



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/5699365  
Dated/दिनांक : 02-01-2025

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	13-01-2025 15:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	13-01-2025 15:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	120 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Finance
Department Name/विभाग का नाम	Department Of Economic Affairs
Organisation Name/संगठन का नाम	Security Printing And Minting Corporation Of India Limited (spmci)
Office Name/कार्यालय का नाम	Janpath
Item Category/मद केटेगरी	Manpower Outsourcing Services - Minimum wage - Semi-skilled; Secondary School; Admin , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Secondary School; Others
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	40 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	1 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes

<b>Bid Details/बिड विवरण</b>	
<b>Document required from seller/विक्रेता से मांगे गए दस्तावेज़</b>	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (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
<b>Do you want to show documents uploaded by bidders to all bidders participated in bid?/</b>	No
<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	No
<b>Type of Bid/बिड का प्रकार</b>	Single Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	7 Days
<b>Estimated Bid Value/अनुमानित बिड मूल्य</b>	9781721
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Arbitration Clause</b>	No
<b>Mediation Clause</b>	No

#### **EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	Indusind bank
EMD Amount/ईएमडी राशि	195634

#### **ePBG Detail/ईपीबीजी विवरण**

Advisory Bank/एडवाइजरी बैंक	Indusind bank
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	3.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	14

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

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

**Beneficiary/लाभार्थी :**

CHIEF GENERAL MANAGER  
INDIA SECURITY PRESS, NASHIK - A UNIT OF SPMCIL  
(India Security Press, Nashik)

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन	Yes
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**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band 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.
6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
7. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
  1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
  2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or

3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

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

**Geographic Presence: Office registration certificate:**The bidder has to present documentary evidence of geographical presence in the state of Maharashtra.

**Scope of work & Job description:**[1734001865.pdf](#)

**Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:**[1734001928.pdf](#)

**Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Secondary School; Admin ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Skill Category	Semi-skilled
Educational Qualification	Secondary School
Type of Function	Admin
List of Profiles	SUPERVISOR
Specialization	Not Required
Post Graduation	Optional
Specialization for PG	not specific
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Title for Optional Allowances 1	Maharashtra Labour Welfare Fund

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Imtiyaz Khan	422101,India Security Press, Nashik Road Nashik , Maharashtra	1	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 739</li> <li>• Bonus (INR per day) : 61.56</li> <li>• EDLI (INR per day) : 3.7</li> <li>• EPF Admin Charge (INR per day) : 3.7</li> <li>• Optional Allowances 1 (INR per day) : 0.48</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) : 24.02</li> <li>• Provident Fund (INR per day) : 88.68</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Secondary School; Others ( 3 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Skill Category	Semi-skilled
Educational Qualification	Secondary School

Specification	Values
Type of Function	Others
List of Profiles	MALI
Specialization	Not Required
Post Graduation	Optional
Specialization for PG	not specific
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Title for Optional Allowances 1	Maharashtra Labour Welfare Fund

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Imtiyaz Khan	422101,India Security Press, Nashik Road Nashik , Maharashtra	3	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 739</li> <li>• Bonus (INR per day) : 61.56</li> <li>• EDLI (INR per day) : 3.7</li> <li>• EPF Admin Charge (INR per day) : 3.7</li> <li>• Optional Allowances 1 (INR per day) : 0.48</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) : 24.02</li> <li>• Provident Fund (INR per day) : 88.68</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Secondary School; Others ( 27 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Skill Category	Semi-skilled
Educational Qualification	Secondary School

Specification	Values
Type of Function	Others
List of Profiles	CONSERVANCY STAFF
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	NOT REQUIRED
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Title for Optional Allowances 1	Maharashtra Labour Welfare Fund

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

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



S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Imtiyaz Khan	422101,India Security Press, Nashik Road Nashik , Maharashtra	27	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 655</li> <li>• Bonus (INR per day) : 54.56</li> <li>• EDLI (INR per day) : 3.28</li> <li>• EPF Admin Charge (INR per day) : 3.28</li> <li>• Optional Allowances 1 (INR per day) : 0.48</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) : 21.29</li> <li>• Provident Fund (INR per day) : 78.6</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

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

**1. Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

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

File Attachment [Click here to view the file.](#)

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

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

INDIA SECURITY PRESS, NASHIK - A UNIT OF SPMCIL  
payable at  
NASHIK

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

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

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

INDIA SECURITY PRESS, NASHIK - A UNIT OF SPMCIL

. The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

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

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

INDIA SECURITY PRESS, NASHIK - A UNIT OF SPMCIL  
payable at  
NASHIK

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

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

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

INDIA SECURITY PRESS, NASHIK - A UNIT OF SPMCIL  
payable at  
NASHIK

. 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.

## 7. **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

INDIA SECURITY PRESS, NASHIK - A UNIT OF SPMCIL

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.

