

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	08-12-2025 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	08-12-2025 17:30:00
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 - Man-days based - Non-IT Technical; Highly Skilled; Substation Operator , Manpower Outsourcing Services - Man-days based - Non-IT Technical; Skilled; Substation Operator , Manpower Outsourcing Services - Man-days based - Non-IT Technical; Skilled; Electrician and telephone Operator
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)	26 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	6540416
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	131000

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 कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। 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.

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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of work & Job description:[1762838482.pdf](#)

Manpower Outsourcing Services - Man-days Based - Non-IT Technical; Highly Skilled; Substation Operator (312)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Function	Non-IT Technical
Skill Category	Highly Skilled
List of Profiles	Substation Operator
Experience of Resource	As mentioned in bid document
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Telangana

विवरण/ Specification	मूल्य/ Values
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
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अतिरिक्त विशिष्टि दस्तावेज /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 / Total number of man-days required during contract period	अतिरिक्त आवश्यकता /Additional Requirement
1	Chittiboyina Madhava	500051,IDA, Phase-II Cherapally, (R.R district) Hyderabad , Telangana	312	<ul style="list-style-type: none"> Charges per man-day (Inclusive of Wages, EPF, ESIC, EDLI, Bonus, etc) exclusive of GST : 1278.5 Estimated number of overtime man-hours during contract period : 0 Per hour charges for Overtime Man-hours exclusive of GST : 0

Manpower Outsourcing Services - Man-days Based - Non-IT Technical; Skilled; Substation Operator (2184)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Function	Non-IT Technical
Skill Category	Skilled
List of Profiles	Substation Operator

विवरण/ Specification	मूल्य/ Values
Experience of Resource	As per bid document
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Telangana
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
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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 / Total number of man-days required during contract period	अतिरिक्त आवश्यकता /Additional Requirement
1	Chittiboyina Madhava	500051,IDA, Phase-II Cherapally, (R.R district) Hyderabad , Telangana	2184	<ul style="list-style-type: none"> Charges per man-day (Inclusive of Wages, EPF, ESIC, EDLI, Bonus, etc) exclusive of GST : 1177.6 Estimated number of overtime man-hours during contract period : 0 Per hour charges for Overtime Man-hours exclusive of GST : 0

Manpower Outsourcing Services - Man-days Based - Non-IT Technical; Skilled; Electrician And Telephone Operator (2184)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
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विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Function	Non-IT Technical
Skill Category	Skilled
List of Profiles	Electrician and telephone Operator
Experience of Resource	As per bid document
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Telangana
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
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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 / Total number of man-days required during contract period	अतिरिक्त आवश्यकता /Additional Requirement
1	Chittiboyina Madhava	500051,IDA, Phase-II Cherapally, (R.R district) Hyderabad , Telangana	2184	<ul style="list-style-type: none"> Charges per man-day (Inclusive of Wages, EPF, ESIC, EDLI, Bonus, etc) exclusive of GST : 1177.6 Estimated number of overtime man-hours during contract period : 0 Per hour charges for Overtime Man-hours exclusive of GST : 0

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

1. **Generic**

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

2. **Payment**

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

3. **Forms of EMD and PBG**

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

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.

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
INDB00000004
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

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

8. 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.

9. 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.

10. Buyer Added Bid Specific Scope Of Work(SOW)

Text Clause(s)

SCOPE OF WORK FOR 15 NOS. OF SKILLED ELECTRICAL MANPOWER:

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1. List of required Manpower on outsourcing basis:

Sl.no.	Description	Quantity
i.	High skilled substation operator	1 no.
ii.	Skilled Substation Operators	7 nos.
iii.	Technician(Electrical) (Skilled	6 nos.
iv.	Skilled Telephone Operator	1 no.
	Total	15 nos.

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2. Contractor will be responsible for supply of manpower and its operation & Maintenance. Contactor is responsible for properly maintaining the system as well as to do regular maintenance and fault rectification.
3. Annual contract for Electrical Routine operation and maintenance of substation, maintenance of overhead/ underground line, operation and maintenance of pump-sets, maintenance of residential and non-residential buildings etc.

