

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	31-01-2026 16:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	31-01-2026 16:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	120 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Finance
विभाग का नाम / Department Name	Department Of Economic Affairs
संगठन का नाम / Organisation Name	Security Printing And Minting Corporation Of India Limited (spmci)
कार्यालय का नाम / Office Name	3rd Floor Tower G World Trade Centre Nauroji Nagar
वस्तु श्रेणी / Item Category	Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Graduate; Others , Manpower Outsourcing Services - Minimum wage - Skilled; ITI; Others
अनुबंध अवधि / Contract Period	2 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	21 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Single Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	5296788.79
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	Indusind bank
ईएमडी राशि/EMD Amount	105936

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	Indusind bank
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	26

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

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

लाभार्थी /Beneficiary :

Narmadapuram
Security Paper Mill Narmadapuram Gate no. 2
(Security Paper Mill)

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
-------------------------------	-----

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	100

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. 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.

6. 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. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

7. 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 as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [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. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

8. 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.

9. 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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of work & Job description:[1765431827.pdf](#)

Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required:[1765431836.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1765431848.pdf](#)

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

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Highly-Skilled
Educational Qualification	Graduate
Type of Function	Others
List of Profiles	Electrician

विवरण/ Specification	मूल्य/ Values
Specialization	Engineering(Civil/Mech/Elec./IT /Comp Sc./Electronics/ E&E/Prod/Chem./Biotech)
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Madhya Pradesh
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Designation	Highly Skilled Electrician

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
--	----

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

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

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Biplab Basak	461005,Security Paper Mill ,Narmadapuram , Madhya Pradesh	3	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 893 • Bonus (INR per day) : 0 • EDLI (INR per day) : 4.47 • EPF Admin Charge (INR per day) : 4.47 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 29.02 • Provident Fund (INR per day) : 107.15 • Number of working days in a month : 30 • Tenure/ Duration of Employment (in months) : 24

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

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Skilled
Educational Qualification	ITI
Type of Function	Others

विवरण/ Specification	मूल्य/ Values
List of Profiles	Electrician
Specialization	Engineering(Civil/Mech/Elec./IT /Comp Sc./Electronics/ E&E/Prod/Chem./Biotech)
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Madhya Pradesh
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Designation	Skilled Electrician

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
--	----

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
-------------------	---	-------------	---	---

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Biplab Basak	461005,Security Paper Mill ,Narmadapuram , Madhya Pradesh	3	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 760 • Bonus (INR per day) : 63.31 • EDLI (INR per day) : 3.8 • EPF Admin Charge (INR per day) : 3.8 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 24.7 • Provident Fund (INR per day) : 91.2 • Number of working days in a month : 30 • Tenure/ Duration of Employment (in months) : 24

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

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. 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.

3. **Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

Security Paper Mill
payable at
Narmadapuram

. Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

4. **Forms of EMD and PBG**

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C

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 pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

5. **Forms of EMD and PBG**

Bidders can also submit the EMD with Banker's Cheque in favour of

Security Paper Mill
payable at
Narmadapuram

. Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

6. **Forms of EMD and PBG**

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. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

Security paper Mill
payable at
Narmadapuram

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to

ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

8. **Buyer Added Bid Specific Scope Of Work(SOW)**

Text Clause(s)

Scope of Work:

To supply of manpower of following category to carryout operation, maintenance, breakdown maintenance & regular monitoring of electrical equipment's & switchgears located at 33/11KV Mains Receiving Station , 11/.415KV Industrial substation no 1, 11/.415KV Industrial substation no 2, 11/.415KV Industrial substation no 4.

Duration of Work – 365 Days X 24 Hours (3 Shifts) (Including all national Holidays)

High Skilled Electrician-3 nos.

Essential Qualification & Experience:

Diploma/ ITI in Electrical Engg. With experience of 3 to 5 years of 33/11/0.415 KV Industrial Substation operation & maintenance.

Skilled Manpower/Electricians-3 nos.

