

Bid Document

Bid Details	
Bid End Date/Time	14-09-2022 11:00:00
Bid Opening Date/Time	14-09-2022 11:30:00
Bid Offer Validity (From End Date)	90 (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	Madhya Pradesh
Item Category	Manpower Outsourcing Services - Minimum wage - Skilled; Others; Head Cook , Manpower Outsourcing Services - Minimum wage - Skilled; Others; Cook , Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Data Entry Operator , Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Mazdoor/Labour , Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Sweeper
Contract Period	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)	17 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	2 Days
Estimated Bid Value	4300611.46
Evaluation Method	Total value wise evaluation

EMD Detail

Advisory Bank	State Bank of India
EMD Percentage(%)	2.00
EMD Amount	86012

ePBG Detail

Advisory Bank	State Bank of India
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:

General Manager, Bank Note Press, Dewas
Madhya Pradesh, Security Printing and Minting Corporation of India Limited (SPMCIL), Department of Economic Affairs, , Ministry of Finance
(Y.n.r.nayudu)

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. 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

Scope of work & Job description: [1660798842.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act: [1660798499.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Skilled; Others; Head Cook (1)

Technical Specifications

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Others
List of Profiles	Head Cook
Educational Qualification	Graduate
Specialization	Hotel Management
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
Addon(s)	
Additional Certifications/Trainings required for the resources being hired	No
Additional Details	
Title for Optional Allowances 2	0

Specification	Values
Designation	Head Cook
Title for Optional Allowances 1	Admin + ID Card + PVR charges @ 2%
Title for Optional Allowances 3	0

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Subhash Kumar	455001,General Manager Admin Office , Bank Note Press, Dewas	1	<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) : 81.25 • Optional Allowances 1 (INR per day) : 12.5 • 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) : 0 • ESI (INR per day) : 20.31 • Tenure/ Duration of Employment (in months) : 12

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

Technical Specifications

Specification	Values
Core	

Specification	Values
Skill Category	Skilled
Type of Function	Others
List of Profiles	Cook
Educational Qualification	Secondary School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
Addon(s)	
Additional Certifications/Trainings required for the resources being hired	No
Additional Details	
Designation	Cook
Title for Optional Allowances 3	0
Title for Optional Allowances 2	0
Title for Optional Allowances 1	Admin + ID Card + PVR charges @ 2%

Additional Specification Documents

Consignees/Reporting Officer

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	Subhash Kumar	455001,General Manager Admin Office , Bank Note Press, Dewas	3	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 625 • Bonus (INR per day) : 52.06 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 81.25 • Optional Allowances 1 (INR per day) : 12.5 • 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) : 0 • ESI (INR per day) : 20.31 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Data Entry Operator (1)

Technical Specifications

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Admin
List of Profiles	Data Entry Operator
Educational Qualification	Secondary 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 Certifications/Trainings required for the resources being hired	No
Additional Details	
Title for Optional Allowances 2	0
Designation	Data Entry Operator
Title for Optional Allowances 1	Admin + ID Card + PVR charges @ 2%
Title for Optional Allowances 3	0

Additional Specification Documents

Consignees/Reporting Officer

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	Subhash Kumar	455001,General Manager Admin Office , Bank Note Press, Dewas	1	<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) : 81.25 • Optional Allowances 1 (INR per day) : 12.5 • 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) : 0 • ESI (INR per day) : 20.31 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; Mazdoor/Labour (10)

Technical Specifications

Specification	Values
Core	
Skill Category	Unskilled
Type of Function	Others
List of Profiles	Mazdoor/Labour
Educational Qualification	Under Matriculation
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 Certifications/Trainings required for the resources being hired	No
Additional Details	
Title for Optional Allowances 2	0
Designation	Mazdoor/Labour
Title for Optional Allowances 1	Admin + ID Card + PVR charges @ 2%
Title for Optional Allowances 3	0

Additional Specification Documents

Consignees/Reporting Officer

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	Subhash Kumar	455001,General Manager Admin Office , Bank Note Press, Dewas	10	<ul style="list-style-type: none"> • EDLI (INR per day) : 0 • Bonus (INR per day) : 36.9 • EPF Admin Charge (INR per day) : 57.59 • Optional Allowances 1 (INR per day) : 8.86 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Minimum daily wage (INR) exclusive of GST : 443 • Provident Fund (INR per day) : 0 • ESI (INR per day) : 14.4 • Number of working days in a month : 30 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; Sweeper (1)

Technical Specifications

Specification	Values
Core	
Skill Category	Unskilled
Type of Function	Others
List of Profiles	Sweeper
Educational Qualification	Under Matriculation
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 Certifications/Trainings required for the resources being hired	No
Additional Details	
Title for Optional Allowances 2	0
Designation	Sweeper
Title for Optional Allowances 1	Admin + ID Card + PVR charges @ 2%
Title for Optional Allowances 3	0

Additional Specification Documents

Consignees/Reporting Officer

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	Subhash Kumar	455001,General Manager Admin Office , Bank Note Press, Dewas	1	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 443 • Bonus (INR per day) : 36.9 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 57.59 • Optional Allowances 1 (INR per day) : 8.86 • 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) : 0 • ESI (INR per day) : 14.4 • 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 The General Manager payable at Bank Note Press, Dewas (MP). 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 The General Manager payable at Bank Note Press, Dewas (MP).

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. 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 The General Manager payable at Bank Note Press, Dewas (MP). 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.

6. 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 The General Manager, Bank Note Press, Dewas (MP) 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.

7. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1. Participating bidder should submit unconditional acceptance of all the bid conditions including scope of work, SLA, Payment Terms etc.
2. Non-discloser undertaking: - Participating bidder should submit non-discloser undertaking for not sharing the privacy of this organization (by bidder or their personnel) to other firms/person etc. by any mode of means.
3. The bidder firm has to submit the documents as per the below eligibility criteria and the evaluation will be done considering the same:-
 - a) Experience & Past Performance: The bidder should have experience of having successfully supplied the manpower services for at least 2336 man days in any one of the last five years ending on 31.03.2021.
 - b) Capability: The bidder must have capability to provide the relevant services.
 - 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. 17,21,017/- 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 or equivalent countries.

[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] The net worth of the bidder should not be negative on 31.03.2021 and also should not have eroded by more than 30% in the last three years, ending on 31.03.2021.

Note:- (i) MSE and Startups are exempted from eligibility criteria 3 (a) and (c) [i] as per MSE guidelines.

(ii) After accepting the contract additional SD must be deposited by firm whenever financial implication would be amended due to minimum wages revision or increment of working days (i.e. 365 days in place of 360 days) or increment of manpower strength etc.

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---