

**Bid Document/ बिड दस्तावेज**

| Bid Details/बिड विवरण  |  |
|--|--|
| Bid End Date/Time/बिड बंद होने की तारीख/समय  | 14-08-2023 15:00:00  |
| Bid Opening Date/Time/बिड खुलने की तारीख/समय   | 14-08-2023 15:30:00  |
| Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)  | 120 (Days)   |
| Ministry/State Name/मंत्रालय/राज्य का नाम  | Ministry Of Finance  |
| Department Name/विभाग का नाम   | Department Of Economic Affairs   |
| Organisation Name/संगठन का नाम   | Security Printing And Minting Corporation Of India Limited (spmcl)   |
| Office Name/कार्यालय का नाम  | Janpath  |
| Item Category/मद कैटेगरी   | Manpower Outsourcing Services - Minimum wage - Skilled; Others; Cook , Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Helper  |
| Contract Period/अनुबंध अवधि  | 1 Year(s)  |
| MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है              | Yes  |
| Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है | Yes  |
| Document required from seller/विक्रेता से मांगे गए दस्तावेज  | Certificate (Requested in ATC), OEM Authorization Certificate, Additional Doc 1 (Requested in ATC), Additional Doc 2 (Requested in ATC), Additional Doc 3 (Requested in ATC)<br>*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/बिड से रिवर्स नीलामी सक्रिय किया   | No   |
| Type of Bid/बिड का प्रकार  | Two Packet Bid   |
| Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय     | 2 Days   |
| Evaluation Method/मूल्यांकन पद्धति   | Total value wise evaluation  |

**EMD Detail/ईएमडी विवरण**

|                             |               |
|-----------------------------|---------------|
| Advisory Bank/एडवाइजरी बैंक | Indusind bank |
| EMD Amount/ईएमडी राशि       | 78900         |

**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). | 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./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी 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 |
|-------------------------------|-----|

**MSE Purchase Preference/एमएसई खरीद वरीयता**

|   |     |
|---|-----|
| MSE Purchase Preference/एमएसई खरीद वरीयता | 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" 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 & Job description:**[1688811683.pdf](#)

**Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:**[1688811693.pdf](#)

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

**Technical Specifications/तकनीकी विशिष्टियाँ**

| Specification                            | Values         |
|--|----------------|
| <b>Core</b>                              |                |
| Skill Category                           | Skilled        |
| Type of Function                         | Others         |
| List of Profiles                         | Cook           |
| 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             |
| <b>Addon(s)/एडऑन</b>                     |                |
| <b>Additional Details/अतिरिक्त विवरण</b> |                |
| Title for Optional Allowances 1          | service charge |

# Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज

## Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

| S.No./क्र. सं. | Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी | Address/पता   | Number of Resources to be hired | Additional Requirement/अतिरिक्त आवश्यकता  |
|----------------|---|---|---------------------------------|---|
| 1              | Vyom Tripathi Shivam                                    | 461005, Security Paper Mill , Narmadapuram , Madhya Pradesh | 1                               | <ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 695</li> <li>• Bonus (INR per day) : 57.89</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• ESI (INR per day) : 22.59</li> <li>• Number of working days in a month : 30</li> <li>• Provident Fund (INR per day) : 90.35</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul> |

## Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; Helper ( 13 )

### Technical Specifications/तकनीकी विशिष्टियाँ

| Specification             | Values       |
|---------------------------|--------------|
| <b>Core</b>               |              |
| Skill Category            | Unskilled    |
| Type of Function          | Others       |
| List of Profiles          | Helper       |
| Educational Qualification | Not Required |
| Specialization            | Not Required |

| Specification                            | Values         |
|--|----------------|
| Post Graduation                          | Not Required   |
| Specialization for PG                    | Not Applicable |
| Experience                               | 0 to 3 Years   |
| State                                    | NA             |
| Zipcode                                  | NA             |
| District                                 | NA             |
| <b>Addon(s)/एडऑन</b>                     |                |
| <b>Additional Details/अतिरिक्त विवरण</b> |                |
| Title for Optional Allowances 1          | service charge |

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

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

| S.No./क्र. सं. | Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी | Address/पता | Number of Resources to be hired | Additional Requirement/अतिरिक्त आवश्यकता |
|----------------|---|-------------|---------------------------------|--|
|----------------|---|-------------|---------------------------------|--|

| S.No./क्र. सं. | Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी | Address/पता   | Number of Resources to be hired | Additional Requirement/अतिरिक्त आवश्यकता  |
|----------------|---|---|---------------------------------|---|
| 1              | Vyom Tripathi Shivam                                    | 461005, Security Paper Mill , Narmadapuram , Madhya Pradesh | 13                              | <ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 494</li> <li>• EDLI (INR per day) : 0</li> <li>• Bonus (INR per day) : 41.15</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Number of working days in a month : 30</li> <li>• Provident Fund (INR per day) : 64.22</li> <li>• ESI (INR per day) : 16.06</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul> |

## 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. 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.



#### 4. 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.

#### 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

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.

#### 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

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.