Essential Qualification & Experience:

ITI in Electrical Engg with experience of 3 to 5 years of 33/11kv/.415KV Industrial Substation operation & maintenance

- (1) Firm should have valid A Class Electrical Contractor License issued by Chief Electrical Inspector of Govt. of Madhya Pradesh. If firm possess Class A / Class I License of other state Govt, it shall be allowed under the condition that firm shall have to get its License endorsed from MP Govt. after award of the contract. The firm should have a registered office in M.P. for proper co-operation and smooth functioning of the plant.
- (2) Firm shall abide all safety rules for ensuring electrical safety and all other statutory rules as applicable for this contract.
- (3) Firm should have work experience of 33KV Voltage or higher voltage, valid Purchase order; work order shall be submitted in this respect along with bid. The same shall be not more than 3 years old.
- (4) Firm shall ensure regular monitoring of the deputed manpower by visiting SPMN for which firms representative who possesses the electrical supervisory license should visit the SPMN site at least once in a month (expenses should be born by the successful bidder).If licensed electrical supervisor does not visit the site in the month then 50% of service charge of the month shall be deducted as penalty.

- (5) SPMN reserves the right to check the competency of the manpower to be deputed (highly skilled and skilled manpower) prior to work engagement at the site.
- (6) All safety gears and self PPEs (Personal Protective Equipment's) e.g. Uniforms, Helmets, Safety Shoes, Hand Rubber gloves (33KV) would have to be provided to the deputed manpower by the successful bidder.
- (7) The firm shall arrange sufficient reliever to ensure deployment of 3 nos. of highly skilled & 03 nos. of skilled manpower on daily basis.
- (8) Operation, maintenance & regular monitoring of electrical equipment's & switchgears located at 33/11KV Mains Receiving Station, 11/0.415KV Industrial substation no 1, 11/.415KV Industrial substation no 2, 11/0.415KV Industrial substation no 4 .

Duties and responsibilities of the duty personals

- a) The Operation and Maintenance envisage all the required tasks to ensure Maximum system availability.
 - b) Most efficient, effective and optimum usage of electrical system.
 - c) Enhance the life expectancy of equipment's.
 - d) Regular operation and maintenance of equipment's.
 - e) Compliance of safety rules and regulations.
 - f) Preventive maintenance / scheduled maintenance.
 - g) Break down maintenance.
 - h) Maintaining uninterrupted power supply.
 - i) Maintenance of proper records of operation and maintenance (Log book, Registers, check list etc., shall be approved by SPM Officials).
 - j) Assistance to SPM Officials in expansions and modification.
 - k) Operation and Maintenance of Sub-stations.
-
- a) Switching ON and Switching OFF of 11kV, 33kV Circuit Breakers, Isolators, 11kV incoming and outgoing breakers, HT Panels, Yard Lights etc. as and when required according to load requirements and instructions from SPM Officials.
 - b) Maintaining records of all the operations and records of loads such as voltage, current, power factor, frequency, connected load, energy consumption on hourly/daily/weekly/fortnightly/monthly/quarterly/half yearly and yearly basis.
 - c) Maintaining records of power failures with reasons.

- d) Observing the yard and control room continuously and reporting any problem or faults to the SPM Officials. Which require major / minor improvements/repairs?
- e) Maintaining system handing over and taking over charge sheets.
- f) Current and voltage settings of feeders right from 11kV, 33kV I/C line till the user end (at least till 440 V 3Phase level).
- g) Maintaining records of maintenance.
- h) With prior intimation to SPM Officials Changing the taps of transformers as and when required.
- i) Attending the faults and restoration of the power supply without delay.
- j) Follow permit system (Line Clearance) and maintain a permit book to facilitate system maintenance without accident / mishaps. Taking preventive maintenance such as maintenance of defective insulators, lightning arrestors, cables, transformers, Isolators, Breakers, HT panels, LT panels, Station Transformers, CT, PT, Battery chargers, Battery bank, control room wiring etc.,

Contractor has to maintain a check list for preventive maintenance & upkeep the system accordingly. However contractor has to prepare a detailed check list covering all the required items and submit for Engineering Officer Cum Officer In-charge approval before being implemented. The Operation of 11kV, 33kV Switchyard, 11 KV Indoor / Outdoor Sub Station, HT Switch Gear and Distribution Systems involves deployment of right persons as mentioned above for operation and these persons would be responsible for the work contracted for this purpose.