4. Details of area to be maintained are as below:

- i. 33/11/0.415 KV substation
 - 5 MVA indoor type transformer and allied HT/LT switchgears 2 No's
 - DG set 625 KVA 1 No.and 55KVA 1No.
 - 1600 KVA indoor type transformer and allied HT/LT switchgears 4 No's
 - 630 KVA indoor type transformer and allied HT/LT switchgears. 2 No's
- ii. Non Residential area as follows:
 - Kakatiya Guest House
 - Baghmati Guest House
 - Parks
 - CISF Barrack
 - CISF canteen
 - CISF parade Ground etc.
- iii. Residential area as follows:-
 - Quarters- I, II, III
 - CGM Mint House etc.
- iv. Overhead/Underground lines, street lights at factory/colony area
 - Underground lines
 - Overhead lines
 - Feeder pillars
 - Junctions boxes
 - Street light etc.
- v. Pump House:-
 - Pump set centrifugal pump- 60 HP (02 No.) and 45HP 02 No
 - Ground water reservoir pumping station
- vi. Firm shall repair and replace electrical items in residential and non-residential buildings.
- vii. Substation, Transformer & DG Set Maintenance :
 - Daily: Monitoring of temperatures, oil levels, silica gel, explosion vent, voltage, and load readings, etc.
 - Monthly: IR measurements, physical inspections, cleaning, alarm testing. etc.
 - Quarterly: BDV testing of transformer oils, tightening of connections, etc.
 - DG operations: Fuel refills, oil check, fault rectification, switchovers, and start-stop cycles, all etc.
- viii. Overhead Line, underground line & Streetlight Maintenance:

- Maintenance of ~200 streetlights(Approx.)
- Maintenance of underground lines approx. 07 km.
- Visual inspections, cable jointing, replacement of lights, tightening, terminating, and re-joining cables.
- Details of Spare required for Centrifugal pumps and underground cable.

5. Duties and Responsibilities of Skilled Substation Operators (7 No.)

- Operation and Monitoring of 33/11KV MSDS, 3 nos. of 11KV/440V Substations 24*7 basis round the clock i.e. by manning these installations in three shifts.
- Basic up-keeping/cleaning of respective 68 Feeders of all Substations.
- Switching ON and OFF of HT and LT Breakers:- During the faults, Substation Breakers are to be switched ON & OFF to feed the supply to concerned departments/ Sections.
- Checking the healthiness of incoming cables measuring the IR values of the incoming cables and outgoing circuits.
- Checking the Tripping units: Condition of the tripping units are to be checked once in every shift for effective operation of tripping relays and S/S relays.
- Checking the tightness of wires, cleaning of circuit breakers body and bushings every month.
- Tightening of nuts and bolts of all feeders of all Substations Monthly basis.
- Checking Oil & Winding temperatures on hourly basis against rated values and recording them in relevant log book.
- Observation of oil levels in main conservator tank OLTC conservator and examining for oil leaks from the transformer, if any and report the same to In charge Electrical maintenance department.
- Monitoring temperatures of all feeders.
- Monitoring of Relay Control Panels. Attending the faults and restoration of the power supply without delay. Opening and inspection of MDB/DB, checking and inspection of cable connection. Operation of panels, switchgears, transformers, battery etc. as per the approved procedure.
- Change-over of 8 No's of transformers.
- Checking the colour of silica gel in the breather and also oil level of the oil seal. If silica gel colour changes from blue to pink then same should be informed to In-charge Electrical Maintenance department.
- Lubricating/greasing all moving parts of OLTC mechanism.
- Operation and Monitoring of FCBC DC Panel of MSDS.
- Operation and maintenance of All Boundary Wall Lights and shop floor lighting.
- Cleaning and Housekeeping of MSDS and Substations.
- Basic day to day Maintenance and watering of earth pits connected to All Substation.
- Operation of switch yards; maintaining hourly reading records pertaining to PF, KWH Readings, MD.
- Switching ON/OFF of light fixtures, pumps, fans and other equipment's as per IGMH Requirement.
- Ensuring the closing of all the panel doors etc. Checking of CT, PT and Relays connections for tightness. Tightening of all earthing connections of all Panels.
- Measurement of insulation resistance value of circuit breaker. Checking and sealing of cable entry holes and Panel openings as per directions of In charge Electrical Maintenance.
- Trouble shooting and repair of lighting and power circuits, including changing of light fittings etc.
- In case of failure of TSSPDCL Power, Generator sets have to be restored and distribute the power to all important loads in the IGMH as directed by supervisor and In charge of Electrical Maintenance department.

