

**बिड दस्तावेज़ / Bid Document**

| बिड विवरण/Bid Details                                                                                                                                                                                                    |                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| बिड बंद होने की तारीख/समय /Bid End Date/Time                                                                                                                                                                             | 08-09-2026 18:00:00                                                                                                                                                                                                          |
| बिड खुलने की तारीख/समय /Bid Opening Date/Time                                                                                                                                                                            | 08-09-2026 18:30:00                                                                                                                                                                                                          |
| बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)                                                                                                                                                | 90 (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                                                                                                                                                                           |
| शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal                                                                                                                                                    | HOD Email id :ram.sahai@gov.in<br>Buyer Email id: chaitanya.deshpande@spmci.com                                                                                                                                              |
| वस्तु श्रेणी /Item Category                                                                                                                                                                                              | Manpower Outsourcing Services - Minimum wage - Unskilled; Secondary School; Others , Manpower Outsourcing Services - Minimum wage - Skilled; Graduate; Others                                                                |
| अनुबंध अवधि /Contract Period                                                                                                                                                                                             | 2 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                                                                                                                                                             | Certificate (Requested in ATC)<br>*In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |
| क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् 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> | 2                                                                                                                                                                                                                                   |
| दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / <b>Number of days for which Bid would be auto-extended</b>                       | 7                                                                                                                                                                                                                                   |
| ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / <b>Number of Auto Extension count</b>                                                             | 2                                                                                                                                                                                                                                   |
| 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                                                                                                                                                                                                                              |
| <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                                                                                                                                                                                                         |
| मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / <b>Financial Document Indicating Price Breakup Required</b>                              | 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       | 252000        |

#### 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 कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से

बाहर रखा गया है।/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.

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

#### लाभार्थी /Beneficiary :

NARMADAPURAM

3rd Floor Tower G World Trade Centre Nauroji Nagar, Department of Economic Affairs, Security Printing and Minting Corporation of India Limited (SPMCIL), Ministry of Finance  
(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/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider available upto price within $L1+X\%$           | 15  |
| सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference | 100 |

#### 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. Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal 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 themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer 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 seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

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

**The Bidder should have executed at least X No. projects with contract value not less than (Rs) yy for each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:SCOPE OF WORK**

**Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per complied with The Code on Wages Act:**[1786446712.pdf](#)

**Scope of work & Job description:**[1786508175.pdf](#)

**Manpower Outsourcing Services - Minimum Wage - Unskilled; Secondary School; Others ( 12 )**

#### तकनीकी विशिष्टियाँ /Technical Specifications

| विवरण/ Specification      | मूल्य/ Values    |
|---------------------------|------------------|
| <b>कोर / Core</b>         |                  |
| Skill Category            | Unskilled        |
| Educational Qualification | Secondary School |
| Type of Function          | Others           |
| List of Profiles          | Mazdoor/Labour   |
| Specialization            | Not Required     |

| विवरण/ Specification                                                                            | मूल्य/ Values  |
|-------------------------------------------------------------------------------------------------|----------------|
| Post Graduation                                                                                 | Not Required   |
| Specialization for PG                                                                           | Not Applicable |
| Experience                                                                                      | 0 to 3 Years   |
| State                                                                                           | NA             |
| Zipcode                                                                                         | NA             |
| District                                                                                        | NA             |
| Is the Geographical presence of the Service Provider's office required in the consignee's State | No             |
| Name of states/ UT for geographical presence is required                                        | Not Applicable |
| <b>एडऑन /Addon(s)</b>                                                                           |                |
| <b>अतिरिक्त विवरण /Additional Details</b>                                                       |                |
| Title for Optional Allowances 1                                                                 | NA             |
| Title for Optional Allowances 2                                                                 | NA             |
| Title for Optional Allowances 3                                                                 | NA             |
| Designation                                                                                     | Helper         |

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

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

**अतिरिक्त विशिष्ट दस्तावेज़ /Additional Specification Documents**

**प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

| क्र.सं./S.N<br>o. | प्रेषिती/रिपोर्टिंग<br>अधिकारी /Consignee<br>Reporting/Officer | पता/Address | संसाधनों की मात्रा<br>/ Number of<br>Resources to<br>be hired | अतिरिक्त आवश्यकता<br>/Additional<br>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 | 12                                                   | <ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 556</li> <li>• Bonus (INR per day) : 46.31</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 18.07</li> <li>• Provident Fund (INR per day) : 72.28</li> <li>• Number of working days in a month : 30</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul> |