The main jobs will include:

- a. Routine Surveillance of 11kV, 33kV Switch Yard, indoor / outdoor equipment's like Control Relay Panels, Station Metering Panel, Switchyard Control Panel, AC & DC Distribution Boards.
- b. Routine Surveillance of 11kV, 33kV Switch Yard Outdoor equipment's such as Power Transformers, Vacuum Circuit Breakers and their respective Field Control Panels, Isolators and their respective Field Control Panels, CTs, VTs, LAs etc., Distribution Transformers and all Indoor HT Boards and LT Distribution System.
- c. Filling up of Approved Data Sheets for the different Indoor & Outdoor equipment's of 11kV, 33kV Switch Yard, raising deficiency reports and communicating to SPM Officials.
- d. Recording all tripping of breakers and other events that occur in the order of sequence with the time of occurrence correctly and record them in Log Book.
- e. Carrying out operations correctly and accurately and recording the same in the relevant Log Books.
- f. Strictly following operating instructions given by the SPM Officials.
- g. Observing all safety precautions and ensure safety to men and material and the equipment during the contract period.
- h. Attending to all emergencies which may arise during the contract period such as equipment failures, fire accidents, etc. shall get acquainted with the operations of all equipment's covered under the contract.

- i. Attending to all Telephone calls and issue receipt message promptly.
- j. Preparing daily reports and periodic returns in the prescribed format in duplicate and submit to the concerned SPM Officials
- k. Assuming responsibility for the equipment & other materials kept at the Sub-Station area.
- l. Assuming responsibility for any damages that occur due to operation of equipment and shall make good the loss suffered by SPM.
- m. To be alert and attending to all operations and events promptly without any delay.
- n. Updating of interruptions Register, Call register, Data Book. Apart from the above, the contractor shall carry out the checks in the document during the contract period daily.
- o. Ensuring routine, preventive and breakdown maintenance works for the Maintenance of 11kV, 33kV Switchyard, 11 KV Indoor/Outdoor Sub Station, HT Switch Gear & Distribution Systems.

TECHNICAL AND GENERAL SPECIFICATIONS:

-

- (1) **TOOLS & TACKLES:** All tools and tackles required for the safe and satisfactory operation and maintenance including preventive and break down maintenance of the substation and related equipment will be provided by SPM. The careful maintenance and management of these tools will be the responsibility of the agency.

(2) OPERATIONS:

Hourly:

1. Taking readings of all meters installed at control panels, Battery Charger etc.
2. Oil & Winding temperatures of Transformers.
3. Taking the reading of surge arrestor counters of Lightning Arrestors.
4. Checking any sparking or flash over / hotspots in the substation.

Daily:

1. Visual inspection of VCBs, Isolators contacts for proper position.
2. Monitoring of all bushings, Main & OLTC Conservator, CTs and PTs, etc.
3. Checking oil leakages if any for Transformers, CTs & PTs & taking appropriate action for its timely repair.
4. Checking the condition of Silica gel.
5. Checking of Battery & Charger DC voltage.
6. Cleaning of premises, Control relay panels etc.
7. Maintaining log books and daily check list.
8. Grass removal from yard and surroundings of the substation.
9. Checking Deposition of dust and dirt on Insulators.
10. Checking Locks and doors of substation are in good condition.

11. checking no leaks have developed in the roof Ventilating systems.
12. checking the heating systems are working normally.
13. Checking the prescribed safety aids are in place and in good order.
14. Checking the earth connections for proper connectivity.
15. Checking the packing of cables entering and leaving the trenches or tunnels within the premises is intact.
16. Checking the access roads to the oil filled devices is not obstructed.
17. Trouble shooting and repair of Electrical circuit's components in case of any abnormal conditions.
18. Checking Yard and control room lighting.

