

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	05-06-2026 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	05-06-2026 15:30:00
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	Custom Bid for Services - Hiring of Vehicle with Driver (Bhopal Trip and Local)
समान श्रेणी/Similar Category	<ul style="list-style-type: none"> <li>Vehicle Hiring Service - Per Vehicle-Day basis</li> </ul>
अनुबंध अवधि /Contract Period	2 Year(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
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,Certificate (Requested in ATC),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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों 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 विवरण/Bid Details**

बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / <b>Minimum number of bids required to disable automatic bid extension</b>	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / <b>Number of days for which Bid would be auto-extended</b>	10
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / <b>Number of Auto Extension count</b>	3
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	H1-Highest Priced Bid Elimination
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
<b>Payment Timelines</b>	Payments shall be made to the Seller within <b>30</b> days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

**ईएमडी विवरण/EMD Detail**

आवश्यकता/Required	No
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**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). 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

(Security Paper Mill)

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

#### एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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#### 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

#### ट्रेड्स भुगतान संबंधी विवरण/TReDS Payment Details

**This Bid provides for Trade Receivables Discounting System (TReDS) as Preferred mode of payment. For MSME sellers, payments may be processed through a TReDS exchange in which the Buyer is registered, subject to applicable policy and regulatory guidelines. Accordingly, sellers intending to avail payment through TReDS are required to be registered with at least one TReDS exchange in which the buyer is registered.**

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. 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.
6. 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.

7. 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.

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. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

- i. If number of technically qualified bidders are only 2 or 3.
- ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
- v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

**एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :**

Price Schedule to be submitted with Price Bid - [1777957652.xlsx](#)

**अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**

**Scope of Work:**[1777463247.pdf](#)

**Payment Terms:**[1775127622.pdf](#)

**GEM Availability Report ( GAR):**[1775127632.pdf](#)

**Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:**[1775127637.pdf](#)

**Custom Bid For Services - Hiring Of Vehicle With Driver (Bhopal Trip And Local) ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Hiring of Vehicle with Driver (Bhopal Trip and Local)
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
<b>एडऑन /Addon(s)</b>	

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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## 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	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Biplab Basak	461005,Security Paper Mill ,Narmadapuram , Madhya Pradesh	Project / Lumpsum Based	N/A

### 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. 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.

#### 3. 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.

#### 4. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

SECURITY PAPER MILL, NARMADAPURAM (Collection A/c)  
Account No.  
201003487038  
IFSC Code  
INDB0000449  
Bank Name

Indusind Bank  
Branch address

Ground Floor, Sat Rasta, Main Road, Narmadapuram (M.P) 461001

. Successful Bidder to indicate Contract number and name of Seller 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 in place of PBG within 15 days of award of contract.

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

Text Clause(s)

**Technical specifications for “Hiring of Vehicle (LMV) with Driver for official use on Annual Rate Contract basis.**

- 1) Hiring of A.C. vehicle (4+1, Seater) for official visits and pick-up & drop delegates on Annual Rate contract basis.

Line Item 10 : SPM Narmadapuram (M.P.) to Bhopal airport (M.P.) and return back (To & Fro) - 100  
Nos. trips.

Line Item 20 : SPM Narmadapuram (M.P.) to Bhopal local (M.P.) and in any direction with 12 Hrs.  
stay - 40 Nos. trips.

Note : In Line Item 20 for 40 nos. trips the vehicle is required to Bhopal for official work or tour and shall be stay there for a period of 12 hours along with driver and also vehicle run in any direction up to 250 kilometers.

Distance in Kilometer : up to 250 kilometers (Approx.)

Seating Capacity : 4+1, Seater - A.C.

Engine Capacity : 1150 cc and Above

Note : Vehicle should be Latest or newly vehicle launched before four years

- 2) Hiring of A.C. vehicle (6+1, Seater) for office tour by VIPs on Annual Rate contract basis.

Line Item 10 : SPM Narmadapuram (M.P.) to Bhopal airport (M.P.) and return back (To & Fro) - 12  
Nos. trips.