### Manpower Outsourcing Services - Minimum Wage - Skilled; Graduate; Others ( 6 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

| विवरण/ Specification      | मूल्य/ Values |
|---------------------------|---------------|
| <b>कोर / Core</b>         |               |
| Skill Category            | Skilled       |
| Educational Qualification | Graduate      |
| Type of Function          | Others        |

| विवरण/ Specification                                                                            | मूल्य/ Values                                           |
|-------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| List of Profiles                                                                                | Cook                                                    |
| Specialization                                                                                  | Food Production/Culinary Arts /Cooking/Hotel Management |
| Post Graduation                                                                                 | Not Required                                            |
| Specialization for PG                                                                           | Not Applicable                                          |
| Experience                                                                                      | 0 to 3 Years                                            |
| State                                                                                           | NA                                                      |
| Zipcode                                                                                         | NA                                                      |
| District                                                                                        | NA                                                      |
| Is the Geographical presence of the Service Provider's office required in the consignee's State | No                                                      |
| Name of states/ UT for geographical presence is required                                        | Not Applicable                                          |
| एडऑन /Addon(s)                                                                                  |                                                         |

**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<br>o. | परेषिती/रिपोर्टिंग<br>अधिकारी /Consignee<br>Reporting/Officer | पता/Address | संसाधनों की मात्रा<br>/ Number of<br>Resources to<br>be hired | अतिरिक्त आवश्यकता<br>/Additional<br>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 | 6                                                    | <ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 781</li> <li>• Bonus (INR per day) : 64</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 25.38</li> <li>• Provident Fund (INR per day) : 101.53</li> <li>• Number of working days in a month : 30</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul> |

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

### 1. Generic

OPTION CLAUSE 25% : 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, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

### 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**

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

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. **Forms of EMD and PBG**

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

SECURITY PAPER MILL,

payable at

NARMADAPURAM

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

### 6. **Forms of EMD and PBG**

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

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

### 7. **Forms of EMD and PBG**

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

SECURITY PAPER MILL,

payable at  
NARMADAPURAM

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

#### 8. Forms of EMD and PBG

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.

#### 9. 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.

#### 10. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

##### **ATC:**

##### **12 UNSKILLED HELPER AND 06 SKILLED COOK FOR CANTEEN:**

1. **Location of work:** Security Paper Mill, Narmadapuram (M.P.)-461005
2. **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.
3. **GIT & GCC:** 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. 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:
  - I. **GIT:** <https://www.spmcil.com/wp-content/uploads/2024/06/GIT-3.0-1.pdf>
  - II. **GCC:** <https://www.spmcil.com/wp-content/uploads/2024/06/GCC-3.0-1.pdf>
4. **TDS:** 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.
5. **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.
6. **Contract Period:** 02 year from the date of issue of GeM Contract.

**7. Price bid breakup:** Bidder are requested to submit price break-up of financial bid in price bid only. Offers of Bidders quoting less than prevalent minimum wages shall be rejected straightway.

**8. Anti-Bribery Management System (ABMS):** By participating in this tender, the suppliers/Vendor s/ 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 there after and if they notice any such incident happening, they shall report it to Vigilance.

**9. 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.

**10. Pre-Qualification Criteria:**

**a. Experience & Past Performance:** The bidder should have experience of having successfully completed similar kind of services of 2628 Mandays 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.25,17,256.08 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.

**11.** The Contractor/Service provider is required to submit complete rates/Quotations only after satisfying each and every condition as laid down.

**12.** Rate/Quotations should be in compliance with the Minimum Wages Act and any other relevant Acts/Orders of Government of India that is applicable. **The minimum wages rate is prescribed vide Circular no. File No. 1/6(3)/2025-Is-II Dated 30.03.2026 issued by the Chief Labour Commissioner(C), Ministry of Labour & Employment, New Delhi.** Amendments may be done as per minimum wages rates prescribed by RLC.

**13.** The service provider/contractor shall be responsible for paying wages to contract labour at rates not less than the minimum wages as notified by the appropriate government.

**14.** The Contractor shall pay and continue to pay Minimum Wages to the workers and if it is found that less wages were paid, contract will be terminated forthwith and the deficient wages will be deducted by the Buyer from tenderer and paid directly to the workers employed by them and further, payment to the firm will be made only on satisfactory performance of work for each period as certified by the User and HR Department.

