



Bid Number/बोली क्रमांक (बिड संख्या):

GEM/2023/B/3343577

Dated/दिनांक : 18-04-2023

**Bid Document/ बिड दस्तावेज़**

<b>Bid Details/बिड विवरण</b>	
<b>Bid End Date/Time/बिड बंद होने की तारीख/समय</b>	19-05-2023 15:00:00
<b>Bid Opening Date/Time/बिड खुलने की तारीख/समय</b>	19-05-2023 15:30:00
<b>Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)</b>	120 (Days)
<b>Ministry/State Name/मंत्रालय/राज्य का नाम</b>	Ministry Of Finance
<b>Department Name/विभाग का नाम</b>	Department Of Economic Affairs
<b>Organisation Name/संगठन का नाम</b>	Security Printing And Minting Corporation Of India Limited (spmciil)
<b>Office Name/कार्यालय का नाम</b>	Janpath
<b>Item Category/मद केटेगरी</b>	Custom Bid for Services - Hiring an agency for Deep Cleaning of all section of PM5 and NPP at SPM Narmadapuram
<b>Contract Period/अनुबंध अवधि</b>	6 Month(s)
<b>MSE Exemption for Years Of Experience/वर्षों के अनुभव के लिए एमएसई को छूट प्राप्त है</b>	Yes
<b>Startup Exemption for Years Of Experience/वर्षों के अनुभव के लिए स्टार्टअप को छूट प्राप्त है</b>	Yes
<b>Document required from seller/विक्रेता से मांगे गए दस्तावेज़</b>	Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (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
<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	No
<b>Type of Bid/बिड का प्रकार</b>	Two Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	2 Days
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज़ ब्रेकअप आवश्यक है</b>	Yes

**EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	Indusind bank
EMD Amount/ईएमडी राशि	53000

**ePBG Detail/ईपीबीजी विवरण**

Advisory Bank/एडवाइजरी बैंक	Indusind bank
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	10.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	8

(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./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

**Beneficiary/लाभार्थी :**

Narmadapuram  
Security Paper Mill, Narmadapuram  
(Security Paper Mill)

**Splitting/विभाजन**

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन	Yes
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**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता	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/अतिरिक्त योग्यता /आवश्यक डेटा**

**Scope of Work:**[1681128849.pdf](#)

**Payment Terms:**[1681128854.pdf](#)

**GEM Availability Report ( GAR):**[1681128861.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):**[1681128868.pdf](#)

**Service Level Agreement (SLA):**[1681128883.pdf](#)

**Custom Bid For Services - Hiring An Agency For Deep Cleaning Of All Section Of PM5 And NPP At SPM Narmadapuram ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Hiring an agency for Deep Cleaning of all section of PM5 and NPP at SPM Narmadapuram
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**



S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोटिंग अधिकारी	Address/पता	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement/अतिरिक्त आवश्यकता
1	Balbir Singh Prajapati	461005, Security Paper Mill , Narmadapuram , Madhya Pradesh	1	N/A

## Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

### 2. 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.

### 3. 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.

### 4. 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

### 5. 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.

### 6. 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.

#### 7. 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.

#### 8. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

#### **ADDITIONAL TERMS & CONDITIONS (ATC)**

**1. Required Terms of Delivery:** F.O.R. Security Paper Mill Narmadapuram.

**2. Destination:** Security Paper Mill, Narmadapuram (M.P.)-461005

**3. Payment Terms:** Payment will be made on the monthly basis of actual work done through RTGS/NEFT to the contractor after submission of their bill duly certified by User section.

**4. Period of work order:** For 6 month (180 days) from the date of issue of GeM contract.

**5. Bidder Should Quote Prices Inclusive of GST And All Cost Components Such As Packing & Forwarding De tails, Freight & Insurance Charges upto Destination etc. on FOR Security Paper Mill, Narmadapuram (Madh ya Pradesh), India basis only.**

**6. Liquidated Damages (LD) Clause:** If the contractor fails to deliver the goods and/or services or any i nstallment thereof within the Delivery Period, SPM Narmadapuram shall, without prejudice to other rights a nd remedies available to SPM, Narmadapuram under the contract, deduct from the contract price, as Liqu idated damages, a sum equivalent to the rate of 0.5 Percent of the delivered price of the delayed goods an d/or services for each week of delay or part thereof until actual delivery or performance, subject to a maxi mum deduction of the 10% of the delayed goods or services.

**7. The terms and conditions, guidelines of SPMCIL Procurement Manual Version 2.0 will be applicable to thi s bid at any stage to avoid any conflict at later stage. Kindly refer General Instructions to Tenderer ( GIT) a nd General Conditions of Contract (GCC) of SPMCIL Procurement Manual Version 2.0 for additional terms a nd conditions as per the links given below:**

**GIT: <https://spmCIL.com/uploaddocument/GIT/new.pdf>**

**GCC: <https://spmCIL.com/uploaddocument/GCC/new.pdf>**

**8. SPM (as Buyer) is liable to deduct TDS u/s 194Q @ applicable rate on goods purchases (if applicable). In case of deduction of TDS under section 194Q; the Supplier (Vendor) need not to charge TCS u/s 206C (1H)**

on invoicing on or after 01.07.2021.