y. Educational Qualification and experience of Substation Operators [Skilled]:

- ITI in Electrician Trade with NCVT Apprentice with 3 year experience.
- ii. Experience should be in the Operation and Maintenance of not less than 11KV Substations for substation operators.

6. Duties and Responsibilities of High skilled substation operator: (1 No)

- a. Supervision of all 11KV and 33KV basic substation maintenance works in accordance with SOP and Safety protocols.
- b. Operation and Monitoring of the Basic General Substation maintenance works of 33/11KV MSDS, 11KV/440V 3 No's Substations of IGMH.
- c. Operation of 33kV Circuit Breakers, Isolator, LT Panels consisting of ACBs, etc. according to load requirements and instructions from Electrical Maintenance department.
- d. Maintaining the Power Factor close to unity through Automatic Power Factor Control Panels. Monitoring, Operation and Switching of APFC and AHF panel if in case any PF deviation.
- e. Monitoring temperatures of all feeders and maintaining records.
- f. Maintaining records of all the operations and records of loads such as voltage, current, power factor, frequency, connected load, energy consumption etc.
- g. Monitoring of Relay Control Panels and Maintaining records for the same.
- h. Checking of Panel heaters & rectification if required. Report any abnormality.
- i. Maintaining records of Power failures with reasons.
- j. Recording all tripping of breakers and other events that occur in the order of sequence with the time of occurrence and recording them in Log Book Change-over of 8 No's of transformers and Measurement of Oil BDV periodically and maintaining records. Maintaining records for Winding and Oil Temperatures and Silica Gel Breather.
- k. General Monthly cleaning of transformer, Inspection for any cracks or chippings of the bushing and checking of tightness of connections.
- l. Measurement of IR values of transformer and recording of the values specifying the temperature at which measurements are taken.
- m. Testing of transformer oil of main tank & OLTC oil for BDV and moisture content at least per every two months and submission of reports to the in charge, Electrical maintenance.
- n. Checking of all connections on the transformer for tightness such as bushings, tank earth connection.
- o. Checking of D.C. supply. Operation and Monitoring of FCBC Panel of MSDS. Measurement of Battery Voltages and Current. Keeping the records for the same.
- p. Checking whether indication lamps, selector switch, ammeter, voltmeters, energy meters etc., are working. Reporting if in case any abnormality.
- q. Checking of termination of incoming and outgoing cables. Routing of cables for new loads if required as directed by I/C Electrical Maintenance department.
- r. Measurement of Earth pit resistance of earth pits connected to All Substation and keeping the records for the same.
- s. High skilled Substation Operator shall carry out routine Surveillance to observe any predictable fault in electrical system such as Lighting Arrestors, CTs, PTs, Isolator, Circuit Breakers, Control Panels, Transformers, OLTC Panels, LT Distribution System, Lighting fixtures etc. and report the same to In charge, Electrical maintenance department.
- t. The deployed manpower should be present on round the clock basis in case of any emergency or as per management requirement.

u. Educational Qualification and experience Substation Operator [High Skilled]:

- BE/B. Tech in Electrical Engineering/ Electrical and Electronics Engineering with minimum 2 years' experience {or} Diploma in Electrical Engineering/ Electrical and Electronics Engineering with minimum 5 years' experience. Experience should be in satisfactory operation and maintenance of 11kV or high capacity Substation.
- The Substation Operator high skilled so appointed shall be the person holding a valid Electrical Supervisor's Certificate of Competency or 11KV License issued by competent electrical authority of state or central Government.