**15.** Insurance cover protecting the agency against all claims applicable under Employees State Insurance Act, 1948, shall be taken by the contractor / service provider. The contractor / service provider shall arrange necessary Insurance coverage for any person deployed by him even for a short duration. This Buyer shall not entertain any claim arising out of mishap if any, that may take place. In the event of any liability/claim falling on buyer, the same shall be reimbursed/indemnified by the contractor/service provider.

**16.** Contractor/service provider shall be directly responsible for any/all disputes arising between him and his personnel and keep this office indemnified against all actions, losses, damages, theft, expenses and claims whatsoever arising thereof.

**17.** Contractor shall be solely responsible for payment of wages/salaries other benefits and allowances to his personnel that might become applicable under any Act or order of the Government including the Minimum Wages Act. Buyer shall have no liability whatsoever in this regard and the Contractor shall indemnify the buyer against any/ all claims which may arise under the provisions of various Acts, Government Orders etc.

**18.** Deduction towards EPF and ESI etc. be factored in rates being quoted on per month basis and the same would not be payable over and above the rates thus quoted. The contractor / service provider would be liable for ensuring compliance with the relevant rules and regulations as notified by the Government in this regard from time to time.

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

**20. Resolution of Disputes:** If dispute or difference of any kind shall arise between SPM, Narmadapuram and the supplier in connection with or relating the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within 21 days of its occurrence, then, unless otherwise provided in the SCC, either SPM, Narmadapuram or the supplier may seek recourse to settlement of disputes through arbitration act 33.2.

**21. Kindly submit Land border sharing clause and blacklisted/debarred in your firm's letter head as below format:**

**Land border sharing clause:**

Bidders should submit undertaking regarding Compliance of Restrictions under Rule 144 (xi) of GFR 2017 as per DOE Order (Public Procurement No.4) dated 23.02.2023 (as amended from time to time) regarding restrictions on procurement from a bidder of a country which shares a land border with India as follows:

Undertaking regarding of Land Border Sharing Clause

To,

M/s Security Printing and Minting Corporation of India Limited

Ref : - GEM/BID/2026/B/XXXXXX Dated : - XX/XX/XXXX

Dear Sir,

We have read the clause regarding provisions for procurement from a Bidder which share a land border with India, we certify that, bidder M/s (Name of Bidder) is:

(i) Not from such a country [ ]

(ii) If from such a country, has been registered with the Competent Authority. [ ]

(Evidence of valid registration by the Competent Authority shall be attached)

(Bidder is to tick appropriate option ( ) above.

We hereby certify that bidder M/s (Name of Bidder) fulfills all requirement in this regard and is eligible to be considered against the tender.

{Signature of Authorized Signatory of Bidder}

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Seal :

**22. blacklisted/debarred declaration:**

Bidders are requested to submit following undertaking on their letterhead:

We have not been blacklisted/debarred by DoE, MoF, Gol; DEA, MoF, Gol; SPMCIL; procuring unit of SPMCIL for participation in tenders. The information provided above is correct and true to the best of my knowledge and belief.

**23. Documents Checklist:-** The participating bidder shall also submit the documents as per following mentioned order:-

a) Seal & signed Bid/Tender document as an unconditional acceptance of all terms & conditions of bid including scope of work.

b) Latest Udyam Certificate, if bidder is claiming any benefits against MSE Policy.

c) Undertaking regarding non-blacklisting

d) Declaration about compliance of land border sharing clause

e) Documents related to experience/capability.

f) Audited balance sheet for FY 2023-24, 2024-25, 2025-26

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

Text Clause(s)

**“JOB SPECIFICATIONS AND SCOPE OF WORK OF 6 COOK (Skilled) AND 12 UNSKILLED HELPER AT CANTEEN, MILL AREA”.**

**A. AREA COVERAGE FOR CANTEEN SERVICES**

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

- 1) Canteen & Canteen Premises.
- 2) Entire Mill Area (Carrying Food Items through Trolleys/Carts)

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

**COOK** - Preparation of food, as directed by the Canteen in charge/Canteen Supervisor, as and when required.

Qualification- One year full time regular Certificate/Diploma/Degree etc. in Food

Production/Culinary Arts /Cooking/Hotel Management along with one year work experience (apart from training) in relevant field.