Weekly:

1. Checking Yard and control room lighting circuit.
2. Checking of individual battery voltage, liquid level, specific gravity, contacts, applying of petroleum jelly, etc.

Monthly:

1. Checking Auto/ Manual operations of OLTC.
2. Checking earthing points and their contact tightness wherever required.
3. Checking and sealing of cable entry holes.
4. Preparation of monthly checklist and events log for the month.

Events:

1. Logging auto / manual operations of OLTC.
2. Logging the breakdown events with relay indications etc.
3. Logging shut down events, log of operations during shut down period.
4. Logging of on /off of feeders in the 33kV & 11 kV distribution systems.
5. Maintaining visitor registers along with their comments and details of their visits.

(3)MAINTENANCE:

This Maintenance scope (includes both preventive and breakdown maintenance) is indicative only and shall include other maintenance activities required for satisfactory operation. Preventive Maintenance shall be routinely carried out as per the details provided. Breakdown maintenance shall be provided as and when the situation warrants with a failure/fault in the system. The breakdown maintenance shall be attended at the highest priority so as to make good the faulted system and putting into operation. For breakdown maintenance, the contractor shall coordinate/liaison with SPM Officials and the original equipment manufacturer for replacement of parts and services as necessary. During the preventive (routine) maintenance, the contractor shall carry out the following as listed for various system components: Though the list contains several individual jobs they could be executed in a combined scope as in the servicing or overhauling of the component.

A. Transformers

Hourly:

- a) Check oil & winding temperatures, check for abnormalities & recording them.
- b) Observe and record Load (amperes) and Voltage. Check against rated figure.
- c) Visual check for overheating if any at terminal connections (Red hots) and observation for any unusual internal noise. This check is must in each shift.

Daily:

- a) Observation of oil levels in (i) main conservator tank (ii) OLTC conservator (iii) bushings and examining for oil leaks if any from the transformer.
- b) Checking the colour of silica gel in the breather and also oil level of the oil seal. If silica gel colour changes from blue to pink by 50% the silica gel is to be reconditioned or replaced.
- c) Cleaning of Silica gel breather.
- d) Checking of temperature alarms by shorting contacts by operating the knob.

B. Circuit Breakers:

Hourly:

Visual Inspection of all VCBs, ACBs & Klade Breakers.

C. Lightning Arrestors:

Daily:

- (a) Checking the readings of surge arrestor counters.
- (b) Records of the number of operations of the Arrester should be maintained and if more number of operations are seen then the same should be informed to the concerned authority

Whenever SPM Official direct to carry following activities under no power condition.

- a) Cleaning of porcelains Insulators of LA.
- (b) Removing of bird nests, if any.

D. Isolators

Daily:

- a) Visual Inspection Whenever SPM Official directs to carry following activities under no power condition.
- b) Clean the porcelain insulators and inspection for cracks and chip off.
- c) Check for tightness of nuts and bolts, drive tube locknuts, drive lever and phase coupling plan bolts etc.
- c) Open the disconnecter and Earthing switch and inspect the contacts. (Wipe the contact surface with solvent).
- d) Check for contact surface coating/wearing.

- e) After maintenance and inspection, smear the contact surface lightly coated with contact lubricant (petroleum jelly).
- f) Check for split pins in clevis replace the same if damaged.
- g) Lubricate all clevis pins.
- h) Maintenance of Drive Mechanism.
- i) Cleaning of auxiliary switch contact & greasing with silicon grease.
- j). Check that all the electrical components are firmly fixed and let the contactors operate freely.
- k) Check all electrical connections for tightness.

l) Apply grease to mechanical interlock - cam groove, if the disconnect is with earth switch.