Line Item 20 : SPM Narmadapuram (M.P.) to Bhopal local (M.P.) and in any directions with 12 Hours  
stay - 18 Nos. trips.

Note : In Line Item 20 for 18 nos. trips the vehicle is required to Bhopal for official work and shall be stay there for a period of 12 hours along with driver and also

vehicle run in any direction  
up to 250 kilometers.

Distance in Kilometer : upto 250 kms (Approx.)

Seating Capacity : 6+1, Seater - A.C.

Engine Capacity : 1950 cc and Above

Note : Vehicle should be Latest or newly vehicle launched before four years

- 3) Hiring of A.C. vehicle (4+1, Seater) for VIPs delegates, PDI inspector and CS R team for official visits at Narmadapuram local Areas on Annual Rate contract basis.

Line Item 10 : Narmadapuram local for 4 hours up to 40 KM - 25 Nos. trips.

Line Item 20 : Narmadapuram local for 8 hours up to 150 KM - 25 Nos. trips.

Note : In Line Item 10 for 25 nos. trips the vehicle is required to Narmadapuram Local areas for official work and shall be stay there for a period of 04 hours up-to 40 kilometers along with driver.

In Line Item 20 for 25 nos. trips the vehicle is required to Narmadapuram Local areas for official work and shall be stay there for a period of 08 hours up-to 150 kilometers along with driver.

Distance in Kilometer : upto 40 kms for Line Item 10 and 150 kms for Line Item 20.

Seating Capacity : 4+1, Seater - A.C.

Engine Capacity : 1150 cc and Above

Note : a.) Vehicle should be Latest or newly vehicle launched before four years.

- 4) Hiring of A.C. vehicle (6+1, Seater) for VIPs delegates, PDI inspector and CS R team for official visits at Narmadapuram local Areas on Annual Rate contract basis.

Line Item 10 : Narmadapuram local for 4 hours up to 40 KM - 25 Nos. trips.

Line Item 20 : Narmadapuram local for 8 hours up to 150 KM - 25 Nos. trips.

Note : In Line Item 10 for 25 nos. trips the vehicle is required to Narmadapuram Local areas for official work and shall be stay there for a period of 04 hours up-to 40 kilometers along with driver.

In Line Item 20 for 25 nos. trips the vehicle is required to Narmadapuram Lo

cal areas for official work and shall be stay there for a period of 08 hours up to 150 kilometers along with driver.

Distance in Kilometer : upto 40 kms for Line Item 10 and 150 kms for Line Item 20.

Seating Capacity : 6+1, Seater - A.C.

Engine Capacity : 1950 cc and Above

Note : a.) Vehicle should be Latest or newly vehicle launched before four years.

5) SCOPE OF SUPPLY:

The scope of supply of the Tenderer covered under supplying Vehicles as per requirement on hiring basis at short notice for conveyance of officers. The actual requirement may vary (increase / decrease) as per the need.

6) SCOPE OF WORK

The scope of work of the Tenderer covered under supplying Vehicles on hiring basis from Security Paper Mill, Narmadapuram, (M.P) to , the following destinations (To & Fro) :-

- a) Bhopal Airport (M.P.)
- b) Bhopal Local and also vehicle run in any direction up to 250 kilometers.
- c) Narmadapuram Local Areas in any directions.

7) TECHNICAL SPECIFICATIONS/ REQUIREMENT:-

" Vehicle provided should not be more than Four years old (from the date of purchase) and fit for movement on highway. The vehicle should have capacity to carry (6+1) passengers (Engine Capacity : 1950 cc and above.) and The vehicle should have capacity to carry (4+1) passengers (Engine Capacity : 1150 cc and above.) Vehicle should have insurance papers and vehicle should not be older than four years (from the date of purchase) Valid registration of vehicles to be submitted by the tenderer after award of contract."

8) OTHER IMPORTANT CONDITIONS:-

- a) All the charges towards repair/servicing, salary and other benefits of the Driver , Toll taxes expenses, Fuel expenses, any other Incidental expenses on operation

ns & maintenance of the hired vehicle would be borne by the bidder.