7. Duties and Responsibilities of Technician(Electrical) (Skilled): 6 No.

- a. Operation and Basic General maintenance of 11KV/440V Substation on 24*7 basis round the clock i.e. by manning these installations in three shifts.
- b. Electrical maintenance works of All Residential quarters (Type:1, Type-2,Type-3, Type-4 and

- d Type-5)
- c. Electrical maintenance works of Mint House, 18 No's Hostel/Baghamati Guest House; Kakatiya VIP Guest House; CISF Barrack and Pump house;
- d. Maintenance of Overhead lines.
- e. Maintaining Complaint registers and Monthly meter reading registers.
- f. Opening, inspecting, cleaning of JB's /switch boxes, checking the tightness of connections in the internal wiring circuits for all buildings of Township.
- g. Trouble shooting and repair of lighting and power circuits, including changing of light fittings etc.
- h. Checking of earth continuity and cable connection in the lamp holders, ceiling rose (if any), socket outlets, fan regulator connection etc.
- i. Operation and Maintenance of All township Street lights.
- j. Maintenance of Main Distribution Boards, PDB's
- k. Maintenance of checklist pertaining to earth pits of Township.
- l. Switching ON/OFF of light fixtures, pumps, fans and other equipment as per IGMH Requirement
- m. Educational Qualification and experience for Technician(Electrical) [Skilled]:**
 - ITI in Electrician Trade with NCVT Apprentice with 3 year experience.
 - Experience should be in the Operation and Maintenance of not less than 440V Substation and having adequate knowledge in repairs, Installation and fixing of various electrical fittings, fixtures and knowledge of domestic wiring.

8. Duties and Responsibilities of Telephone Operator: 01 No.

- a. Responsible for the daily operation, monitoring,
- b. Software updation/modifications of feeds/management and Regular testing of the EPABX system.
- c. Repairs/ rectification/ upkeep of telephone lines, Krones and Telephone Junction Boxes.
- d. He would also be responsible for maintaining telephone Bill records and log books.
- e. Educational Qualification and experience for Telephone Operator [Skilled]:**
 - ITI in Electrician/Electronic Mechanic/ Instrumentation Trade with NCVT Apprentice with 3 year experience.
 - Experience should be in the Operation and Maintenance of Software updation/modifications of feeds/management, and Regular testing of the EPABX system.

9. GENERAL TERMS & CONDITIONS OF CONTRACT:

- a. At the time of Quoting Tender, Bidders are advised to mandatorily quote minimum wages of High skilled/skilled/unskilled only as per latest and updated minimum wages as notified by Central Government or state Govt. as on tender publishing date. Quoting old rates will invariably leads to disqualification of bid.

It is assumed that the parties submitting their offers are well aware about the IGMH site conditions, nature of work to be carried out etc. Non familiarity with site conditions shall not attract or construed any increase in the rates after acceptance of the offer. Hence Bidders are advised to visit IGMH before submission of Bid for understanding terms and conditions.

11. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

QUALIFICATION CRITERIA:

- I. Experience & Past Performance: The bidder should have experience of having successful

y supplied the manpower services of 1872 man-days, in any one of the last five years ending on 31.03.2025.

II. Capability: The bidder must have capability to provide the relevant services.

III. Financial Standing:

a. The average annual financial turnover of the bidder during the last three years, ending on 31.03.2025 should be at least Rs.26 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.

b. The net worth of the Bidder should not be negative on 31.03.2025 and also

c. should not have eroded by more than 30% in the last three years, ending on 31.03.2025.

Note: For MSEs and Start-ups (registered for the tendered item) all financial criteria shall be exempted. However, its capacity and capability may be verified by the respective unit.