E. Current Transformers Daily: a) Visual Check b) Check for Oil leakage.

F. Voltage Transformers Daily:

- a) Check Oil level and check for any leakage
- b) Chattering sounds

G. Switch Yard (All equipment including structures that are not covered elsewhere)

- a) Checking the yard at periodic intervals and attend to any unusual observations, defects, sparks, loose contacts, red hot spots and loose bolts and nuts etc., and informing the concerned authority. The records of operational persons shall also be consulted for this purpose.
- b) Checking the earth resistance of earthing half-yearly.
- c) Checking the Protection and control circuit of each equipment monthly.
- d) The premises should be kept neat and clean.

H. Control & Relay Panels:

Daily:

- a) Check for any tripping chattering in the electrical parts, abnormal noise, overheating in the panels.
- b) Check whether indication lamps, annunciator lights, bell, buzzers and hooter are working.
- c) Check all terminal cubicles for healthy contacts, minor repairs/services/cleaning etc. ‘
- d) Observe the annunciation window, and there is any alarm then consults the concerned authority.
- e) Check panel for proper closing.
- f) Cleaning of relay cases of dirt etc.
- g) Cleaning the panels, relay covers, blowing dust from inner side of panels.
- h) Voltage of DC supply.
- i) Physical checks of all wiring & connections.

11 KV Panels:

Daily:

- a) Visual inspection.
- b) Check whether indication lamps, selector switch, ammeter, MF meters Etc., are working.
- c) Checking and ensuring the closing of all the panel doors etc.
- d) Check whether all relays, are functioning properly. Quarterly:

- a) Visual inspection of panels.
- b) Checking of control scheme for healthiness.
- c) Visual Checking of Panel Meters.
- d) Checking of heater circuit & rectification if required.
- e) Checking handles and doors & rectification if required.
- f) Checking and sealing of cable entry holes.
- g) Tightening of all Earthing connections.

Repairs:

a) During the time of operation any of the items mentioned above are found malfunctioning then they must be replaced. (All materials will be supplied by SPM and tools should be provided by the contractor) LT Panel.

Daily:

- a) Visual inspection.
- b) Check whether indication lamps, selector switch & all meters are working.
- c) Checking and ensuring the closing of all the panel doors etc.
- d) Check whether all relays, are functioning properly.

Safety Equipment's should be keeping in every substation

The following safety equipment should be available at 33/11KV sub-stations:

- (1) Torch three cells 1 no.
- (2) Insulated screw driver 12 1 No.
- (3) Insulating cutting plier 8 " 1 nos.
- (4) Neon Tester 1 No.
- (5) Hand gloves 1 Pair
- (6) Discharge Rod 6 Nos.
- (7) Shock Treatment Chart 1 Nos.
- (8) First aid box (With medicine and banded) 1 No. All safety equipment should be in good condition. The

discharge rod wire should be copper. Aluminum wire should not be used in discharge rod.

(9) Fire Extinguishers

Note: Required Spares for maintenance shall be provided by SPMN.

9. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

BUYERS ADDED BID ATC

List of Requirements

To supply of manpower of following category to carryout operation, maintenance, breakdown maintenance & regular monitoring of electrical equipment's & switchgears located at 33/11KV Mains Receiving Station , 11/.415KV Industrial substation no 1, 11/.415KV Industrial substation no 2, 11/.415KV Industrial substation no 4.

Duration of Work – 365 Days X 24 Hours (3 Shifts) (Including all national Holidays)

High Skilled Electrician-3 nos.

Essential Qualification & Experience:

Diploma/ ITI in Electrical Engg. With experience of 3 to 5 years of 33/11/0.415 KV Industrial Substation operation & maintenance.

Skilled Manpower/Electricians-3 nos.

Essential Qualification & Experience:

ITI in Electrical Engg with experience of 3 to 5 years of 33/11kv/.415KV Industrial Substation operation & maintenance

- (1) Firm should have valid A Class Electrical Contractor License issued by Chief Electrical Inspector of Govt. of Madhya Pradesh. If firm possess Class A / Class I License of other state Govt, it shall be allowed under the condition that firm shall have to get its License endorsed from MP Govt. after award of the contract. The firm should have a registered office in M.P. for proper co-operation and smooth functioning of the plant.
- (2) Firm shall abide all safety rules for ensuring electrical safety and all other statutory rules as applicable for this contract.
- (3) Firm should have work experience of 33KV Voltage or higher voltage, valid Purchase order; work order shall be submitted in this respect along with bid. The same shall be not more than 3 years old.

