

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	19-12-2023 15:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	19-12-2023 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	Custom Bid for Services - Hiring an agency for Operation Maintenance of WTP ETPs
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	72 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	5 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
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

Bid Details/बिड विवरण

Document required from seller/विक्रेता से मांगे गए दस्तावेज	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (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/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
Estimated Bid Value/अनुमानित बिड मूल्य	17832274.63
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	Indusind bank
EMD Amount/ईएमडी राशि	357000

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
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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. 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 document (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.
OM No.1 4 2021 PPD dated 18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.
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 similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope of Work:[1696836944.pdf](#)

Service Level Agreement (SLA):[1696836988.pdf](#)

Payment Terms:[1696836993.pdf](#)

GEM Availability Report (GAR):[1696837001.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):[1696837010.pdf](#)

Project Experience and Qualifying Criteria Requirement:[1696837032.pdf](#)

Custom Bid For Services - Hiring An Agency For Operation Maintenance Of WTP ETPs (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Hiring an agency for Operation Maintenance of WTP ETPs
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग 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/क्रिता 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. Generic

Manufacturer Authorization: Wherever Authorised Distributors/service providers are submitting the bid, Authorisation Form /Certificate with OEM/Original Service Provider details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid

3. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria: a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed. b. Execution certificate by client with contract value. c. Any other document in support of contract execution like Third Party Inspection release note, etc. **Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria: a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed. b. Execution certificate by client with contract value. c. Any other document in support of contract execution like Third Party Inspection release note, etc.

4. 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.

5. 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.

6. 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

7. 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.

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.

9. 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 (Duly Unloaded).

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

3. Payment Terms: As Per Documents attached in Bid.

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

5. Liquidated Damages (LD) Clause: If the contractor fails to deliver the goods and/or services or any installment thereof within the Delivery Period, SPM Narmadapuram shall, without prejudice to other rights and remedies available to SPM, Narmadapuram under the contract, deduct from the contract price, as Liquidated damages, a sum equivalent to the rate of 0.5 Percent 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.

6. The terms and conditions, guidelines of SPMCIL Procurement Manual Version 2.0 will be applicable to this bid at any stage to avoid any conflict at later stage. Kindly refer General Instructions to Tenderer (GIT) and General Conditions of Contract (GCC) of SPMCIL Procurement Manual Version 2.0 for additional terms a

and conditions as per the links given below:

GIT: <https://spmcl.com/uploaddocument/GIT/new.pdf>

GCC: <https://spmcl.com/uploaddocument/GCC/new.pdf>

7. 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.

8. 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.

9. 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.

10. Bidder shall submit duly seal & signed copy of all attached technical documents.

11. PRE-QUALIFICATION CRITERIA

1. PQ criteria No. 1: Experience & Past Performance

The bidder should have experience of having successfully completed similar services of operation and maintenance of water treatment plant and effluent treatment plant for the value of at least Rs. 71,32,910.00 in any one of the last five years ending on 31st March 2023.

(Note: 'Startups and Micro and Small Enterprises' are exempted from 'Experience and Past Performance Criteria')

2. PQ criteria No. 2: Capability Equipment & Manufacturing Facilities

The bidder must have capability to provide the relevant services.

{Note: The requirement stated under capability, equipment and manufacturing facilities are applicable to all the bidders including MSEs & Startup Firms.}

3. PQ criteria No. 3: Financial Standings:

a) The average annual financial turnover of the bidder during the last three years, ending on 31.03.2023, should be at least Rs. 71,32,910.00 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 or equivalent in relevant countries.

(Note: 'Start-ups and Micro and Small Enterprises' are exempted from 'Average Annual Turnover Criteria')

b) The bidder should not have suffered any financial loss for more than one year during the last three years, ending on 31.03.2023.

c) i) The net worth of the Bidder should not be negative on 31.03.2023 and also

ii) should not have eroded by more than 30% in the last three years, ending on 31.03.2023.

Note:

1. All experience, past performance and capacity/capability related data should be certified by the authorized signatory of the bidder firm. The credentials regarding experience and past performance to the extent required as per eligibility criteria submitted by bidder may be verified from the parties for whom work has been done.

2. All financial standings data should be certified by Certified Accountant's e.g. Chartered Accounts (CA) in

India and Certified Public Accountants/Chartered Accountants of other countries.

3. Bidder to furnish stipulated documents in support of fulfilment of qualifying criteria. Non-submission or incomplete submission of documents may lead to rejection of offer.

12. L-1 bidder will be rejected in financial bid evaluation, if the rate quoted is not in compliance with the prescribed minimum wages norms. The bid will be offered to the next lowest bidder (L-2) subject to the fulfilment of other conditions.

13. If required SPM may visit the factory during Tender stage, to ascertain the bidder manufacturing capability & quality control methodology.

Firm should submit the following:-

a) Infrastructure details

b) Machinery list

c) Organization structure

v. Bidder has to submit the following information regarding capacity and performance:

a. Name of the machine utilized to supply the quoted product.

b. The number of machines being utilized for the production and the capacity of each machine.

c. Total Annual Capacity of the manufacturer.

d. Supply orders in hand and proportionate capacity to supply quoted amount.

10. **Buyer Added Bid Specific ATC**

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

11. **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.

