

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	21-11-2025 13:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	21-11-2025 13:30:00
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
वस्तु श्रेणी /Item Category	Manpower Outsourcing Services - Minimum wage - Skilled; 10th Pass; Others , Manpower Outsourcing Services - Minimum wage - Skilled; Graduate; Admin , Manpower Outsourcing Services - Minimum wage - Semi-skilled; 10th Pass; Admin
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	24 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Exemption for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Single Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	6114377.55
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	Indusind bank
ईएमडी राशि/EMD Amount	123000

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).	14

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

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

लाभार्थी /Beneficiary :

CHIEF GENERAL MANAGER
IDA Phase-II, Cherlapally, Hyderabad
(India Government Mint, Hyderabad)

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

एमआईआई अनुपालन/MII Compliance

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

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

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted 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 exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
3. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
4. If the bidder is a DPIIT registered Startup, the bidder shall be exempted 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 exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.
5. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in

the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

6. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

7. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

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

9. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

10. Short Duration Bid has been published by the Buyer with the approval of the Competent authority due to Emergency procurement of critical products/services.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1762322084.pdf](#)

Scope of work & Job description:[1762846193.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Skilled; 10th Pass; Others (3)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Skilled
Educational Qualification	10th Pass
Type of Function	Others
List of Profiles	Ambulance Driver
Specialization	Not Required

विवरण/ Specification	मूल्य/ Values
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	At least 2 years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Telangana
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Title for Optional Allowances 1	Medical Insurance
Designation	Ambulance Driver

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Rajesh Deshpande	500051,India Govt Mint, IDA, Phase-II Cherapally, (R.R district) Hyderabad , Telangana	3	• Minimum daily wage (INR) exclusive of GST : 981 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 31.88 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 127.5 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; Graduate; Admin (2)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Skilled
Educational Qualification	Graduate
Type of Function	Admin

विवरण/ Specification	मूल्य/ Values
List of Profiles	Data Entry Operator
Specialization	Not Required
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	Yes
Name of states/ UT for geographical presence is required	Telangana
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Title for Optional Allowances 1	Medical Insurance
Designation	Data Entry Operator

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Rajesh Deshpande	500051,India Govt Mint, IDA, Phase-II Cherapally, (R.R district) Hyderabad , Telangana	2	- Minimum daily wage (INR) exclusive of GST : 981 - Bonus (INR per day) : 0 - EDLI (INR per day) : 0 - EPF Admin Charge (INR per day) : 0 - Optional Allowances 1 (INR per day) : 31.88 - Optional Allowances 2 (INR per day) : 0 - Optional Allowances 3 (INR per day) : 0 - Estimated Number of Overtime Hours per Resource per Month : 0 - Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 - ESI (INR per day) : 0 - Provident Fund (INR per day) : 127.5 - Number of working days in a month : 26 - Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; 10th Pass; Admin (10)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Skill Category	Semi-skilled
Educational Qualification	10th Pass

विवरण/ Specification	मूल्य/ Values
Type of Function	Admin
List of Profiles	Office Helper
Specialization	Not Required
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	Yes
Name of states/ UT for geographical presence is required	Telangana
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Title for Optional Allowances 1	Medical Insurance
Designation	Office Boys

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
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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	Rajesh Deshpande	500051,India Govt Mint, IDA, Phase-II Cherapally, (R.R district) Hyderabad , Telangana	10	• Minimum daily wage (INR) exclusive of GST : 893 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 29.02 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 0 • Provident Fund (INR per day) : 116.09 • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12

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

1. Generic

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

2. Forms of EMD and PBG

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

India Government Mint, Hyderabad(A unit of SPMCIL)
payable at
Hyderabad

. 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.

3. 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 Government Mint, Hyderabad(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

4. Forms of EMD and PBG

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

India Government Mint, Hyderabad(A unit of SPMCIL)
payable at
Hyderabad

. 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.

5. Forms of EMD and PBG

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

INDIA GOVERNMENT MINT, HYDERABAD (A UNIT OF SPMCIL) -COLLECTION A/C

Account No.

201003484303

IFSC Code

INDB0000004

Bank Name

INDUSIND BANK

Branch address

0004 - HYDERABAD

. 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.

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 Government Mint, Hyderabad(A unit of SPMCIL)
payable at
Hyderabad

. 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 Government Mint, Hyderabad(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. **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

INDIA GOVERNMENT MINT, HYDERABAD (A UNIT OF SPMCIL) -COLLECTION A/C

Account No.

201003484303

IFSC Code

INDB0000004

Bank Name

INDUSIND BANK

Branch address

0004 - HYDERABAD

. 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.