- (4) Firm shall ensure regular monitoring of the deputed manpower by visiting SPMN for which firms representative who possesses the electrical supervisory license should visit the SPMN site at least once in a month (expenses should be born by the successful bidder). If licensed electrical supervisor does not visit the site in the month then 50% of service charge of the month shall be deducted as penalty.
- (5) SPMN reserves the right to check the competency of the manpower to be deputed (highly skilled and skilled manpower) prior to work engagement at the site.
- (6) All safety gears and self PPEs (Personal Protective Equipment's) e.g. Uniforms, Helmets, Safety Shoes, Hand Rubber gloves (33KV) would have to be provided to the deputed manpower by the successful bidder.
- (7) The firm shall arrange sufficient reliever to ensure deployment of 3 nos. of highly skilled & 03 nos. of skilled manpower on daily basis.
- (8) Operation, maintenance & regular monitoring of electrical equipment's & switchgears located at 33/11KV Mains Receiving Station, 11/0.415KV Industrial substation no 1, 11/.415KV Industrial substation no 2, 11/0.415KV Industrial substation no 4 .

(3) Payment Terms

- (i) Payment shall be done on monthly basis after completion and suitability of service and producing all required essential documents. Payment will be made through NEFT/RTGS only.
- (ii) 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.
- (iii) Payment shall be done through RTGS/NEFT facility. Bidder should provide Bank Account Details including Bank Account No., IFC 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 % & Amount in your bill for the same, without which your payment will not be release.
- (iv) 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.
- (v) 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) **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 avail

able 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.

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

(6) **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 any one 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.

(7) The terms and conditions, guidelines of SPMCIL Procurement Manual Version 3.0,2024 will be applicable to this bid at any stage to avoid any conflict at later stage.

(8) 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/wp-content/uploads/2024/06/GIT-3.0-1.pdf>

GCC: <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 3.0,2024.

(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.

(14) **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.

(15) **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.

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

(17) Firm has to submit the additional performance security after amendment of contract under minimum wages.

(18) Pre Qualification Criteria

(a). **Experience & Past Performance:** The bidder should have experience of having successfully supplied the manpower services of **876 man-days**, in any one of the last five years ending on '**31.03.2025**'

(b). **Capability:** The bidder must have capability to provide the relevant services.

(c). **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. 22 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.

(d) Firm should have valid A Class Electrical Contractor License issued by Chief Electrical Inspector of Govt. of Madhya Pradesh. If firm possess Class A / Class I License of other state Govt, it shall be allowed under the condition that firm shall have to get its License endorsed from MP Govt. after award of the contract. The firm should have a registered office in M.P. for proper co-operation and smooth functioning of the plant.

(19) The Service Provider shall be responsible for timely payment of take-home remuneration to the manpower and deposit of EPF and ESI (both employee and employer share), failing which deductions shall be made by buyer.

(20) The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the Buyer Department or any other authority under Law.

(21) The Service Provider must ensure timely payment of monthly salaries and all statutory entitlements to deployed manpower in compliance with the applicable laws and then submit the monthly bill along with documentary proofs (Invoice, Attendance Sheet, Salaries Payment Proof, etc.) for release of the payment from the Buyer.

(22) The wages of every person deployed upon or in any establishment upon or in which less than one thousand persons are employed, shall be paid before expiry of the seventh day after the last day wage-period in respect of which the wages are payable. In any other establishment, wages of every person employed shall be paid before expiry of tenth day after last day wage-period. Payment of salary/ wages to the employees shall be made in their bank accounts only, no cash or kind payment shall be made.