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---

Operation & Maintenance of WTP ETPs

Scope of Work

The bidder scope of work for Operation & Maintenance of Contract Shall includes the following:

General:

1. Duration of the operation and maintenance (O&M) contract shall be twelve (12) month starting from the date of award of this contract.
2. Bidder shall be responsible for operation and maintenance of Water Treatment Plant (WTP), Pulp Effluent Treatment Plant (PETP), Effluent Treatment Plant (ETP), New Effluent Treatment Plant including filtration and drum filter plant.
3. Bidder shall engage supervisors, chemist, Semi-skilled Operator cum Technician, unskilled workmen for operation & maintenance of WTP, ETP, PETP, Filtration plant, New ETP including drum filter to run the plant in overlapping shift system for 24×7 basis. This shall include experienced staff under a Plant In charge.
4. Bidder shall not change the manpower at site without prior approval of SPM; however, bidder shall promptly replace any personnel not found suitable or acceptable to SPM.
5. SPM shall critically review documents and experience profile of the operation and maintenance personnel intended to be engaged by the bidders. SPM reserves right to reject any person not acceptable to them.
6. Bidder shall be responsible for not only operation and maintenance of water and effluent treatment plants but also to achieve Zero Liquid Discharge & liaisoning with MPPCB and CPCB authorities for obtaining consent.
7. Bidder shall maintain the daily logbook, logbook for consumables like coagulant, flocculent, biocide, bleaching powder, lime, alum, PAC, water, electricity etc.
8. Bidder shall be responsible for daily/routine monitoring of inlet and outlet parameters and keeping records of parameters in logbook.
9. Bidder shall submit monthly/quarterly/daily logbooks, records and performance report of WTP, ETP, PETP, New ETP and Filtration Plant to the SPM officials.
10. The bidder shall be responsible for routine and breakdown maintenance of the plant of WTP, ETP, PETP, New ETP and Filtration Plant. Bidder shall have to inform the SPM officials well in advance for replacement of equipment& spares.

11. All the spares, Chemical & consumables (other than the scope of bidder) required will be provided by SPM.

12. The bidder shall be responsible for timely replacement of filter media like different grading sand, activated carbon with specified iodine value, gravels, and pebbles for filtration unit and filter cloth of drum filter to be provided by SPM and requirement to be intimated to SPM well in advance with detailed specifications etc.

13. Bidder shall be responsible for segregation and safe disposal of solid waste (recovered pulp from drum filter & filter bed, and other different sources etc) generated during operation and maintenance of WTP, ETP, PETP, New ETP and Filtration Plant within 1 km distance.

14. Bidder shall maintain all necessary documentation and records such as log sheets, charts, performance registers, inventory registers, equipment history, power consumption, chemical consumption, laboratory test reports, daily / weekly / monthly performance reports. These documents shall be developed in consultation with SPM.

15. Relevant important data shall be computerized for easy scrutiny of various parameters as well as in graphical form wherever possible to facilitate monitoring of the performance on a monthly basis by first week of every month. One PC of latest version along with one LaserJet printer with sufficient number cartridges are also to be provided by the bidder.

16. Bidder shall procure the consumable like Teflon tape, insulation tape, office stationary, computer stationary etc required for routine maintenance on their own cost.

17. Bidder shall also operate and maintain the laboratory testing facilities provided in WTP to carry out water and/or effluent tests indicating various quality parameters in intermediate and final stages of treatment as specified in relevant clauses and required to meet discharge norms and SPM shall provide instruments and chemicals etc on request of the Bidder. If any instrument & accessories of plant testing laboratory as well as plant damage by the contractor personnel should be provided by the bidder/contractor on immediate basis so that regular work will not be affected.

18. The bidder shall engage chemist who can analyses and monitor following parameters on daily basis to assess the plant performance;

- a. pH
- b. Total Solids (TS)
- c. Suspended Solids (SS)
- d. Total Dissolved Solids (TDS)
- e. Biochemical Oxygen Demand (BOD)
- f. Chemical Oxygen Demand (COD)
- g. Dissolved Oxygen (DO)
- h. Temperature
- i. Turbidity

- j. Total Hardness
- k. Total Alkalinity
- l. Residual Chlorine
- m. Mixed liquor Suspended Solids (MLSS)
- n. Mixed liquor Volatile Suspended Solids (MLVSS)
- o. Sludge Volume Index (SVI)

19. The outlet parameters of Water Treatment Plant (WTP) should be maintained in latest IS drinking water standard.

Operation

1. The bidder shall identify the process variables that need to be adjusted on day-to-day basis for optimum plant operation based on inlet effluent parameters in consultation with SPM.
2. Final treated water should be strictly as per State Pollution Control Board discharge norms.
3. Chemicals, adsorbents/media etc as required for the operation of ETPs shall be in the scope of supply of SPM. Unloading/ handling & storage of these chemicals, consumables to be done by the bidder.
4. Special chemicals, if any, will have to be clearly defined by the bidder with respect to quality & quantity and shall be under the scope of the Bidder.
5. Dewatering of valve pits, sumps, pond, sludge thickener, drains etc shall be in the scope of bidder.
6. Collection & disposal of all type of ETP sludge at the designated place (within a distance of 1 km) shall be in the scope of bidder.
7. Bidder shall provide a list of all reagents for laboratory analysis.
8. Bidder has to ensure that untreated waste water should not flow outside the premises in any circumstances and no unit or unit process shall overflow in any condition.
9. Any deficiency in providing services shall not be accepted to comply the Zero Liquid Discharge condition.
10. Instructions of SPM officials related to operation & maintenance of the unit shall be promptly followed by the bidder.
11. The bidder shall not bypass any system of the plant without prior permission of SPM officials.

12. All running maintenance, repairing jobs and corrective & preventive maintenance required to keep plant at maximum productivity level shall be carried out by the bidder, which include maintenance of all equipment, pipelines, PVC/GI/CI plumbing and maintenance work and other facilities within the plant premises.
13. The operation & maintenance and cleaning of equalization tank, underground tanks, pumps, overhead tanks shall be in the scope of the bidder.
14. Maintenance of pipelines (within the mill premises) for the treated water to the pulp & paper manufacturing process/plant and supply to the garden & collection-cum-evaporation pond etc shall be in the scope of the bidder
15. The bidder has to co-ordinate with the Estate & Horticulture departments for the maximum utilization of the treated water in the garden/lawn and collection cum evaporation pond.
16. The bidder has to co-ordinate with the supplier of the propose Reverse Osmosis (RO) plants of 3×1.5 MLD capacities for smooth installation, commissioning and operation.