#### 8. 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.

### 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---



## JOB SPECIFICATIONS AND SCOPE OF WORK OF UNSKILLED LABOURS AT CANTEEN, MILL AREA

### **A. AREA COVERAGE FOR CANTEEN SERVICES**

Rendering continuous service in SPM, HOSHANGABAD as per the area indicated below:-

- 1) Canteen & Canteen Premises
- 2) Entire Mill Area

### **B. BROAD DETAILS OF SCOPE OF WORK:-**

- Cleaning, sweeping, mopping and wiping of floors, staircase on daily basis from Monday to Sunday or as required by Canteen Supervisor/Officer-in-charge.
- Keeping, Cleaning and stacking kitchen raw materials at designated place in the store/kitchen.
- Carrying Trolleys with Snack items and Tea in and around the entire Mill Area in different phases at designated time and hours.
- Helping the Cooks in other Kitchen and Dining tasks such as distribution, cutting and preparation of food, as and when required.
- The kitchen, dining hall, hand wash area, dish wash area etc. will be washed with water and soap solution and mopped, after every meal (breakfast, lunch, snacks and dinner) and will be disinfected once in a month or as and when required.
- The garbage collected from the kitchen, dining halls, dish wash area will be disposed of every morning in the area specified nearby the canteen area. The surroundings shall be kept clean and hygienic. High quality of hygiene, sanitation and safety will be maintained at kitchen and dining halls. All the surrounding area of the Canteen premises should be cleaned and washed daily.
- Food is served through counters on self service basis. However, the used plates will be taken out from the dining tables through trolleys or cart to the dish wash area.
- After every meal (breakfast, lunch and evening tea) all the plates, cups, katoris, water glass, spoons, forks, knives etc., are to be cleaned in soap solution and hot water and dried and kept ready for next meal. All the vessels used for cooking also should be washed in soap solution and hot water and should be available for use for cooking the next meal. Cleaning and sanitization should be as per procedure specified by SPM, Hoshangabad.
- Dining hall should be washed with water and soap solution and mopped, after every meal.
- Kitchen to be kept clean always and should be washed after cooking every meal with water and soap solution.
- Water Coolers and Urinals should be cleaned and maintained as per the instructions by the authority.
- The tea spoons, table spoons, forks, knives, stainless steel tumbler glass, katories should be counted once in a month and the contractor will be responsible for the loss of any items and make the loss if it is found shortage.
- Vendor has to provide its manpower proper - uniform, Shoes, Gloves, Caps, Aprons and other PPEs whichever are essential.

*Qam Tahir*

### C. WORKING TIME

Normal Working Hours shall be as follows from Monday to Sunday

A Shift (06:00 am to 02:00 pm)

General Shift (09:00 am to 06:00 pm)

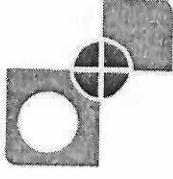
B Shift (02:00 pm to 10:00 pm)

C Shift (10:00 pm to 06:00 pm)

### D. Scope of SPM, Hoshangabad

- SPM, Hoshangabad will provide ration as per the requirement of the canteen menu and the number of diets to be prepared. The required quantity has to be decided by the supervisor engaged and to be issued to the supervisors engaged by the contractor for preparation of the meals/breakfast and snacks etc. as per decided menu.
- Vegetables as per requirement on daily basis have to be decided by the supervisor engaged by SPM, Hoshangabad and to be issued to the supervisors engaged by the contractor for preparation of the meals/breakfast and snacks etc. as per decided menu.
- Infrastructure facility (kitchen space)
- Proper lighting facility inside the kitchen space (including emergency lighting facility)
- Fuel/Gas (commercial gas) supply as per the requirement daily/weekly basis.
- Gas Burners /Bhatti Water Supply
- Utensils for cooking utensils, serving utensils, Water storage containers etc.
- Washing items like surf, liquid soaps, dish wash pads etc.

*By Mr. T. P. Sharma*



प्रतिभूति कागज कारखाना  
SECURITY PAPER MILL  
भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड  
SECURITY PRINTING & MINTING CORPORATION OF INDIA LIMITED  
(भारत सरकार के पूर्ण स्वामित्वाधीन)  
(WHOLLY OWNED BY GOVERNMENT OF INDIA)  
नर्मदापुरम इकाई  
NARMADAPURAM UNIT



### वचन बंध (Undertaking)

प्रमाणित किया जाता है कि 13 अकुशल संविदा श्रमिकों एवं 01 कुक की 1 वर्ष की आपूर्ति के लिए GeM Bid में दर्शाई गई न्यूनतम मजदूरी की दरें Minimum Wages Act के अन्तर्गत भारत सरकार, श्रम और रोजगार मंत्रालय, मुख्य श्रमायुक्त (केन्द्रीय), नई दिल्ली के आदेश क्र. File No.1/5(1)/2023-LS-II दिनांक 03.04.2023 के अनुसार अकुशल/कुशल संविदा श्रमिकों के लिए दिनांक 01.04.2023 से प्रभावशील संशोधित न्यूनतम मजदूरी की दरों के अनुसार है।

दिनांक 05.07.2023

व्योम त्रिपाठी शिवम  
उप प्रबंधक (विधिक)  
कृते मुख्य महाप्रबंधक