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

Text Clause(s)

A. Scope of WORK

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I. Hiring of 5 Skilled (02 DEO'S & 03 Ambulance Drivers) Manpower:-

- i. Qualifications For 02 Data Entry Operators: Bachelor's Degree in any subject from a recognized university plus typing knowledge in English/Hindi on computer Knowledge of MS. Office, Computer Operation.
- ii. Qualifications For 3 Ambulance Drivers: SSC/10th Pass Plus heavy motor vehicle & light motor vehicle driving license with at least 02 years' experience of driving. Preference shall be given to those who have prior experience in driving Ambulance.
- I. Other Terms & Conditions:
 - i. The employees engaged by the Contractor should attend the duty in Day and Night Shifts as required by Mint.
 - ii. The drivers to be deputed shall have not involved in prior minor and major accidents.
 - iii. The contractor has to pay to its employees not less than the minimum mandatory rates per month in accordance with the Minimum Wages fixed by RLC (Central) Hyderabad/CLC (NEW DELHI).
 - iv. The minimum wages as revised by RLC (Hyderabad)/CLC (NEW DELHI) from time to time will be paid by Mint and the same has to be passed to the concerned employees. A record of that should be kept in a register, which may be made available for examination to the Institute/ Govt. agencies/ authorities as and when demanded.
 - v. The Contractor shall be fully responsible for payment of (not less than minimum wages), P.F. contributions, Bonus or any other benefits under various Labour Laws/Acts applicable to him and or the personnel employed.

ployed by him.

- vi. The Contractor shall comply with all Labour laws and other laws/statutory regulations applicable to it and/or the personnel to be employed by it but not limited to the Minimum Wages Act, Contract Labour (Regulation and Abolition) Act, Payment of Wages Act, Employees Provident Fund and Miscellaneous Provisions Act, 1952, ESI Act etc. from time to time and take such steps as may be deemed necessary in this regard. Further, after repealment of the old laws and effect is given to the new 04 Labour Codes, the same are applicable.
- vii. The Contractor shall be fully responsible for making good any losses, sustained by IGM, Hyderabad by way of theft/burglary, fire damages of any kind to the premises or any other mischievous deed on the part of its employees.
- viii. The personnel of the Contractor shall not enter into any unlawful activity within the IGM, Hyderabad's premises and shall have good moral character.
- ix. The Contractor shall get the antecedent of its personnel verified by the Police and the certificate to that effect should be submitted before their deployment at the IGM, Hyderabad. The PVC Certificates shall be submitted again after a period of 12 months after initial submission. The Contractor shall also submit the names, present and permanent residential addresses and two copies of their passport size photographs to IGM, Hyderabad.
- x. The Contractor shall have his staff examined and medically checked prior to their deployment. Any person found medically unfit shall not be deployed.
- xi. The working hours of the Mint in the General Shift shall be 09.00 AM to 05.30 PM with half an hour lunch break from 1.00 PM to 01.30 PM. However, the working hours of the labours engaged will be 8 hours per day with half an hour lunch break. The working hours will be decided by Mint management as per the convenience of factory and may be changed at the discretion of the Mint from time to time. In case of urgency/ emergency, the labour can be deployed beyond normal duty hours, which shall be compensated through compensatory leave. Working Hours of other shifts are as notified from time to time based on the requirement.
- xii. In case of labour disputes for non-payment of minimum wages to the workers or any other disputes, the payment due to the contractor can be withheld till settlement of the disputes by the Mint or on the orders of the court of law.
- xiii. The contractor shall have to engage the required number of workers and in case required number is not available on any day, the contract amount will be reduced proportionately, from the monthly payment.
- xiv. The contractor shall maintain a daily attendance register including the number and names of the workers engaged in the campus/premises for works as per scope of the contract.
- xv. The Contractor Shall hold Contract Labour License as per the Contract Labour Act, 1970 issued by RLC(Central)/ALC(Central), Hyderabad
- xvi. Actual Deployment will be based on the day to day requirement. The Authorities of this Mint shall from time to time notify the requirement subject to the overall of Unskilled Manpower. The requirement may be reduced as per actual requirement.
- xvii. The age of the Manpower so deployed shall be as per the following:
 - DEO's: Between 21 to 58 years of age.
 - Ambulance drivers: 21 to 55 Years of age
- xviii. The Manpower Supplied have to be in good physical condition.
- xix. The vendor should extend the medical insurance to those employees whose basic salary is above Rs. 21,000/- to the extent of 4.0% as done in the case of employees whose basic salary is less than Rs,21,000/-for claiming of medical benefits, the same shall be reimbursed at actuals to the vendor on submitting the proof of payment of the premium paid to the insurance agencies.