Maintenance:

1. Bidder shall carry out all major maintenance/running maintenance/repair jobs and preventive/corrective/predictive maintenance required to keep the plant at maximum productivity level. These shall include maintenance of all equipment and other facilities within the WTP, ETP, PETP, New ETP, Drum Filter House.
2. The bidder shall bring and maintain adequate stock of all consumables like non-metallic gaskets, indicating lamps, shims, cleaning agents, cotton waste, adhesives, electrodes, cutting gas, grinding wheels etc. at site required for normal maintenance of plant.
3. The bidder shall establish a rotary section to diagnose the rotary equipment (pumps, blowers, compressor, motors etc.) problems and solve the problem as per satisfaction of SPM officials. Bidder should also submit failure analysis report along with corrective actions.
4. Bidder shall carry out regular/routine breakdown maintenance job as and when problems/defects are noticed.
5. Bidder shall periodically check equipment, lubrication, alignments etc. to ensure proper performance.
6. Bidder shall bring and maintain adequate quantity of tool & tackles, material handling, scaffolding materials, ladders etc for carrying out all maintenance jobs.
7. The bidder shall maintain history card for all equipment.

Mechanical:

The scope of work includes all major/minor works to keep the plant in good operating condition which also includes and not limited to the following:

1. Maintenance of all static & rotary equipment.
2. Complete overhauling of equipment such as various types of pumps ,agitators, drum filters gearboxes etc. as required.
3. Alignment of all equipment.
4. Lubrication of all rotating equipment and rotating parts as per schedule.
5. Cleaning and flushing of various units, pipelines, tanks, vessels and arresting of all kinds of leakages, fabrication and erection of staircase, platforms, pipelines and other structural items etc. Structural items shall be supplied by SPM.
6. Periodic inspection and repair of all static vessels and installations for checking any deterioration in surface finish/rubber lining etc.
7. Cleaning of Filters and Strainers & checking for integrity and fouling. Changing Filters/Strainers if they are due for repair/replacement etc.
8. All safety norms should be adhered to.
9. Bidder shall periodically check the basic parameters like temperature, vibration etc. to ensure proper functioning.
10. The bidder should bring and maintain work shop welding machine, grinding machine, cutting set, Argon cylinder, DA and Oxygen cylinder with accessories, cutting and grinding wheel, Chain Pulley Blocks, Tungsten rod, welding rods all types and their accessories, all types of trolley for material & machines handling, all personal protective appliances for their personnel etc.
11. Bidder should ensure availability of equipment with a proactive approach.
12. For proper maintenance of the plant, the bidder is required to bring and maintain a set of tools & tackles in good working condition at site. If any additional tools and tackles are required for proper performance of the contract, the bidder shall also arrange for the same immediately with no extra cost to SPM.
13. Apart from above mentioned tools & tackles and mechanical consumables, rest mechanical consumable and spare parts are in the scope of SPM.

Electrical:

The scope of work includes all works to keep the plant in good operating condition which also includes and not limited to the following:

1. Motor:-

- (i) Motor T.B cable connection tightening.
- (ii) Clean the stator body, fan, etc.
- (iii) Check IR value of motor windings.
- (iv) Lubricate motor bearings at both drive and non-drive sides.
- (v) To change motors drive side and non-drive side bearing, if required.
- (vi) Motor shifting, mounting etc.
- (vii) Checking of vibration, temperature etc.
- (viii) To check proper earthing of motors.
- (ix) To use canopies to protect outside motor from water.
- (x) (x) To ensure proper sealing of motor terminal box and all junction box against dust and water.

2. Cable

- (i) Laying of cables.
- (ii) Checking of IR value and continuity of cable/wires. (iii) Checking and tightening of the end connection.
- (iv) Lugs, termination and gland connection

3. LT Panels:-

- (i) Panel cleaning. (ii) Connection tightening of wire / cables inside the panels.
- (iii) Contactors moving and non-moving plates cleaning.
- (iv) Mounting and connection of SFU, contactors, relays, MCBs, MCCBs, MPCBs, timers etc.
- (v) Wires/ cable dressing inside the panels.
- (vi) Checking of control wiring to ensure healthiness of tripping circuit.
- (vii) Relay and timer setting.
- (viii) (viii) Proper functioning of meters, to check the zero error and take corrective action if required.
- (ix) Checking the proper functioning Of DOL/ Star delta starter.
- (x) To ensure proper earthing in panels.

4. Illumination System:-

- (i) Maintenance of LP, SLP, MLDB, ELDB etc.
- (ii) Luminaries' connection as and where required.
- (iii) To ensure proper earthing in each luminaries.
- (iv) To ensure timely ON /OFF of hi bay lights, tube lights, streetlights etc.

5. Tools and Tackles:- For proper maintenance of the plant, the bidder is required to bring and maintain following set of tools, tackles and instruments in good Working condition at site.

- (i) Multi-meters.
- (ii) Tong tester
- (iii) Meggers.
- (iv) Earth resister tester.

- (v) Electrical motor Checker.
- (vi) Techo meters.
- (vii) Temperature gun
- (viii) Ratchet sets.
- (ix) Allen key sets. If any additional tools, tackles and instruments are required for proper maintenance, the bidder shall also arrange the same immediately with no extra cost to SPM.

6. Maintenance of field earth pit shall be in the scope of bidder.

7. Bidder must be maintain daily log book, daily energy consumption reading, Motor checklist etc.

8. Apart from above mentioned tools & tackles and electrical consumables, rest electrical consumable and spare parts are in the scope of SPM.

Instrumentation:

The scope of work includes preventive, routine and breakdown maintenance of all control room and field instruments including supply of consumables, to keep the plant in good operating condition, which also includes and not limited to the following:

1. Instrument Control Panel: Clean the panel interior & exterior. Check for the tightness of terminals, cable end & earthing terminations. Check fuses, indicating lamps switches, PBS, check the alarm and annunciator for its proper functioning and replacement/repair of defective components. Check the function of instruments for zero/span values and calibrate if required.

2. Field Instruments: Check the tightness of terminals, cable and termination and earthing studs. Replace/repair the defective components, if observed, calibrate the instruments. Check the operation of control valve and overhauling of the same if required, including dropping, fixing and calibration.

3. Successful Bidder shall provide schedule of preventive and routine maintenance in consultation with SPM officials.

4. Regular consumables such as Teflon tape, Insulation tape, cloth etc also to be maintained in sufficient qty. Bidder is to provide list of consumables to SPM for review.

5. The bidder shall also arrange for all tools & tackles and instruments along with accessories & consumables required for proper maintenance with no extra cost to SPM.