IV. The contractor should have a valid 33/11 KV license from electrical inspectorate from state or central government and submit the copy of same at the bid submission stage only, failing which the submitted bid will be rejected.

V. The contractor should possess valid "A"- Grade Electrical Contractors License issued by competent authority of Government of Telangana or any other state government. Submission of copy of the mentioned certificate along with bid document is compulsory failing which the submitted bid will be rejected.

VI. Contractor should have valid PF, ESIC, and labour license and submit the copy of the same during tendering stage itself failing which the submitted bid will be rejected.

VII. It is assumed that the parties submitting their offers are well aware about the IGMH site conditions, nature of work to be carried out etc. Non familiarity with site conditions shall not attract or construed any increase in the rates after acceptance of the offer. Hence Bidders are advised to visit IGMH before submission of Bid for understanding terms and conditions.

VIII. The bidder should submit the acceptance of Scope of Work (SoW) & Buyer Added Service Level Agreement (SLA).

IX. The bidder should also submit the acceptance of the GIT & GCC as mentioned in the given link:

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

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

X. NOTE: Minimum monthly wages for highly skilled and skilled category of manpower has exceeded the wage limit of ₹ 21,000.00. Hence, the successful bidder should provide medical insurance to all the 15 nos. of manpower instead of ESI.

12. 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.

13. Buyer Added Bid Specific SLA

Text Clause(s)

- i. Mentioned 15 numbers Manpower is Indicative only. However as per the future needs and requirements of Electrical Maintenance department, on the sole discretion of IG Mint Hyderabad, N

umber of Contract manpower may decrease during currency of contract as per actual needs of IGM Hyderabad; In such case no penalty will be imposed over reduced man-days.

- ii.** Month wise shift duty charts will be prepared and issued by IGMH; same should be followed by the manpower deputed without fail.
- iii.** Weekly off will be given to the deployed manpower who are working in shift basis; which shall be maintained by IGMH official.
- iv.** Contractor should ensure mandatory availability of Manpower in the shifts as per the rosters as decided by IGMH. The contractor shall ensure to provide an alternate qualified manpower or replace with a standby in case any of the staff deployed is absent.
- v.** In case of weekly rest, public holiday, absenteeism: alternative arrangement i.e. Reliever who is equally qualified & experienced should be made by the Contractor.
- vi.** All the activities and shift operations will be supervised and coordinated by IGMH Electrical Maintenance department.
- vii.** The deputed Manpower is required to be present in their respective shift till the next shift operator reports for duty.
- viii.** The contractor shall have his own PF code no. with the RPFC as required under Employee PF & Miscellaneous Provisions Act, 1952 and extend benefits of Employees Provident Fund 1952, Employee Deposit Linked Insurance 1976 and Employee Pension Scheme 1995 to contract workers deployed.
- ix.** The contractor shall have his own ESI code No. allotted by Employee State Insurance Corporation (ESIC) as required under Employee State Insurance Act 1948. The contractors shall submit the Separate e-Challans / ECR along with bank receipts/bank statement on monthly basis as a part of compliance and proof of depositing of ESI contribution with ESI Authorities. The contractor should arrange Smart Cards (i.e. ESI Identity Card) /e-Pehchan Card to contract labors engaged by him from the Corporation.
- x.** Wages paid by the Contractor to the persons employed shall not be less than the minimum wages prescribed under the minimum wages act fixed by the State Government or the Central Government from time to time, whichever is higher along with other statutory dues such as EPF, ESI, and Bonus etc.
- xi.** Updated/ Revised Wages shall only be paid to employees strictly as per timely guidelines of Minimum Rates of wages as notified by Central Government or State Government, whichever is higher.
- xii.** The contractor shall pay all the statutory payments on or before 7th day of every successive month through NEFT/RTGS & provide proof thereof also must submit the certified authenticated proof of depositing PF, ESIC in the name of all employees engaged by him.
- xiii.** The payment to the Contractor shall be made on monthly basis after satisfactory completion of service and submission of the bill certified by the authorized official of IGMH within 30 days of receipt of such bill. No advance payment will be made.
- xiv.** In case of any 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 IGMH or on the orders of the Court of law.
- xv.** The necessary statutory deduction as applicable shall be deducted from the amount payable to the Contractor and it is mandatory on the part of Contractor to provide PAN number, GST registration etc. whenever asked for.
- xvi.** The Contractor shall employ only adult trained, efficient and responsible staff with good health and sound mind for operation and maintenance of electrical installation work. The Contractor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty. Persons so engaged by the Contractor shall be from amongst properly trained elect

rician of high integrity and good conduct.