II. Hiring of 10 Semi-skilled office boys for IGMH.

- I. Qualification: 10th Pass

- II. Scope of Work of Attendant /Office Boys:-
- i. Daily Cleaning of all Office Furniture & Fixtures which includes table, chairs, Almirah, telephones, fans, other electrical equipment, computer peripherals, printers etc.
 - ii. Attending to officers & staff.
 - iii. Serving tea, snacks etc, Drinking water washing utensils like cup, Plates, Saucers etc. related to these services.
 - iv.
 - v. Opening & closing of office main gate, doors, windows etc. in Sections, Carrying message, letter, dak, post etc. to different offices
 - vi. The Contractor shall be fully responsible for payment of (not less than minimum wages), P.F. contributions, Bonus or any other benefits under various Labour Laws/Acts applicable to him and or the personnel employed by him.
 - vii. The Contractor shall comply with all Labour laws and other laws/statutory regulations applicable to it and/or the personnel to be employed by it but not limited to the Minimum Wages Act, Contract Labour (Regulation and Abolition) Act, Payment of Wages Act, Employees Provident Fund and Miscellaneous Provisions Act, 1952, ESI Act etc. from time to time and take such steps as may be deemed necessary in this regard. Further, after repealment of the old laws and effect is given to the new 04 Labour Codes, the same are applicable.
 - viii. The Contractor shall be fully responsible for making any goods losses, sustained by IGM, Hyderabad by way of theft/burglary, fire damages of any kind to the premises or any other mischievous deed on the part of its employees.
 - ix. The personnel of the Contractor shall not enter into any unlawful activity within the IGM, Hyderabad's premises and shall have good moral character.
 - x. The Contractor shall get the antecedent of its personnel verified by the Police and the certificate to that effect should be submitted before their deployment at the IGM, Hyderabad. The PVC Certificates shall be submitted again after a period of 12 months after initial submission. The Contractor shall also submit the names, present and permanent residential addresses and two copies of their passport size photographs to IGM, Hyderabad.
 - xi. The Contractor shall have his staff examined and medically checked prior to their deployment. Any person found medically unfit shall not be deployed.
 - xii. The working hours of the Mint in the General Shift shall be 09.00 AM to 05.30 PM with half an hour lunch break from 1.00 PM to 01.30 PM. However, the working hours of the labours engaged will be 8 hours per day with half an hour lunch break. The working hours will be decided by Mint management as per the convenience of factory and may be changed at the discretion of the Mint from time to time. In case of urgency/ emergency, the labour can be deployed beyond normal duty hours, which shall be compensated through compensatory leave. Working Hours of other shifts are as notified from time to time based on the requirement.
 - xiii. In case of labour disputes for non-payment of minimum wages to the workers or any other disputes, the payment due to the contractor can be withheld till settlement of the disputes by the Mint or on the orders of the court of law.
 - xiv. The contractor shall have to engage the required number of workers and in case required number is not available on any day, the contract amount will be reduced proportionately, from the monthly payment.
 - xv. The contractor shall maintain a daily attendance register including the number and names of the workers engaged in the campus/premises for works as per scope of the contract.

- xvi. The Contractor Shall hold Contract Labour License as per the Contract Labour Act, 1970 issued by RLC(Central)/ALC(Central), Hyderabad.
- xvii. Actual Deployment will be based on the day to day requirement. The Authorities of this Mint shall from time to time notify the requirement subject to the overall requirement of 10 number of Semiskilled Manpower. The requirement may be reduced as per actual requirement.
- xviii. The age of the Manpower so deployed shall be between 18 to 50 YEARS OF AGE.
- xix. The Manpower should be in good physical condition.
- xx. The vendor should extend the medical insurance to those employees whose basic salary is above Rs. 21,000/- to the extent of 4.0% as done in the case of employees whose basic salary is less than Rs. 21,000/- for claiming of medical benefits, the same shall be reimbursed at actuals to the vendor on submitting the proof of payment of the premium paid to the insurance agencies.

10. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

A. ELIGIBILITY CRITERIA

- 1. **Experience & Past performance:** The bidder should have experience of having successfully supplied the manpower services of deploying minimum 6 nos. of manpower for a period of atleast one year in any one of the last five years ending on 31.03.2025.

- 2. **Capacity & Capability:**

The bidder must have annual capacity & capability to provide at least 6 nos. of manpower in a year.

- 3. **Financial Standing :**

- a) The average annual turnover of the bidder during the last three years, ending on 31.03.2025, should be at least **₹ 24 Lakhs** as per the annual report (audited balance sheet and profit & loss account statement) duly authenticated by a Chartered Accountant/ Cost Accountant.
- b)
 - i. The net worth of the Bidder should not be negative as on 31.03.2023 and also
 - ii. Should not have eroded by more than 30% in the last three financial years ending on 31.03.2025.

Note: i. Firms should submit CA certified balance sheets and profit & loss account for the last three FY (2022-23, 2023-24 & 2024-25) to fulfill Financial Standing.

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

- 4. Availability of office of service provider: An office of the service provider must be located in the state of consignee & documentary evidence is to be submitted.
- 5. The Bidder should be registered / Enlisted Labour Contractor with Labour Department of state/central government and copies of valid certificates are to be enclosed.
- 6. The firm should have valid registration under EPF, ESI, GST and the copies of certificates should be enclosed with tender document.

- B.** Optional allowances 1 represents medical insurance charges to the employees. Vendor should provide medical facility to the employees. A declaration to this effect should be submitted in the bid.
- C.** Payment Terms: Payment shall be made on monthly basis after submission of bills, invoices and approval from competent authority of IGMH.

11. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

अस्वीकरण/Disclaimer

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

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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

All GeM Sellers / Service Providers 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 [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---