6. Apart from above mentioned tools & tackles and Instrumentation consumables, rest Instrumentation consumables and spare parts are in the scope of SPM.

Safety Conditions:

1. Bidder has to maintain the cleanliness in and around water works area including jungle and general cleaning. Bidder shall also be responsible for housekeeping i.e. cleanliness of plant yard, pathway, and area around the units plant buildings, cleaning of drain, channel, MS grating in WTP, ETPs & PETP etc.

2. General housekeeping of the surrounding workplace to be done. The required tools and tackles for housekeeping of the plants such as Brush Cutter (With Blade), CHAIN SAW, hedge shear, STRING TRIMMER etc. are in the scope of bidder.

3. Cleaning of drain, channel, MS grating in W TP, ETPs & PETP etc.

4. Health, Safety, Environmental (HSE) Regulations shall also have to be complied.

5. The bidder shall be constantly assessed by SPM officials on the HSE aspects. The bidder is expected to follow higher standards and put in place related controls under occupational HSE and legal considerations. As for minimum, bidder shall inter alia abide by following:

i. Smoking, drinking, tobacco addiction inside the SPM premises is strictly prohibited. Carrying of matchboxes, lighters or any other means of ignition is strictly prohibited.

ii. The bidder shall not commence any risk activities such as working at height, welding in the chemical tank or pipeline, loading or unloading of hazardous chemicals etc. without the valid permit for the area and for the job. Necessary permits/clearances are to be obtained by the Safety department of SPM as per the requirement of the job.

iii. All the contract labours shall have to attend the fire & safety training program arranged by the Safety department of SPM.

iv. A minor and major accident shall have to be reported to the Safety department with prescribed format as per Factories Act, 1948.

v. All the safety equipment that is provided in the ETP plant is to be maintained in good operating condition by the bidder. Regular checks for proper functioning of the equipments to be done by the bidders manpower & get rectified from Fire & Safety department through SPM Officials. In case of any emergency, fire-fighting will be required to be handled by the bidders manpower that will be on duty during such time of happenings. The operation & maintenance manpower provided by the bidder should be well trained & be able to handle the emergency situations independently.

vi. The General Manager, SPM or his authorized representative reserves the right to terminate the contract and forfeit any or all amounts due to him in case it is found that the precautions written on the permit and plant safety rules are not strictly be adhered by the bidder.

vii. Good housekeeping must be practiced by the bidders personnel at all times while within the plant. During and after completion of the work, they are to ensure that their work area is kept clean and tidy.

viii. Bidder shall adhere to safety instructions as per SPM norms and special terms and conditions of contract job. All PPEs issued by the bidder to their O&M employees should be as per standard specifications.

ix. Bidder has to follow plant safety rules, security rules & labour acts etc.as applicable and amended time to time.

x. Plant safety rules and policy of the company framed as per MP Factories rules 1962 and Factories act 1948 are to be complied.

xi. The bidder shall arrange at their own cost for the personal protective equipment to the personnel engaged by them such as safety helmets, safety goggles, hand gloves, safety shoes, gumboots, PVC apron sand any other PPE required as per SPM safety guidelines.

xii. The bidder shall provide safety shoes/gum boots and uniform to their personnel having name of Bidder on it. No personnel shall be allowed to work without their uniform and safety shoes/gum boots Special Conditions of Contract (SCC):

1. Rate of the wages should not be less than minimum wages as prescribed by Ministry of Labour & Employment Office of the Chief Labour Commissioner, New Delhi from time to time.

2. The minimum number of persons is based on present requirement which may increase/decrease. In case of requirement increase, the bidder shall arrange the deployment of additional requirement within 7 days.

3. In case of any revision in the minimum wages payable to the worker, the bidder shall pay the enhanced wages to the engaged worker at actual& statutory contribution thereon.

4. The bidder has to ascertain the required manpower with qualification and experience necessary for operating & maintaining the system and accordingly quote for the bid.

5. The bidder shall provide all the necessary documents, photo etc forgetting the entry gate pass from the CISF, SPM. The bidder shall ensure that all labourers/ supervisors engaged by them will carry identify card/ photo pass during working hours.

Qualification & Experience details of Manpower:

1. Site In-charge: (1 Nos); BE in Environmental/ Chemical/Civil/ Mechanical/Electrical & 05 Year experience & Minimum 2 Years in ETP operations.

2. Supervisor: (3 Nos); BE in Environmental/Chemical/Mechanical Engg/Electrical Engg/Civil Engg & Minimum 2 Years in ETP operations.

3. Chemist: (3 Nos); M.Sc in Chemistry/B.Sc in Chemistry & Minimum 2 years experience for M.Sc & 3 Years' experience for B.Sc.

4. Operator Semi skilled: (42 Nos); ITI (Fitter/Welder/Electrician)& Min. 01 years' experience in Effluent treatment plants/Process plants.

5. Helper Unskilled (6 Nos); 8th Pass & Min 01 year experience in process plants

Note: Contractor has to arrange minimum 55 Nos. manpower must be engaged in (A,B,C & G) shifts excluding Off-Reliever (OR) and Leave-Reliever (LR) for smooth operation of plants on 24×7 basis. In case of leave or weekly-off of an individual sufficient number of manpower shall be engaged.