**UNSKILLED LABOURS**

- Cleaning, sweeping, moping and wiping of floors, staircase on daily basis from Monday to Sunday or as required by Canteen Supervisor/Officer-In-charge.
- Keeping, Cleaning and stacking Kitchen raw materials at designated place in the Store/kitchen.
- Carrying Trollies with Snack Items and Tea in and around the entire Mill Area in different Phases at designated time and hours.
- Helping the Cooks in other Kitchen and Dining tasks such as distribution, cutting and preparation of food, as and when required.
- The kitchen, dining hall, hand wash area, dish wash area etc. will be washed with water and Soap solution and moped, after every meal (breakfast, lunch, snacks and dinner) and will be Disinfected once in a month or as and when required.
- The garbage collected from the kitchen, dining halls, dish wash area will be disposed of every Morning in the area specified near by the canteen area. The surroundings shall be kept clean And hygienic. High quality of hygiene, sanitation and safety will be maintained at kitchen and Dining halls. All the surrounding area of the Canteen premises should be cleaned and washed daily.
- Food is served through counters on self-service basis. However, the used plates will be taken out from the dining tables through trolleys or carat to the dish wash area.
- After every meal (breakfast, lunch and evening tea) all the plates, cups, katoris, water glass, spoons, forks, knives etc., are to be cleaned in soap solution and hot water and dried and kept ready for next meal. All the vessels used for cooking also should be washed in soap solution and hot water and should be available for use for cooking the next meal. Cleaning

and sanitization should be as per procedure specified by SPM, Narmadapuram.

- Dining hall should be washed with water and soap solution and mopped, after every meal.
- Kitchen to be kept clean always and should be washed after cooking every meal with water and soap solution.
- Water Coolers and purifier should be cleaned and maintained as per the instructions by the authority.
- The tea spoons, table spoons, forks, knives, stainless steel tumbler glass, katories should be counted once in a month and the contractor will be responsible for the loss of any items and make the loss if it is found shortage.

#### OTHER SPECIAL GENERAL CONDITIONS:

- Vendor has to provide its manpower proper – Uniform, ID card, Safety Shoes, Caps and other PPEs whichever are essential & compulsory. (Service Charge to be quoted appropriately keeping this in mind, if contravention later, penalty may be deducted as per GEM Service Level Agreement)
- Firm has to appoint one supervisor who is related to the firm. In this regard, firm will have to produce documentary proof.
- Firm's supervisor must report to HR department at least two times in a month.
- Firm's supervisor should not associate with any other firm.
- Scrutiny of manpower will be done by HR department.
- If there is non-compliance of uniform, ID card and PPE's etc. then a penalty will impose on firm as per rules.
- Contractor shall issue detailed pay slips (wage slips) to all contract labor either in electronic or physical form in accordance with applicable labour laws before or at the time of wage disbursement. Such Wage Slips must contain details such as the wage period, rate of wages and deductions made, etc. in accordance with applicable labour laws.
- Contractor / Supplier shall ensure that the deployed manpower complies with site rules, safety and security instructions.
- Contractor shall replace absent, unsuitable or non-performing personnel from deployment at Buyers premise upon written instruction of the Buyer.
- The Contractor / Supplier shall be solely responsible for compliance with all safety, health and environment requirements applicable at work site by the contract labor.
- Contractor / Supplier shall ensure compliance with statutory provisions of working hours and weekly-off. No contract labor shall be deployed beyond permissible hours without written authorization of Buyer.
- The Contractor shall ensure that all deployed personnel are provided weekly of in accordance with applicable labor laws and statutory provisions.
- In case contract labor is deployed on designated weekly off day, the contractor shall be solely liable

for payment of overtime wages and / or grant compensatory leave strictly in accordance with applicable law and contractor shall solely responsible for maintenance of relevant records.

- The Buyer is neither responsible for monitoring / administrating the deployment of manpower nor shall the Buyer be responsible for reimbursement of overtime, paid by the contractor to deployed manpower due to deployment on designated weekly off day.

### **C. WORKING TIME**

Normal Working Hours shall be as follows from Monday to Sunday -

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

General Shift (08:00 to 05:00 pm & 09:00 am to 06:00 pm)

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

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

D. Scope of SPM, Narmadapuram

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

“(i) The Buyer shall make the payment to service provider within 45 days from the date of receipt of invoice, attendance sheet, logbook, service feedback, documentary proofs for wages/PF/ESI/EDLI, etc. payments.

(ii) 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 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 and intimated to Buyer/SPMN.”

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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 (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) 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---**