

Bid Document

| Bid Details | |
|--|--|
| Bid End Date/Time | 17-09-2022 09:00:00 |
| Bid Opening Date/Time | 17-09-2022 09:30:00 |
| Bid Offer Validity (From End Date) | 60 (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 | Annual Maintenance Service - Desktops, Laptops and Peripherals - Printer (Monochrome , Laser , Composite Cartridge); hp |
| Contract Period | 1 Year(s) |
| Years of Past Experience Required for same/similar service | 1 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 | 2 Days |
| Estimated Bid Value | 653300 |
| Evaluation Method | Total value wise evaluation |

EMD Detail

| | |
|-------------------|---------------|
| Advisory Bank | Indusind bank |
| EMD Percentage(%) | 2.00 |
| EMD Amount | 13066 |

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:

CHIEF GENERAL MANAGER

Currency Note Press, A unit of Security Printing and Minting Corporation India Limited, Nashik Road, Nashik, Maharashtra
(Chief General Manager)

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. 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.
4. 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.
5. 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.
6. 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

Additional SOW if not readily covered in the Scope of Works incorporated in STC of Services:

1. Repairing and Maintenance of 155 printers OF different makes such as HP, EPSON, BROTHER, etc should be done per month for 12 months.
2. 560 Printer Toner Refilling and refurbishment should be done per month for 12 months.
3. Refilling Ink cartridges of EPSON printer (L800 and L300) of 4 SET for 12 Months

Asset Details and its Distribution across the consignee /user locations: [1658566624.pdf](https://www.pdfdrive.com/1658566624.pdf)

Annual Maintenance Service - Desktops, Laptops And Peripherals - Printer (Monochrome , Laser , Composite Cartridge); Hp (155)

Technical Specifications

| Specification | Values |
|---|---|
| Core | |
| Type of Asset | Printer (Monochrome , Laser , Composite Cartridge) |
| Make/Brand of Assets | hp |
| Status of Annual Maintenance Service Provider | OEM Authorised Service Provider |
| Periodicity of Preventive Maintenance Services | Bi-Monthly |
| Onsite Service Engineers Requirement | As Indicated in Bid Document. |
| Basic Maintenance of OS, Office Suite, Drivers Update and Patch update on client compute machines | Exclusive |
| Addon(s) | |

Additional Specification Documents

Consignees/Reporting Officer

| S.No. | Consignee/Reporting Officer | Address | Number of each Asset for AMC | Additional Requirement |
|-------|-----------------------------|--|------------------------------|------------------------|
| 1 | Bhuwan | 422101,Currency Note Press, Nashik Road Nashik , Maharashtra | 155 | N/A |

Buyer Added Bid Specific Terms and Conditions

1. **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.

2. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of CURRENCY NOTE PRESS payable at NASHIK.

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 Banker's Cheque in favour of CURRENCY NOTE PRESS, A UNIT OF SPMCIL payable at NASHIK.

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.

4. Forms of EMD and PBG

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name CURRENCY NOTE PRESS, A UNIT OF SPMCIL Account No. 201003551111 IFSC Code INDB0001451 Bank Name INDUSIND BANK Branch address ASHOKA MARG, NASHIK.

Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

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

Duration of the service contract may be extended up to 6 months beyond the initial contract duration (subject to satisfactory performance and mutual consent).

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 CURRENCY NOTE PRESS payable at NASHIK. 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 Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name CURRENCY NOTE PRESS, A UNIT OF SPMCIL Account No. 201003551111 IFSC Code INDB0001451 Bank Name INDUSIND BANK Branch address ASHOKA MARG, NASHIK. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

9. Generic

Supplier shall ensure that the Invoice is raised in the name of Consignee with GSTIN of Consignee only.

10. 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.

11. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

A. MINIMUM ELIGIBILITY CRITERIA

01. Experience and past performance:

The bidder should have experience of having successfully completed similar kind of services for the value at least of Rs. 2,61,320/- in any one of the last five years ending on 31.03.2021

02. Capacity and Capability:

The bidder must have capability to provide the relevant services.

03. Financial Standing:

(a) Average Annual Turnover of the Bidder firm during last three years i.e. 2018-2019, 2019-2020 & 2020-2021 should be more than Rs. 2,61,320/-.

(b) Bidder firm should not have suffered any financial loss for more than one year during the last three financial years i.e. 2018-2019, 2019-2020 & 2020-2021.

(c) The net worth of the firm should not have eroded by more than 30% in the last three financial years i.e. 2018-2019, 2019-2020 & 2020-2021.

04. The bidder should give a declaration on the letter head of the firm that they have not been black-listed/ debarred for dealing by Government of India in the past.

05. Duly Signed and Stamped Acceptance to Scope of Work uploaded by the buyer at Clause No. 12 of Buyer Added Bid Specific Terms & Conditions.

Note-

i) In support of above clause no. (1) the bidders should strictly produce copies of purchase orders, experience certificates, Job completion certificates of customer as a documentary evidence.

ii) In support of above clause no. (3) the bidders should produce copies of Chartered Accountant / Cost Accountant Certified financial documents such as Profit and Loss statement, Balance Sheets for the last three financial years as mentioned above.

B. In addition to Technical Specifications Consider the following points also in the bid:

- 1) Make/Brand of Assets : HP, Epson, Brother etc.
- 2) Status of Annual Maintenance Service Provider : Service Provider
- 3) Periodicity of Preventive Maintenance Services : Quarterly
- 4) Basic Maintenance of OS, Office Suite, Drivers : Inclusive
Update and Patch update on client compute machines

12. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [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](#), 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---