INSTRUCTION TO THE BIDDERS

1. The Contractor must fulfill all the provisions/conditions required under the following Acts;
 - i. The Contract Labour (Regulation & Abolition) Act, 1970
 - ii. The Minimum Wages Act, 1948
 - iii. The Payment of Wages Act, 1936
 - iv. The Employee Provident Fund & Misc. Provisions Act, 1936
 - v. The Employee Estate Insurance Act, 1948.
 - vi. The Industrial Dispute Act, 1947
 - vii. The Employees Compensation Act, 1923
 - viii. Other Misc. as & when Applicable
2. The Contractor shall submit periodical returns as may be specified from time to time.
3. The Contractor shall maintain complete official records as per aforesaid labour laws/Acts in respect of all the contract labour deployed in SPMN Premises.
4. The Contractor shall maintain a personal file in respect of all their staff who are deployed in SPMN office. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (Temporary/ Permanent) and all grievances recorded by the staff vis-a-vis action taken etc.
5. Each monthly bill must accompany the following duly sealed and signed by the contractor/proprietor:
 - (a) Attendance sheet
 - (b) Payment sheet/wages sheet
 - (c) Bank transfer details/Statement of Wages
 - (d) ESI Challan
 - (e) PF Challan
 - (f) ECR by EPFO
6. Contractor shall follow the shift timings as defined under;
Shift-A = 06.00 AM to 02.00 PM
Shift-B = 02.00 PM to 10.00 PM
Shift-C = 10.00 PM to 06.00 AM
Shift-G = 08.00 AM to 05.00 PM
However, SPM may be changing the timings for the day and night shift at its discretion, from time to time and same will be intimated to the contractor.
7. The Contractor must ensure that all of his unskilled labour will wear uniform with separate dress code, without pocket with name plate, failing which will invoke penalties.
8. Agency should provide Police Verification & Character Certificate of the deployed labour. 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.
9. The General Manager, Security Paper Mill in his sole discretion unconditional and without having to assign any reason, reserves the right:
 - (a) To accept or reject the lowest tender or any other tender or all the tenders.
 - (b) To accept any tender in full or in part.

(c) To apportion the total services amongst different tenders.

(d) To enforce Fore-closure clause after placement of job orders by giving due notice of 15 days i.e. "if at any time during contract, the contract can be terminated by the General Manager, Security Paper Mill." for any security reasons or unsatisfactory performance by the contractor, without giving any right to the contractor for any claim or damages or loss to be lodged against Security Paper Mill.

10. The rates quoted shall be for the entire period of the contract. Any amendment there to shall be at the sole option of Security Paper Mill. The said rate shall be quoted keeping in the mind that the statutory compliance of all labour laws / regulations must be compliance by the contractor/agency.
11. In case of increase in minimum wages subsequent to opening of the tender, then the increase amount of the wages including the corresponding PF share shall be revised in the contract by Security Paper Mill. Any change /increment in the minimum wages issued by Deputy Chief Labour Commissioner (Central) office, Jabalpur will be paid to the contractor and the contractor should pay the same to their staff.
12. The payment(s) shall be made to the contractor are subject to deduction of tax(s), Cess liveable by any Government as per rules from time to time and will be made after the completion of every month on completion of the assigned work and after certification by user department. The bill must be submitted in triplicate. Further, the agency shall furnish a copy deposition of monthly EPF challans/returns etc. with next bill, failing which amount as deemed fit by Security Paper Mill, Hoshangabad shall with hold in the next subsequent bill. The required strength of manpower for various works shall be as per actual manpower deployment and any increase/decrease there by in the actual manpower deployed shall increase/reduce the payment to be made proportionately as per rates given in the agreement.
13. The agency shall claim their commission in the form of Administration and service charges for providing services at a rate quoted by it in the price tender document and contract.
14. The Contractor should make suitable arrangement for supervision of the manpower deployed and other related works.
15. The agency shall ensure that their staff deployed for service in Security Paper Mill premises shall be available during their duty hours and they shall not leave their place of duty without authorization of supervisor of the contractor.
16. That the agency shall deploy suitable personnel at all relevant time for rendering services and shall further maintain a list of the reserves police verification duly complied for replacement and supplement the strength at short notice as per work experiences. The agency shall furnish such list to the officer authorized by Security Paper Mill every month.
17. The Contractor shall not engage any sub-contractor or transfer the contract to any other person.
18. Security Paper Mill, is not responsible for any dispute of manpower deployed by the contractor, and the manpower so deployed shall not be in any way is the employees of Security Paper Mill.
19. Contractor will be responsible for making the payment directly to the deployed manpower through bank transfer only by 10th of every month.

20. The Contractor firm shall be responsible for all injuries and accidents to persons employed by him. In the event of injury, illness or mis-happening to any worker, Security Paper Mill (MP) (the company) will not be liable to pay any compensation.
21. Contractor shall have to engage the required number of manpower and in case required number is not available on any day without proper and acceptable reason SPM can impose penalty on Contractor firm as per tender condition.
22. If the contractor repeatedly violates the terms and conditions of the contract or fails to supply required number of unskilled manpower despite Security Paper Mill, having served him proper notices, the contract shall be liable to be terminated and security so deposited shall be forfeited.
23. In case of disputes for non-payment of wages to the deployed manpower or any other, the payment due to the Contractor firm can be withheld till settlement of the disputes on the orders of the court of law.
24. Companies Act, Tax deduction liabilities, welfare measures of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herein, though any such onus shall be the exclusive responsibility of the contractor and it shall not involve Security Paper Mill in any way whatsoever. Compliance of these provisions shall be ensured at the time of making monthly payments.
25. In case the contractor/ Agency leaves the job before completion of the period of contract Security Paper Mill 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 Security Paper Mill, if any.
26. In case of any loss or theft, it shall be made good by the agency and failure on the part of the contractor/agency part to do so within a period of 30 days, the loss shall be made good by the encashment of bank guarantees, and if the amount of loss or damage exceed the amount of bank guarantee then remaining amount shall be recovered from amount standing due and payable to the contractor/agency.
27. Any controversy of dispute arising out of this contract shall be referred to the sole arbitrator for adjudication of dispute to be appointed by Security Paper Mill, and/or any other officer authorized by Security Paper Mill it on an application made to it within 30 days of the arising of the dispute. To entertain ability of an application made after the period of thirty days shall be at the discretion of Security Paper Mill, and / or any other officer authorized by Security Paper Mill. The arbitration and conciliation act, 1996 shall apply and the venue of the arbitration shall be Narmadapuram. The cost of arbitration shall be shared equally by both the parties.
28. Any individual/firm/company/register society/registered cooperative society presently engaged by this institution and whose performance has not been found satisfactory shall not be eligible for offering tender even if the individual firm/company/ registered society/registered co-operative society subsequently changes the character/style /nomenclature/compositions of the tenderer and such tender shall be rejected out rightly.
29. The tenderer shall disclose in writing all relevant facts as to ownership of the agency and constitution of the business. If it is propriety concern, the name of the proprietor, if it is a firm, the names of all the

partners and attested copy of the partnership deed; and if it is a company, the names of all the directors, shall be disclosed. Further, if the said proprietor/any of the partners/any of the directors has/have substantial interest in any other agency, the said fact and the nature of the said interest shall also be disclosed. If the concerned agency has any associated concern/subsidiary/principal/holding company/holding firm, the same shall be disclosed with full particulars.

