

### Bid Corrigendum

GEM/2025/B/6583190-C5

Following terms and conditions supersede all existing "Buyer added Bid Specific Terms and conditions" given in the bid document or any previous corrigendum. Prospective bidders are advised to bid as per following Terms and Conditions:

#### Buyer Added Bid Specific Additional Terms and Conditions

1. **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. **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.
3. Bidders can also submit the EMD with Account Payee Demand Draft in favour of  
Security Paper Mill  
payable at  
Narmadapuram  
. Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.
4. Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C  
Security Paper Mill Narmadapuram  
. The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledger. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date
5. Bidders can also submit the EMD with Banker's Cheque in favour of  
Security Paper Mill  
payable at  
Narmadapuram  
. Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.
6. Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name  
Security Paper Mill Narmadapuram  
Account No.  
201003487038  
IFSC Code  
INDB0000449  
Bank Name  
Indusind Bank  
Branch address  
Ground Floor, Sat Rasta, Main Road, Narmadapuram (M.P) 461001  
. Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

7. 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. File Attachment [Click here to view the file.](#)
9. 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.
10. Buyer uploaded ATC document [Click here to view the file.](#)
11. Buyer Added text based ATC clauses

### **List of Requirements**

1. **Required Terms of Delivery:** Place of Work:- Security Paper Mill, Narmadapuram (GUEST HOUSE) (duly unloaded)
2. **Destination:** Security Paper Mill, Narmadapuram, Madhya Pradesh - 461 005
3. **Payment Terms:**
  - 3 (a). Service provider is required to pay salaries/wages of contracted staff deployed at buyer location first i.e. their own and then claim payment from buyer along with all statutory document like PF, ESIC etc as well as bank statement of payment done to staff.
  - 3 (b). Payment shall be done through RTGS/NEFT facility. Bidder should provide bank account details including Account no, IFS Code, Bank name, Branch Code, Location of bank etc. and GSTIN No., HSN Code of materials, SAC code of services, billing address, Shipping address, Place of supply, GST% and amount in your bill for the same without which payment will not be release.
  - 3 (c). Your bills should be triplicate.
  - 3 (d). The supplier is also to certify in the bill that the payment being claimed is strictly in terms of the contract and all the obligations on the part of the supplier for claiming this payment have been fulfilled as required under the contract.
  - 3(e) The Buyer shall make the payment to service provider within 45 days from the date of receipt of invoices, attendance sheet, logbook, service feedback, documentary proofs for wages/PF/ESI/EDLI, etc. payments.
  - 3 (f) However, if any objection is made in writing by the Buyer regarding acceptance of services or regarding invoices within 15 days from the date of receipt of invoices or rendering of services then the Buyer shall make the payment to service provider within 30 days from the date on which such objection is removed by the Service Provider.
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, SP

M 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. **Warranty (as per clause no. 16 of GCC) - NA**

7. **Anti-Bribery Management System (ABMS):** By participating in this tender, the suppliers/Vendors/ Contractors are deemed to have undertaken that they shall not give or take, any financial or non-financial bribe, to or from anyone during the tender or during the execution of the contract thereafter and if they notice any such incident happening, they shall report it to Vigilance.

8. The terms and conditions, guidelines of SPMCIL Procurement Manual Version 3.0 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 3.0 for additional terms and conditions as per the links given below:

GIT <https://www.spmcil.com/spmcil/UploadDocument/GIT.pdf>

GCC: (ii) <https://www.spmcil.com/wp-content/uploads/2024/06/GCC-3.0-1.pdf>

9. **Arbitration, Dispute Resolution and Negotiation:** As per SPMCIL Procurement Manual Version 3.0

10. **GST Return:** Supplier should file the GST returns for outward supplies in time. SPM reserves the right to withhold the payment of further supplies till production of evidence of filing of Returns.

11. 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.

12. Vendor has to submit declaration on their letter in specified format (refer Annex I of 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.

13. **Blacklisting and Deviation:** Vendor has submit declaration on their letter head in specified format (refer Anx II of Buyer added Specific ATC) to the effect as mentioned in the declaration.

14. **Land Border Sharing:** Vendor has submit declaration on their letter head in specified format (refer Anx III of Buyer added Specific ATC) to the contained effect as mentioned in the declaration.

15. Bidder shall submit duly sealed & signed copy of Technical Specifications and/or Scope of Work as a token of acceptance of the same.

16. Firm has to submit the addition performance security after amendment of c

contract under minimum wages.

17. Bidder/Service Provider must have registered Office in the state of Buyer. Documentary Proof must be uploaded.

## 18. SAFETY PRECAUTIONS

- a. The Service Provider shall observe all applicable regulations regarding safety on the Buyer's premises.
- b. The Service Provider shall ensure proper safety of all the workmen, materials, plant and equipment belonging to him or to Buyer or to others, working at the Buyer's premises.
- c. The Service Provider shall not interfere or disturb electric fuses, wiring and other electrical equipment belonging to the Buyer or other Contractors under any circumstances, whatsoever, unless expressly permitted in writing by Buyer to handle such fuses, wiring or electrical equipment.
- d. No electric cable in use by the Buyer will be disturbed without prior permission. No weight of any description will be imposed on any cable and no ladder or similar equipment will rest against or attached to it.
- e. It is mandatory for the Service Provider to observe during the execution of the works, requirements of Safety Rules which would generally include but not limited to following:

### **SAFETY RULES**

- I. Each employee shall be provided with initial indoctrination regarding safety by the Service Provider, so as to enable him to conduct his work in a safe manner.
- II. No employee shall be given a new assignment of work unfamiliar to him without proper introduction as to the hazards incident thereto, both to himself and his fellow employees.
- III. Under no circumstances shall an employee hurry or take unnecessary chance when working under hazardous conditions.
- IV. Employees must not leave naked fires unattended. Smoking shall not be permitted around fire prone areas.
- V. Employees under the influence of any intoxicating beverage, even to the slightest degree shall not be permitted to remain at work.
- VI. The employees when working around moving machinery must not be permitted to wear loose garments.
- VII. Safety shoes are recommended when working in shops or places where materials or tools are likely to fall. Only experienced workers shall be permitted to go behind guard rails or to clean around energized or moving equipment.
- VIII. The employees must use the standard protection equipment intended for each job. Each piece of equipment shall be inspected before and after it is used.
- IX. Proper Uniform must be provided to employees is compulsory.
- X. The Officer-in-Charge shall have the right at his sole discretion to stop the work, if in his opinion the work is being carried out in such a way that it may cause accidents and endanger the safety of the persons and/or property, and/or equipment. In such cases, the Service Provider shall be informed in writing about the nature of hazards and possible injury/accident and he shall comply to remove shortcomings promptly.

### **Pre Qualification Criteria**

1. Experience & Past Performance: The bidder should have experience of having successfully supplied the manpower services of 1460 Man-Days, in any

one of the last five years ending on '31.03.2025'

2. Capability: The bidder must have capability to provide the relevant services.

3. Financial Standing: The average annual financial turnover of the bidder during the last three years, ending on '31.03.2025', should be at least Rs. 13.44 Lakhs 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.

i) The net worth of the Bidder should not be negative on '31.03.2025' and also

ii) Should not have eroded by more than 30% in the last three years, ending on '31.03.2025'.

Note 1: To ascertain this criteria net worth of initial and last financial year should be compared.

Note 2: For MSEs and Start-ups (registered for the tendered item) all financial criteria shall be exempted.

**JOB SPECIFICATION AND SCOPE OF WORK OF 3 COOKS and 7 ATTENDANTS AT GUEST HOUSE, SPM NARMADAPURAM**

A. AREA COVERAGE FOR GUEST HOUSE SERVICES: Rendering continuous service in SPM, NARMADAPURAM as per the area indicated below:-

SPM, Narmadapuram Guest House

B. BROAD DETAILS OF SCOPE OF WORK:

(i) Cooks will prepare food for the Guests, as directed by the Guest- House in charge/Officer-In Charge, as and when required.

(ii) Attendants are to perform the tasks as enumerated below:-

(a) To keep the Guest House premises properly swept and dusted in good shape.

(b) To maintain the furniture and equipment fixtures and fittings at the Guest House properly and ensure that they are cleaned on daily basis.

(c) The loss / breakage / repair, if any, of the items due to negligence or lack of adequate care shall be made good by the Contractor.

(d) To attend to the guests who may reside in the Guest House.

(e) To arrange for the guests cold drink, tea, break-fast, lunch and dinner as per the rates fixed by the Corporation.

(f) The rate chart shall be displayed in the Guest House, to ensure to change bed linen, towels, soap etc. in the Guest House, as and when necessary.

(g) To ensure that the services to the Guests are available at all reasonable hours as under:

Breakfast 08.00 A.M. to 9.30 A.M.

Lunch 2.30 P.M. to 2.00 PM

Evening snacks 05.00 P.M. to 06.30 P.M.

Dinner 08.30 P.M. to 10.00 P.M.

(h) Cooks and Attendants shall not Behave or talk in an objectionable or indecent manner with the Guests or any officials of the Corporation

b. Smoke or consume alcoholic drinks or other intoxicants at any time during day or night within the premises of the Guest House or be in an intoxicating condition while attending to duties of the Guest House.

c. Ask for or demand any money other than actual charges from the Guest(s).

d. Entertain guests of his own in the Guest House or allow use of premises by anyone except as may be authorised by the officials of SPM, Narmadapuram, entrusted with authority to allot accommodation in the Guest House.

e. Use any of the facilities provided to the Guests in the Guest House for himself.

f. Be involved in illegal activities or financial fraud or criminal cases.

\* Vendor has to provide its manpower proper - Uniform, Shoes, Gloves, Caps, Aprons and other PPEs whichever are essential.

#### WORKING TIME

Normal Working Hours shall be as follows from Monday to Sunday (All Days) 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)

#### D. SCOPE of SPM, NARMADAPURAM

\* SPM, Narmadapuram will provide ration as per the requirement of the Guest menu and the number of diets to be prepared. The required quantity has to be decided by the Guest House In Charge and to be issued to the Cooks 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, Narmadapuram 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. r Gas Burners /Bhatti and Water Supply.

\* Utensils for cooking utensils, serving utensils, water storage containers etc.

\* Washing items like surf, liquid soaps, dish wash pads etc.

\*OTHER SPECIAL GENERAL CONDITIONS:

Vendor has to provide its manpower proper - Uniform, ID card, Safety Shoes, Caps and other PPEs whichever are essential & compulsory.

In this regard, firm will have to produce documentary proof.

Firm's supervisor must report to HR department at least two times in a month.

Firm's supervisor should not associate with any other firm.

Scrutiny of manpower will be done by HR department.

If there is non-compliance of uniform, ID card and PPE's etc. then a penalty

## Disclaimer

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. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

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. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
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.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of

Work.

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 document shall overwrite all previous versions of Bid Specific Additional Terms and Conditions.

[This Bid is also governed by the General Terms and Conditions.](#)