(23) The Service Provider shall furnish statement of amount paid for the month

to the manpower deployed along with Transaction Details and Bank account from which the payment has been made. Service Provider shall furnish copy of bank statement in support of amount paid as and when required by Buyer.

(24) The Service Provider must be EPF/ESIC registered firm and has to submit documentary proof of registration. Firm has also deposit EPF and ESI of both employer and employee share within 15th day of the month of payment of wages.

(25) The Service Provider shall submit before the Buyer Department, one copy of the return within 7 days from the date of filing of monthly/ quarterly/ half yearly/ annual return if any before the EPF and ESI authorities.

(26) In case of services hired on annual basis and 5 working days, the manpower will be entitled to 08 days of casual leaves per year on pro-rata basis and in case of 6 working days, the manpower will be entitled to 15 days casual leave per year on pro-rata basis. Beyond specified leaves as applicable, leave will be treated as leave without pay (LWP) for which necessary deduction will be made by the Buyer in the amount billed by the Service Provider, if no replacement of manpower is provided.

(27) The Buyer shall have the right, within reason, to have any personnel removed who is undesirable with proper reasoning & justification.

(28) The Buyer will have option to replace the proposed manpower in case of non-performance, non-delivery or in any other exceptional case, however replacement of the manpower will be in same category with same degree of skills, educational qualification, and number of years of experience, also prior approval for the same to be provided by the Buyer.

(29) All applicable taxes and duties other than mentioned in the contract document, shall be payable by the Service Provider and the Buyer shall not entertain any claims whatsoever with respect to the same.

(30) **Statutory and contractual obligations to be complied with by the contractor:** The service provider mostly works within the premises of the Procuring Entity, along with a staff of the Procuring Entity. Many services are subject to various statutory provisions relating to labour, taxation, Workmen's Safety, Women Labour, Private Security Agencies, Environmental Protection, Mining, Forest clearance, Employment reservations, etc.

(31) The bidder must have a Service Tax Number, ESI, EPF Registration Certificate and Registration Declaration of ownership under the Indian Registration Act 1908 and Labour License and PAN (Income Tax). Moreover, the Procuring Entity itself may have its own regulations about safety, security, confidentiality, etc. All such statutory and contractual obligations must be listed so that price implications and compliance are taken care of by the bidder.

(32) SPMCIL reserves the right to terminate the contract, in whole or in part for its (SPMCIL's) convenience, by serving written notice on the supplier at any time during the currency of the contract. The notice shall specify that the termination is for the convenience of SPMCIL. The notice shall also indicate inter-alia, the extent to which the supplier's performance General Conditions of Contract (GCC) 414 SPMCIL under the contract is terminated and the date with effect from which such termination will become effective.

(33) The bidder has to submit undertaking on their letter head confirming the compliance of 'Contract Labour (R&A) Act' and 'Workmen's Compensation Act.'

(34) From the time of submission of tender to the time of awarding the contract, if a tenderer needs to contact SPMCIL for any reason relating to this tender enquiry and / or its tender, it should do so only in writing.

(35) It will be treated as a serious misdemeanour in case a tenderer attempts to influence SPMCIL's decision on scrutiny, comparison, evaluation, and award of the contracts. In such a case the tender of the tenderer shall be liable for rejection in addition to appropriate administrative actions.

(36) All participating firms/bidders are required to submit a duly signed Non-Disclosure Agreement (NDA) as part of their tender submission. Submission of the Non-Disclosure Agreement is mandatory. Bidders who fail to submit the NDA, duly signed and stamped by an authorized signatory, shall be liable for rejection of their bid without further evaluation. (Format attached in ATC doc)

(37) Contractor has to comply with Labour laws in the contract -

a The Code on Wages, 2019;

b The Industrial Relations Code, 2020;

c The Code of Social Security, 2020; and

d The Occupational Safety, Health and Working Conditions Code, 2020.

(38) 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:

(38) 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.

10. **Buyer Added Bid Specific ATC**

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

अस्वीकरण/**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.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), 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 सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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।/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.

---धन्यवाद/Thank You---