the deliverables as per delivery schedule given or at any time repudiates the contract, the

purchaser shall have the right to:

(i) Invoke the Security-cum-Performance Guarantee if deposited by the supplier and procure stores from other agencies at the risk and consequence of the supplier. The cost difference between the alternative arrangement and supplier tendered value will be recovered from the supplier.

(b) Supplier has to abide by all the terms and conditions of tender.

(c) In case of procurement through alternative sources and if procurement price is lower, no benefit on this account will be passed on to the supplier.

9. The total cost inclusive of all elements as cited above on FOR India Govt. Mint, Kolkata (W.B) basis should be indicated clearly both in words and figures in the price bid.

10. Quality Control Requirements:

Quality of all service: Free from all technical defects, in compliance with our Technical Specification

i) Goods/service supplied not in conformity with tender specification will be treated as goods/service not supplied at all and supplier shall take supplied material not confirming to order specification back within 15 days. Goods/service shall be delivered by the supplier in accordance with the terms and conditions specified in the contract failing which expenses of keeping goods at purchaser's premises may be levied on supplier.

ii) Delivery date will be calculated from the date goods/services are received in acceptable quality in accordance with technical specification.

11. Qualification/Eligibility Criteria

A. EXPERIENCE & PAST PERFORMANCE : The bidder should have experience of having successfully supplied similar manpower services of at least 1748 man days in any one of the last five years ending on 31.03.2021.

Similar manpower services means : Security services with Ex-Service Man to any Central/ State Govt. Organization/ PSU/ Public Listed Company. The Ex-Service Man so to be deployed should be all retired CISF, BSF, Navy etc.

IN SUPPORT OF EXPERIENCE & PAST PERFORMANCE COPY OF SUPPLY/ WORK ORDER; RESPECTIVE COMPLETION CERTIFICATE AND CONTACT DETAILS OF CLIENTS TO BE ENCLOSED ALONG WITH THE TENDER.

B. CAPABILITY - The bidder must have capability to provide the relevant services.

IN SUPPORT OF THE CAPABILITY CLAIM, THE BIDDER HAS TO SUBMIT COPY OF FOLLOWING DOCUMENTS :

- i) License to engage Ex-Service Man.
- ii) Registration Certificate under **PSARA act**, 2005 (Private Security Agency Regulations Act.)
- iii) Manpower details (on regular payroll, as well as contractual basis if any) including name, designation and education qualification.

TEAM OF IGMK MAY CARRY OUT PHYSICAL VERIFICATION AT BIDDER'S PREMISES FOR CONFIRMATION REGARDING CAPABILITY OF THE BIDDER.

C. FINANCIAL STANDING :

i) The average annual financial turnover of the bidder during the last three years, ending on 31.03.2021, should be at least Rs. 20,23,252.00 as per the annual report (audited balance sheet and profit & loss account) of the relevant period, duly authenticated by a Chartered Accountant/ Cost Accountant in India.

ii) The bidder should not have suffered any financial loss for more than one year during the last three years, ending on 31.03.2021.

iii)

a) The net worth of the Bidder should not be negative on 31.03.2021 and also

b) should not have eroded by more than 30% in the last three years, ending on 31.03.2021.

SUPPORTING DOCUMENTS TO BE FURNISHED AS CLAIM AGAINST THE ABOVE ELIGIBILITY CRITERIA : ALL FINANCIAL STANDING DATA SHOULD BE CERTIFIED BY CERTIFIED ACCOUNTANTS.

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---