- b) Firm should have registered in RTO.
- c) Vehicles should have commercial road permits for respective states, Insurance, all statutory payments for both driver and vehicle's etc.
- d) The vehicle should be registered with the concerned authority of Central / State Govt. for the designated commercial use.
- e) The firm should be registered and should furnish a copy of registration certificate in support thereof.
- f) The vehicle should have necessary permits from the transport Dept./Authority. SPMCIL will not be responsible for any challan, loss, damage and accident to the vehicle or any other vehicle or injury to anybody.
- g) The vehicles should be available at short notice i.e. within 01 days or even less of our notice over phone / E-mail / Fax.
- h) All the vehicles driver and other personnel's accompanying the vehicles have to abide by all security norms right from entering our premises for carrying the security materials till the issue of clearance certificates by respective in-charge/authority of different destination.
- i) The vehicles should have other provision like spare Tyre, tool kit, First Aid Kit, Portable Fire Extinguisher, Heavy Duty Torch, etc. for emergency purpose. And in case of any puncture of Tyre, it should be replaced within half an hour.
- j) In case of any breakdown of the vehicle, the owner has to arrange a substitute vehicle failing which penalty charges will be deducted from the bill at the discretion of the Company. Similarly in the event of non-availability of driver due to sickness or for any reason during journey period, substitute driver to be provided for the supplied vehicles.
- k) All the papers/certificates related to hired vehicles must be in proper condition at all times.
- l) The firm should have an adequate number of telephones for contact round the clock and these may be conveyed to this office and each driver employed by the firm must have a cell-phone duly activated. The firm should be able to provide vehicles on holidays / Sunday also.
- m) The service provider is directly responsible for injuries/death of vehicle driver or any person employed by him as well as to the third party occupants or other users arising due to accidents or otherwise of vehicle during the contractual period. At any point of time, SPM Hoshangabad will not be responsible for any loss/damage either to the person or to the vehicle arising out of accident of the vehicle for performing the contractual obligations.
- n) All Drivers should be competent, experienced, physically fit and having a valid professional (Commercial) driving license issued by a Competent Authority with minimum five years' experience in case of light vehicle or in case having Heavy Commercial Vehicle License, he should have at least 3 years' experience, apart

from being sober, gentle, courteous and well behaved person with at least one year working experience in any reputed Organization. Drivers should be covered by comprehensive Insurance policies for safety and security.

- o) Their character and antecedents should be verified by the police authorities. If a particular driver's performance/conduct is not acceptable to the Company, he must be replaced immediately. In case of being intoxicated condition, indiscipline on the part of driver, he should be replaced immediately as this is life risk and detrimental to the safety of the vehicle. Further, they have to abide by all directions / advices given by our representative/ officers/CISF from time to time.
- p) The service provider shall ensure that vehicle deployed under this contract is covered by a comprehensive insurance policy. Under no circumstances shall SPM Hoshangabad to compensate for any loss or damage that may be caused to the vehicle by accident or complications arising out of such contingencies like fire, theft, riots, strike and terrorism damage whether inside or outside SPM Hoshangabad premises while engaged.
- q) In case of any dispute of any kind and in any respect whatsoever, the decision of SPMCIL shall be final and binding. The contractor shall not engage any subcontractor or transfer the contract to any other person.
- r) All security norms are to be followed by the driver and any other personnel accompanying with the vehicle. Besides, it is prerogative of Company to decide how many security personnel will be posted in a normal condition.
- s) It will be the responsibility of the transporter to ensure that the routes fixed for the running of transporter while running do not violate any road or traffic laws or any other laws.
- t) The transporter shall take out and keep alive valid insurance covers as per provision of the Motor Vehicles Act, 1939. The transporter shall also take out and keep alive for the vehicles riot risk insurance.
- u) The contract between SPMCIL and the Contractor can be cancelled with a notice period of one month from SPMCIL side but with a notice period of two months from the Contractor side.
- v) All the obligations under this contract will rest with the contractor i.e. service provider and not on SPM, Hoshangabad.
- w) Log book shall be maintained by & with the driver of vehicle & the log book may be got signed by the user and proper entry with respect to place visited, time, kilometer's etc. be made indicating name and designation of the officer who have utilized the vehicle.
- x) Firm should have valid service tax registration / proof of exemption.
- y) Bidder firm shall mention the make of the vehicles to be provided.
- z) Submit the copy of PAN and GST Registration Certificate of bidder firm.
- aa) Submit the copy of:

A) Vehicle Registration book issued by R.T.O.