30. Contractor be responsible to ensure high integrity of the manpower deployed by it. Any personnel deployed by the agency, caught making theft shall be handed over to the local police as per law in addition to actions liable as contained in the terms and condition of the tender/contract. Contractor should ensure that all administrative & security rules of the Security Paper Mill must adhere by the personal deployed by the agency.
31. The terms and conditions contained herein shall form part of and shall take as if they were included in the contract agreement to be entered in to between Security Paper Mill with contractors.

Note: - If any of the terms & conditions 1 to 31 above is not found fulfilled during the work contract, Security Paper Mill reserves the right to discontinue the contract and forfeit the Performance Security without assigning any reasons thereof by providing a hearing to the contractor, if he wants so.

32. OBLIGATION OF CONTRACTOR:

- i. Contractor must provide to its employees their photo identity cards properly displayed during duty time. No extra payments shall be claimed by the Contractor or its deployed staff from SPM for such item.
- ii. Contractor must employ adult personnel with relevant skill and qualification only. Employment of child labour shall lead to the termination of the contract at the risk and cost of the Contractor.
- iii. Be it private or public areas, the Contractor's employees shall be liable to be frisked checked by the security personnel at SPM premises or on duty at any time during performance of their duties.
- iv. Contractor's employees shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the SPM property/person.
- v. Contractor shall be solely responsible for any indiscipline, theft, loss or damage to any or persons/property at the premises on account of acts of omission and commission by the staff deployed by him.

33. PENALTIES:

- i. The Contractor shall disburse monthly payment to its deployed manpower latest by 10th of every month, failing which penalty to forfeited service charges of that particular month may be imposed and thereafter the contract shall liable to be terminated subject to approval of the competent authority. Accordingly Security Deposit /Performance Bank Guarantee shall also be forfeited and Bank guarantee will be encashed and in such case SPM will have the power to appoint any other agency to carry out works as per scope of work under this contract at the risk and cost of the Contractor.
- ii. Whenever and wherever it is found that the assigned work is not performed up to the entire satisfaction of the SPM, it will be brought to the notice of Contractor by the SPM and if no action is taken immediately, service charges may be forfeited for that particular month by invoking penalty clause.

- iii. The Contractor has to maintain adequate number of manpower as per this contract and also arrange a pool of standby manpower of requisite qualifications. If the required number of persons is less than the specified number as mentioned in the contract, a penalty of Rs.100/- per absentee per day from monthly service charges shall be deducted from the bill(s)
- iv. In case the Contractor fails to fulfill the minimum statutory requirements as per the conditions of the tender document and fails to produce the concerned documents, it shall be treated as breach of the Contract and the Contractor is liable to be blacklisted by the SPM, in addition to forfeiting of the monthly bills and Performance Security Deposit.
- v. In case of breach of any conditions of the contract and for all types of losses cause including excess cost due to hiring services in the event of Contractor failing to provide requisitioned number of manpower, the SPM shall make deductions at double the rate on pro rata basis from the bills preferred by the Contractor or that may become due to the Contractor under this or any other contractor from the security deposit or may be demanded from him to be paid within seven days to the credit of the SPM.
- vi. Non-compliance of any tender conditions may also lead to deduction of service charge for the month and decision of SPM management shall be final and binding.

34. SAFETY CONDITIONS:

- i. The manpower supplied by the contractor will work under their supervisor and will obey all the instructions given by supervisors.
- ii. All contractors must appoint their supervisor to look after the day to day activity of their labour at site.
- iii. Any injury/accident occurred at work place shall immediately be reported to the safety department of SPM/respective section.
- iv. The charges of such medical treatment will be borne by the contractor in addition to the various provisions under the ESI Act.
- v. Safety helmet, belt and other safety appliances as per the requirement at the working places shall have to be provided by the contractor.

PAYMENT TERMS

1. Terms and Mode of Payment:

- a. Payment of Minimum wages for Laborers shall not be less than the minimum wages notified time to time by Office of the Dy. Chief Labour Commissioner (Central), Jabalpur.
- b. The payment will be made by SPM through RTGS/NEFT to the contractor after submission of their monthly bill duly certified by Quality Assurance Department. Any deviation as reported by the supervisor will be taken care separately during the next month.
- c. Applicable taxes may please mention on Price schedule/Invoice of document alongwith HSN/ SAC code.
- d. Registration certificate of GSTIN issued from the concerned authority may please be attached alongwith tender document.
- e. If income tax is payable then the bill payment will be made after the deduction of such taxes. The TDS certificate will be provided to the Contractor accordingly. The contractor will provide PAN in bills.
- f. Any TDS or surcharge applicable to the contractor then as per rule the deduction from the bill will be made along with surcharge. The copy of the same will be provided accordingly.

PRICE SHEDULE

The Price bid should clearly indicate the break-up of the price as under:-

SAC CODE:

S. No.	Particulars	Unskilled (in Rs)	Semi-Skilled (in Rs)	Skilled (in Rs)	Highly Skilled (in Rs)
		(A)	(B)	(C)	(D)
1	Minimum Wages as per circular no. F. No. 1/5(3)/2023-LS-II dated 03.04.2023 w.e.f 01.04.2023 (Refer Note-1)	Rs. 494.00	Rs. 577.00	Rs. 695.00	Rs. 816.00
2	EPF @ 13% on (1)	Rs. 64.22	Rs. 75.01	Rs. 90.35	Rs. 106.08
3	ESIC @ 3.25% on (1)	Rs. 16.06	Rs. 18.76	Rs. 22.59	Rs. 26.52
4	Bonus @ 8.33% on (1)	Rs. 41.15	Rs. 48.07	Rs. 57.90	Rs. 67.98
5	Sub Total (1+2+3)	Rs. 615.43	Rs. 718.84	Rs. 865.84	Rs. 1,016.58
6	Labour required	6.00	42.00	6.00	1.00
7	Required days	365.00	365.00	365.00	365.00
8	Total (5*6*7)	Rs. 13,47,791.70	Rs. 1,10,19,817.20	Rs. 18,96,189.60	Rs. 3,71,051.70
9	GST @ 18% on (8)	Rs. 2,42,602.51	Rs. 19,83,567.10	Rs. 3,41,314.13	Rs. 66,789.31
10	Total (8+9)	Rs. 15,90,394.21	Rs. 1,30,03,384.30	Rs. 22,37,503.73	Rs. 4,37,841.01
11	Service Charge inclusive of GST (min. 3.85% on Sr. No. 8)+ Other charges				
12	Total (10+11) (in Rs)				
Grand Total (A+B+C+D) of 12 (in Figures)					
Grand Total (A+B+C+D) of 12 (in Words)					