**9.** Vendor has to submit declaration in specified format (*refer Buyer added Specific ATC*) for the compliance of Section 206AB of Income Tax Act, 1961. In case of non-submission of declaration; TDS will be deducted at higher rates (as applicable) as per section 206AB.

**10. GST Return:** 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 filing of Returns.

### **11. Safety Conditions:-**

**11.1** The work has to be carried out under proper supervision and all safety rules and regulations should be followed and also as per direction of our officials.

**11.2** You have follows all safety norms and labour law act police verification of your employees, insurance, without which your employees can not permitted for work in our premises.

**11.3** It will be sole responsibility of the contractor to insure yours workmen against risks of accident and injury while at work as required by the relevant rules and to pay compensation, if any to them as per workmen's compensation act. the work will be carried out in a protected area and all the rules and regulations of S.P.M. in that area that are in force from time to time will have to be followed by the contractor.

**11.4** The contractor shall assign to his workmen task commensurate with their experience and state health condition.

### **9. Buyer Added Bid Specific ATC**

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

## **Disclaimer/अस्वीकरण**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby 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(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.

8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, 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.

This Bid is governed by the General Terms and Conditions/सामान्य नियम और शर्तें, 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/सामान्य नियम और शर्तें 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./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---

**SCOPE OF WORK for DEEP CLEANING WORK in PM-5 & NPP**

1. Complete inside shed Roof Cleaning (Approx. Area 111104 Square feet)  
Removing of cobwebs and Dusting (DRY Cleaning) of factory Roof Structure truss.

2. Complete inside Wall and partition in structure cleaning (Approx. Area 89352 Square feet)

Removing of cobwebs, vacuuming, dusting & wiping & of factory structure side walls and partitions.

3. Complete inside floor & office space cleaning (Approx Area 178587 Square feet)  
Mechanized Deep cleaning of factory floor area and office space

4. Industrial Tank cleaning (No of tank-08) Complete tank cleaning from outside.

**No. of tanks:** - 08 no. (Tentative), no of tanks may be increases based on production requirement.

- (a) 4 nos. of 30m<sup>3</sup>
- (b) 2 nos. of 15 m<sup>3</sup>
- (c) 2 nos. of 1.5 m<sup>3</sup>

**Payment Term:** - Payment will be made on the monthly basis of actual work done.

**Delivery Period:** - (1) Work will be completed in staggered manner when informed by SPMN.

(2) Work will be completed within 6 month from the date of PO/NAC.





### Section XI: Price Schedule

OFFER FORM for Tender No \_\_\_\_\_ Date of opening.....Time..... Hours.....

We..... hereby certify that we are established firm of manufacturers / authorized agents of M/s...with factories at .....which are fitted with modern equipment and where the production methods, quality control and testing of all materials and parts manufactured or used by us are open to inspection by the representative of .....(Name of Purchaser)..... We hereby offer to supply the following items at the prices indicated below:

**GSTIN No. of your Firm :**  
Engaging an Agency For Deep Cleaning Work at NPP & PM#5 SPM, Narmadapuram

Sr. No.	Description	Qty	Unit	Rate	Amount (Total)
1	Inside shed Roof Cleaning	1,11,104	FT2		
2	Wall & Partition Structure Cleaning	89,352.00	FT2		
3	Floor & Office Space Cleaning	1,78,587.00	FT2		
4	Industrial Tank Cleaning	8.00	EA		
5	GST in percentage (%)				
6	TOTAL (Inclusive of all) (Sr. 1+5)				
7	Amount in Words				

Note :-The method of evaluation of L1 criteria for awarding the contract shall be decided taking into consideration the total landed price up to SPM Narmadapuram.

Signature.....  
Name.....  
Designation.....  
Date.....

**ANNEXURE-I**

**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/YYY Y)	Linked PAN with Aadhaar number or will link it before 30 Jun 2022 (or any further date as may be notified by CBDT ("Yes / No")
2020-21					
2021-22					

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**

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 tender document including GIT, SIT, GCC, SCC, Technical Specification, Quality Control Criteria and confirm to abide to those conditions without any counter conditions. 3
3. We are accepting all the terms and condition as per Buyer Added Bid Specific ATC (Acceptance of Gem Bid).
4. We are accepting all the terms and conditions of the tender document without any deviation and withdraw all deviations if any.

Signature.....

Name.....

Designation.....

Date.....

Stamp of the Organization.....

**ANNEXURE-III**

**(To be submitted on the Letter Head)**

**DECLARATION  
(Refer GIT Clause No.3.5)**

"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 ..... originates in..... (Name of the country).

Signature.....

Name.....

Designation.....

Date.....

Stamp of the Organization.....



**Checklist of Documents for Technical Bid**

<b>S. No.</b>	<b>Documents Required</b>	<b>Submitted (✓)</b>
1	Weather applied for MSME (MSME certificate)	( )
2	Certificate of Local Content as per Public Procurement (Preference to Make in India), Order 2017	( )
3	Duly Seal & Signed : Scope of work	( )
4	Buyer added Specific ATC Declarations ( Buyer uploaded ATC document : Annexure-I, II & III)	( )
5	No Deviation certificate	( )