- B) Documents of up to date Road Tax.
- C) Comprehensive Insurance.
- D) Fitness Certificate.
- E) P.U.C. Certificate.
- F) Any other related documents obtained from competent authority.

Note: All the above documents mention in point no. (aa) are to be submitted after issue of NAC/Service Order.

6. **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. Bidder Should Quote Prices Inclusive of GST And All Cost Components Such As Packing & Forwarding Details, Freight & Insurance Charges up to Destination etc. on FOR Security Paper Mill , Narmadapuram (Madhya Pradesh), India basis only.
4. **Liquidated Damages (LD) Clause:** If the contractor fails to deliver the goods and/or services or any instalment 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 per cent 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. 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/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>

6. 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.
7. **GST Return:** Supplier should file the GST returns for outward supplies in time. In case of any Input Credit Loss to SPM by way of their failure to file GST Returns in time, SPM reserves the right to withhold the payment of further supplies till production of evidence of filing of Returns.
8. **Service Period:** For 2 years from the date mentioned in GeM Contract .
9. Bidder shall submit duly seal & signed copy of Scope of Work/Technical Specifications and declaration.
10. **Payment terms:** Trip wise payment will be made after suitability of service and production of all required documents submitted by supplier through RTGS/NEFT only.
11. **Warranty:** - NA
12. **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.

**13. Common IP Addresses:** Bidders may please note that GeM is capturing and showing the IP addresses used by the Buyer and the Bidder(s)/Seller(s). The received bids having matching/common IP address with either Bidder(s)/Seller(s) or Buyer, shall be outrightly rejected & shall not be considered for further evaluation.

**14.** In case a tenderer attempts to influence SPMCIL's decision on scrutiny, comparison, evaluation, and award of the contracts, it will be treated as a serious misdemeanour. In such a case the tenderer of the tenderer shall be liable for rejection in addition to appropriate administrative actions being taken against that tenderer, as deemed fit by SPMCIL, in terms of clause 44 of GIT.

**15.** Contacting SPM, Narmadapuram: "In case a tenderer attempts to influence SPM, Narmadapuram's decision on scrutiny, comparison, evaluation, and award of the contracts, it will be treated as a serious misdemeanour. In such a case the tenderer of the tenderer shall be liable for rejection in addition to appropriate administrative actions being taken against that tenderer, as deemed fit by SPM, Narmadapuram, in terms of clause 44 of GIT".

#### **16. Prequalification Criteria:**

The bidder firm should meet following eligibility criteria to qualify:

- (a) **For MSE/Start-up firm:** The bidder must have capability to provide the relevant services.
- (b) **For other firm - Experience and past performance :** The bidder should have experience of having successfully supplied relevant services for the estimated tendered quantity/value at least Rs. 2,64,948.60/- in any one of the last five years ending on '31.03.2025'

#### **17. Note regarding Price Schedule**

Note1: Method of Evaluation: The method of evaluation of L1 criteria for awarding the contract shall be decided taking into consideration the total landed price up to SPM, Narmadapuram.

Note2: The Participating firm needs to mention the applicable rate of GST i.e. 5% or 18% on forward charge.

Note3: Further if participating firm is not a Body Corporate and not liable to GST, then GST with 5% under RCM shall be added on quoted rate to arrive at the landed cost to SPM.

Note4: Firm must mention the landed cost for 2 years in the Price Bid in GeM portal

**(Bidders are advised to thoroughly read the Technical Specifications and**

**Please ensure to only attach the PRICE SCHEDULE with PRICE BID ONLY and not the Technical Bid.)**

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

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

## अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. 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.
14. 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 catalogues 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. 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 General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.**

**However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.**

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---**