NOTE:

1. Rs. 494.00 per day is the minimum wages fixed for unskilled, Rs. 577.00 per day is the minimum wages fixed for Semi-skilled, Rs 695.00 is the minimum wages fixed for Skilled and Rs 816.00 is the

minimum wages fixed for Highly-skilled manpower as per Circular no. **Minimum Wages as per circular no. F. No. 1/5(3)/2023-LS-II dated 03.04.2023** of Government of India, Ministry of Labour & Employment, office of the Chief Labour Commissioner (C), New Delhi w.e.f. 01.04.2023. Any increase in the rate of minimum wages of labour (as fixed by Central Govt.) with consequential statutory payments shall be reimbursed.

2. The Contractor/Service provider is required to submit complete rates/Quotations only after satisfying each and every condition as laid down.
3. Rate/Quotations should be in compliance with the Minimum Wages Act and any other relevant Acts/Orders of Government of India that is applicable. The minimum wages rate is prescribed vide Circular no. **circular no. F. No. 1/5(3)/2023-LS-II dated 03.04.2023** issued by the Chief Labour Commissioner(C), Ministry of Labour & Employment, New Delhi.
4. L-1 bidder will be rejected in financial bid evaluation, if the rate quoted is not in compliance with the prescribed minimum wages norms. The bid will be offered to the next lowest bidder (L-2) subject to the fulfillment of other conditions.
5. That the Contractor shall pay and continue to pay Minimum Wages to the workers and if it is found that less wages were paid, contract will be terminated forthwith and the deficient wages will be deducted by the Buyer from tenderer and paid directly to the workers employed by them and further, payment to the firm will be made only on satisfactory performance of work for each period as certified by the User and HR Department.
6. Insurance cover protecting the agency against all claims applicable under Employees State Insurance Act, 1948, shall be taken by the contractor / service provider. The contractor / service provider shall arrange necessary Insurance coverage for any person deployed by him even for a short duration. This Buyer shall not entertain any claim arising out of mishap if any, that may take place. In the event of any liability/claim falling on buyer, the same shall be reimbursed/indemnified by the contractor/service provider.
7. Contractor/service provider shall be directly responsible for any/all disputes arising between him and his personnel and keep this office indemnified against all actions, losses, damages, theft, expenses and claims whatsoever arising thereof.
8. Contractor shall be solely responsible for payment of wages/salaries other benefits and allowances to his personnel that might become applicable under any Act or order of the Government including the Minimum Wages Act. Buyer shall have no liability whatsoever in this regard and the Contractor shall indemnify the buyer against any/ all claims which may arise under the provisions of various Acts, Government Orders etc.
9. Deduction towards EPF and ESI etc. be factored in rates being quoted on per month basis and the same would not be payable over and above the rates thus quoted. The contractor / service provider



would be liable for ensuring compliance with the relevant rules and regulations as notified by the Government in this regard from time to time.

10. It is made clear that the engagement of the contractor/service provider does not in any way confer any right to the contractor/service provider or the persons that may be deployed by him with the Buyer for claiming any regular or part time employment with the Buyer.

11. All fields are mandatory to quote.

12. Declaration:- We confirm that the quoted prices are all inclusive i.e. basic minimum wages, DA, PF, ESI, Bonus, Contractors overhead profit, uniform charges, etc.,. There would not be any price escalation during the service period. We also confirm that we will abide by all the tender conditions and we do not have any counter conditions.

13. Mode of Payment: Payment will be made through RTGS/NEFT (Please provide the details as required)

S. No. Details

- | | |
|----------------------|-------|
| 1. Name of supplier | |
| 2. Account No. | |
| 3. Account Type | |
| 4. Name of the Bank | |
| 5. Branch | |
| 6. City | |
| 7. Branch Code | |
| 8. MICR Code | |
| 9. IFSC Code | |
| 10. GSTIN | |
| 11. HSN/SAC Code | |
| 12. Shipping Address | |
| 13. Place of Supply | |
| 14. Billing Address | |

SIGNATURE OF BIDDER
(WITH NAME, DESIGNATION AND SEAL)

PRE-QUALIFICATION CRITERIA

1. PQ criteria No. 1: Experience & Past Performance

The bidder should have experience of having successfully completed similar services of operation and maintenance of water treatment plant and effluent treatment plant for the value of at least **Rs. 71,32,910.00** in any one of the last five years ending on 31st March 2023.

(Note: 'Startups and Micro and Small Enterprises' are exempted from 'Experience and Past Performance Criteria')

2. PQ criteria No. 2: Capability Equipment & Manufacturing Facilities

The bidder must have capability to provide the relevant services.

{Note: The requirement stated under capability, equipment and manufacturing facilities are applicable to all the bidders including MSEs & Startup Firms.}

3. PQ criteria No. 3: Financial Standings:

- a) The average annual financial turnover of the bidder during the last three years, ending on 31.03.2023, should be at least **Rs. 71,32,910.00** 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 or equivalent in relevant countries.

(Note: 'Start-ups and Micro and Small Enterprises' are exempted from 'Average Annual Turnover Criteria')

- b) The bidder should not have suffered any financial loss for more than one year during the last three years, ending on 31.03.2023.
- c) i) The net worth of the Bidder should not be negative on 31.03.2023 and also
ii) should not have eroded by more than 30% in the last three years, ending on 31.03.2023.