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

Buyer Added text based ATC clauses

**Note 1: - The Service Provider liable to Pay Minimum wages for Supervisors (semi-skilled category), Mali (semi-skilled category) and Conservancy Staff (un-skilled category) as per latest Central Labour Commissioner (CLC) Notification issued by time to time and allied benefits such as PF, ESIC, Bonus, etc.**

### **Qualification & Eligibility Criteria**

I. **Experience & Past performance:** - The Bidder should have experience of having successfully supplied the manpower services of 3869 man-days in any one of the last five years ending on 31<sup>st</sup> March 2024.

Note 1: For MSEs and Start-ups (registered for the tendered item) Experience & Past Performance criteria shall be exempted.

II. **Capability:** - The bidder must have capability to provide the relevant services as per the tender document. We M/s \_\_\_\_\_ have the capability to supply the services as per tender document.

III. **Financial standing: -**

a) The average annual financial turnover of the bidder during the last three years, ending on 31<sup>st</sup> March 2024, should be at least Rs. 39.13 Lakhs as per the annual report (audited balance sheet and profit & loss account) of the relevant period, duly authenticated by a Chartered Accountant/ Cost Accountant in India.

b) i) The net worth of the Bidder should not be negative on 31.3.2024 and also (ii) should not have eroded by more than 30% in the last three years, ending on 31.03.2024.

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.

IV. **Firm must submit documentary evidence of having registered office in the state of Maharashtra.** For this purpose, firm must submit all following documents.

- a) Shop Act License/ Incorporation Certificate having office address in the state of Maharashtra
- b) PAN & GST Registration Certificate
- c) EPF & ESIC Certificate

V. **Undertaking:-**

a) "We M/s \_\_\_\_\_ firm has not been blacklisted /debarred by Government of India/ State Government/ PSU/ Any reputed organization in the past."

b) "We M/s \_\_\_\_\_ agree to withdraw all the deviations, if any, unconditionally and accept all the Terms and conditions of the tender document including the technical specifications."

c) "We M/s.....liable to pay Minimum wages for Supervisors under semi-skilled category, Mali under semi-skilled category and Conservancy Staff under un-skilled category as per latest Central Labour Commissioner (CLC) Notification issued by time to time and allied benefits such as PF, ESI C, Bonus, etc".

VII. **Scope of Work-**

**A. Scope of work for the Conservancy Agency:-**

The contractor shall have to provide conservancy services in India security press, Nashik Road. Like ISP Estate area, Residential colony, Guest House, Nehru Nagar Estate, ISP Hospital Corporate R&D Center/ CBSI, offices in Estate areas, etc. The agency shall ensure and will responsible for overall cleaning arrangement of the areas of ISP premise and Estate area and attendance/ working hours of all the contract conservancy employee/labours strictly as per the Biometric attendance system of contract employees.

**B. Duties and Responsibilities of Conservancy, Malis and Supervisor:-**

**1) 27 Nos. of Conservancy labours/employees.**

**i. ISP STAFF ESTATE AREAS:-**

- a. ISP Estate Bungalows: General Cleaning, Sweeping outside surrounding area, bathrooms and toilets etc. in ISP Estate Area as per direction of Management.
- b. Cleaning of all roads, toilets bathrooms, general inside/outside cleaning, garden cleaning etc. of Guest House.
- c. Sweeping and Cleaning of area from Green Gate to Check Post, Rest Shed, CEC Office etc. General cleaning of Roadside areas, Common toilets rest shed, CEC Office area and Post office area.
- d. Sweeping and Cleaning of Gymkhana area, U.S. Gymkhana ground road, Sports Complex area etc. . Collecting and lifting of garbage from various places.
- e. Sweeping and Cleaning black gate area, plantation area, Vanitha Vikas School to Gorewadi Gate, General cleaning of roadside areas, cleaning of open drainage lines etc., watering of plantations. Cleaning and sweeping of area of Corporate R&D Centre/ CBSI and it's surrounding areas.
- f. In ISP Staff Estate area, General work of removing, cutting of wild grass, tree branches, thick vegetation and collecting and lifting the same.
- g. Lifting of dead animals in the staff area, if any.

h. Fogging in the surrounding areas of all quarters in the Estate premises as per the direction of Management.

**ii. NEHRU NAGAR ESTATE & ISP HOSPITAL :-**

a. Sweeping and cleaning of surroundings area including CNP-II, III cycle shed and rest shed, cleaning of toilets, bathrooms, open drainage lines, area of Bhim Nagar gate etc.

b. Sweeping, Cleaning the Welfare Hall, Gymnasium, Estate Garden area, Cleaning of Toilets and Bathrooms, Collecting and lifting of garbage from various places.

c. Cutting and lifting of dense and wild grass, tree branches, thick vegetation from Nehru Nagar/ ISP Hospital/ Labour Estate Sewage Plant Nehru Nagar.

d. Fogging in the surrounding areas of all quarters in the Nehru Nagar Estate as per the direction of Management.

e. Lifting of dead animal in the Nehru Nagar estate area, if any.

**2) 03 Nos. of Malis**

a. To maintain all trees, plants, bushes hedges, any others lawns/ parks/ plantings.

b. Digging whenever necessary in the interest of beautiful maintenance of park/lawn and to trees, bushes etc.

c. To prepare and maintain flower beds, seasonal and perennial both.

d. To prepare and maintain flowers and plant pots with flowers and plants both indoor and outdoor at designated places to be decided in consultation with the designated officer.

e. Cutting of grass in lawns, pruning of plants at required intervals and removing the waste to the proper place.

f. Regular watering of grass, lawns, trees, plants and shrubs etc. and hoeing and weeding in and around them.