Note:

1. All experience, past performance and capacity/capability related data should be certified by the authorized signatory of the bidder firm. The credentials regarding experience and past performance to the extent required as per eligibility criteria submitted by bidder may be verified from the parties for whom work has been done.
2. All financial standings data should be certified by Certified Accountant's e.g. Chartered Accounts (CA) in India and Certified Public Accountants/Chartered Accountants of other countries.
3. Bidder to furnish stipulated documents in support of fulfilment of qualifying criteria. Non-submission or incomplete submission of documents may lead to rejection of offer

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/YYYY)	Linked PAN with Aadhaar number or will link it before 30 Jun 2023 (or any further date as may be notified by CBDT ("Yes / No"))
2020-21					
2021-22					
2022-23					

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. 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.....

(To be submitted on the letter head of the manufacturing firm)

SECTION XIV: MANUFACTURER'S AUTHORIZATION FORM

To,

Security Paper Mill, Narmadapuram
A Unit of Security Printing & Minting
Corporation of India Limited
(Wholly Owned by Govt. of India)
Hoshangabad

Ref: Your Tender document No, dated

We,.....who are proven and reputable manufacturers of
..... (Name and description of the goods offered in the tender) having
factories at hereby authorize Messrs
(name and address of the agent) to submit a tender, process the same further and enter into a
contract with you against your requirement as contained in the above referred tender enquiry
documents for the above goods manufactured by us.

We further confirm that no supplier or firm or individual other than Messrs.....
..... (name and address of the above agent) is authorized to submit a
tender, process the same further and enter into a contract with you against your requirement
as contained in the above referred tender enquiry documents for the above goods
manufactured by us.

We also hereby extend our full warranty, as applicable as per clause 16 of the General
Conditions of Contract read with modification, if any, in the Special Conditions of Contract for
the goods and services offered for supply by the above firm against this tender document.

Yours faithfully,

.....
.....

[Signature with date, name, and designation]

for and on behalf of Messrs.....

Name & address of the manufacturers

*Note: This letter of authorization should be on the letter head of the manufacturing firm and
should be signed by a person competent and having the power of attorney to legally bind the
manufacturer.*

Checklist of Documents for Technical Bid

S. No.	Documents Required	Submitted (✓)
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 : Technical Specification	()
4	Acceptance of all terms and condition as per Buyer Added Bid Specific ATC (Self Declaration in letter head for Acceptance of Gem Bid Seal & Sign)	()
5	Buyer added Specific ATC Declarations (Buyer uploaded ATC document : Annexure-I, II & III)	()
6	Manufacturer/OEM Authorization Certificate	()
7	Capability related documents as per bid	()

Bank Guarantee Form for Performance Security

**PROFORMA OF BANK GUARANTEE FOR CONTRACT PERFORMANCE
GUARANTEE BOND**

(ON BANK'S LETTERHEAD WITH ADHESIVE STAMP)

Ref

Date.....

Bank Guarantee No.....

To,

(Insert Name & Address of the Purchaser)

Dear Sir,

1. Against contract vide Notification for Award of the Tender No.....
dated covering supply of
(herein after called the 'contract') entered into between the (insert name of Purchaser)
(herein after called as the Purchaser) and M/s (herein after called the
'Contractor'), this is to certify that, at the request of the Contractor, we
..... (name of the bank), are holding in trust in favour of the
Purchaser, the amount of (write the sum here in words), to
indemnify and keep indemnified the Purchaser, against any loss or damage that may be
caused to, or suffered by the Purchaser, by reason of any breach by the Contractor of any
of the terms and conditions of the said contract and/or in the performance thereof. We
agree that the decision of the Purchaser, whether any breach of any of the terms and
conditions of the said contract and/or in the performance thereof has been committed by
the Contractor; and the amount of loss or damage that has been caused or suffered by the
Purchaser, shall be final and binding on us, and the amount of the said loss or damage
shall be paid by us,
2. We (name of the bank), further agree that, the guarantee
herein contained, shall remain in full force and effect, for sixty days after the complete
conclusion of the contractual obligations to the complete satisfaction of both the BIDDER
and the BUYER, including warranty period whichever is later, i.e. till.....,
(hereinafter called the 'said date') and that if any claim accrues or arises against
us.....(name of the bank), by virtue of this guarantee before the said
date, the same shall be enforceable against us..... (name of the bank),
notwithstanding the fact that the same is enforced within six months after the said date,
provided that notice of any such claim has been given to us
(name of the bank), by the Purchaser, before the said date. Payment under this bond of
guarantee shall be made promptly, upon our receipt of notice to that effect, from the

Purchaser.

3. It is fully understood that this guarantee is effective from the date of the said contract and that we..... (name of the bank), undertake not to revoke this guarantee during its currency, without the consent in writing of the Purchaser.
4. We undertake to pay to the Purchaser, any money so demanded, notwithstanding any dispute or disputes raised by the Contractor, in any suit or proceeding pending before any Court or Tribunal, relating thereto, our liability under this present, being absolute and unequivocal. The payments so made by us under this bond, shall be a valid discharge of our liability for payment thereunder, and the Contractor shall have no claim against us, for making such payments.
5. We..... (name of the bank), further agree that the Purchaser shall have the fullest liberty, without affecting in any manner our obligations hereunder, to vary any of the terms and conditions of the said contract, or to extend time of performance by the Contractor, from time to time, or to postpone for any time or form, time to time, any of the powers exercisable by the Purchaser, against the said Contractor and to for bear or enforce any of the terms and conditions relating to the said contracts and we.....
(name of the bank), shall not be released from our liability under
(name of the bank), shall not be released from our liability under this guarantee, by reason of any such variation or extension being granted to the said Contractor, or for any forbearance and/or omission on the part of the Purchaser, or any indulgence by the Purchaser towards the said Contractor, or by any other matter or thing whatsoever, which under the law relating to sureties, would, but for this provision, have the effect of so releasing us from our liability under this guarantee.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor.

Date:

Place:

Signature.....

(Printed Name).....

(Designation).....

Witnesses

(Bank's Common Seal)