- g. Spraying of insecticide and fungicide application/ spreading of chemical and manure as and when required/advised.
- h. Any other job which is required to make the campus from Horticulture point of view beautiful with lush green environment.

**3) 01 Nos. of Supervisor:-**

- a. A Conservancy Supervisor will be responsible for maintaining cleanliness, hygiene and sanitation in Areas of Estate.
- b. Monitoring, guiding, directing and motivating subordinates to complete housekeeping tasks. Supervise all housekeeping staff, including scheduling and assigning work.
- c. To ensure that all staff are aware of their hours of work and that they adhere to the planned shift-wise duty-roaster.
- d. To ensure that all staff are aware of the Biometric Attendance System and their duty hours strictly as per the biometric attendance.
- e. To instruct all staff in cleaning routines and schedules in prescribed duty hours in colonies/premises. To regularly fill up the cleaning and maintenance checklists and inventories after complete physical check.
- f. Assigning housekeeping tasks to staff and inspecting work to ensure that all the prescribed standards of cleanliness are met. Scheduling staff shifts and organizing replacement required.
- g. Ensure daily cleanliness and sanitary conditions in ISP office, ISP Estate Colony, CNP Colony, Nehru Nagar Colony, ISP Hospital and rest of areas used by employees in ISP. Maintain high standards of cleanliness, hygiene and sanitation within the facility.
- h. To supervise the staff involved in the cleaning and setting up of meeting rooms, and other event venues.

**Note: Payment terms: In case of services, 100% payments on the basis of monthly bills will be paid within 10 days of submission of bills with prescribed documents. Accordingly firm has to submit all statutory documents like PF, ESIC state**

**ments, Bonus, Salary Slip etc. for the deputed Data Entry Operators. The proportionate amount may be deducted for the absent of the Data Entry Operators.**

**Quantum of LD: If the Seller/Service Provider fails to deliver any or all of the Goods/Services within the original/re-fixed delivery period (s) specified in the contract, the Buyer will be entitled to deduct/recover the Liquidated Damages for the delay, unless covered under Force Majeure conditions aforesaid, @ 0.5% of the contract value of delayed quantity per week or part of the week of delayed period as pre-estimated damages not exceeding 10% of the contract value of delayed quantity without any controversy/ dispute of any sort whatsoever.**

Please refer the below mentioned links for GCC and GIT

<https://spmCIL.com/uploaddocument/GIT3.0.pdf>

<https://spmCIL.com/uploaddocument/GCC3.0.pdf>

**Clarification of Bids/Shortfall Documents:**

During the evaluation and comparison of bids, the purchaser may, at his discretion, ask the bidder for clarifications on the bid. The request for clarification shall be sought only once on GeM portal, asking the bidder to respond by a specified date/period (i.e. Seven days). If the bidder does not comply or respond by the date/period (i.e. within Seven days), his tender will be liable to be rejected.

Depending on the outcome, such bids are to be ignored or considered further. No post-bid clarification at the initiative of the bidder shall be entertained.

**Note:** While submitting the Clarification/Shortfall Document any technical difficulty occurs on GeM portal, then the bidder can submit the Clarification / Shortfall Document through e-mail (e-mail id: [purchase.isp@spmCIL.com](mailto:purchase.isp@spmCIL.com)).

The Procuring Entity reserves its right to, but without any obligation to do so, seek any shortfall information/ documents only in case of historical documents that pre-existed at the time of the Bid Opening, and which have not undergone change since then and does not grant any undue advantage to any bidder. As far as the submission of documents is concerned regarding qualification criteria, after submission of the bid, only related shortfall documents shall be asked for and considered.

For example, if the bidder has submitted a supply order without its completion/performance certificate, the certificate will be asked for and considered. However, no new supply order shall be asked for to qualify the bidder.

VI. Bidder must submit check list of below mentioned documents: -

<b>Sr. No</b>	<b>Description</b>	<b>Submitted / Not Submitted</b>
1	Documentary evidence towards submission of EMD (Rs. 1,95,635/-)	
2	Documentary evidence towards Experience and past performance criteria as per clause I	

3	Documentary evidence towards Capability as per clause II	
4	Documentary evidence towards Financial data i.e. CA Certified and Audited Balance sheets and Profit & Loss Account statements duly authenticated by a Chartered Accountant / Cost Accountant in India of last three financial years i.e. 2021-22, 2022-23 and 2023-24 as per Clause III	
5	Documentary evidence towards having registered office in the state of Maharashtra as per Clause No. IV	
6	Undertaking as per clause No. V	
7	MSE Certificate/Start up Certificate if claiming for exemption against experience and turnover criteria only.	
8	Duly sealed signed copy of Scope of Work	

**“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.”**

## **Disclaimer/अस्वीकरण**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.



14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

**All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws 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. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---