- xvii.** Contractor should ask the persons depute under his contract to maintain individual diaries and Daily log book of operations/works performed by staff deputed.
- xviii.** The contractor shall follow the provisions of the Electricity Act 2003 and the Regulations framed there under.
- xix.** The personnel so selected should be instructed to maintain decorum of good behaviours at all times.
- xx.** In no case, the contractor or his/her employees shall claim job / employment with IGMH.
- xxi.** Contractor will be responsible for any act of sabotage, misdeed, indiscipline, and negligence on the part of contractor or his employees. Penalty or legal action, as decided by CGM, IGMH shall be imposed on the contractor.
- xxii.** Measures like smoking, drinking, abusing during the working hours is strictly prohibited and if found that the personnel engaged in such act shall be immediately replace with suitable alternative.
- xxiii.** Any damage or injury to the person so deployed by the contractor or by other persons and any damage to the property within IGMH due to negligence of contractor or his representative shall be sole responsibility of the contractor.
- xxiv.** In case of any accident during the operation / maintenance of equipment, leading to injuries / damages to human bodies / equipment, or loss of life, the contractor shall be fully responsible for or settling all claims arising out of such accidents and indemnify the department from such claims.
- xxv.** IGMH does not bind itself to buy or produce any or all services/goods from the Contractor necessarily.
- xxvi.** The contractor should get the character checked of the entire workforce deployed by them at the work premises, before engaging & deploying them in IGMH premises. The contractor needs to provide to IGMH a declaration to the effect that there is no case with the Police/Court/Regulatory authorities against their employee. Latest and valid Police Verification Certificate (PVC) to be submitted to IGMH for issuing gate passes.
- xxvii.** Any lapse on the part of the tenderer/agency in the discharge of their duties which may result in monetary loss or loss of reputation to IGMH will result in imposition of penalties at the discretion of the IGMH.
- xxviii.** In the event of any loss caused to the India Government Mint on account of contractor's men, the contractor shall make good the loss either by proper replacement or on payment of adjustable compensation.
- xxix.** Contractor must ensure 26*15= 390 Man-day's fulfilment during every month of contract. Allotment of suitable replacement will be the responsibility of the contractor. Failing which difference of Man-days will be deducted from the SD of the Contractor at the end of contract and also considering the losses incurred to IGMH due to non-deputation of manpower, The contractor shall be liable to be fined as deemed fit on every single occasion on the sole discretion of the IGMH.
- xxx.** The MSDS shall never be left unattended at any time; substation operator must be available at MSDS Round the clock as per the roster as decided by the Sr. Supervisor, IGMH. In case of breach of this, the contractor shall be liable to be Blacklisted and fined as deemed fit on the sole discretion of the IGMH.
- xxxi.** Contractor must ensure execution of all works as entrusted in the scope of work on time and should maintain MSDS and Substation as per Indian Electrical Standards. In the event of unsatisfactory service or any failure at any time on the part of Contractor to comply with the terms and provisions of this contract to the satisfaction of Mint, the Chief General Manager shall be the

sole judge and whose decision shall be final and binding. The contractor shall be liable to be fined as deemed fit on every single occasion on the sole discretion of the IGMH.

xxxii. Contractor will be responsible for any act of sabotage, misdeed, indiscipline, and negligence on the part of contractor or his employees. Penalty or legal action, as decided by IGMH shall be imposed on the contractor.

xxxiii. The Contractor shall be fully responsible for payment of not less than revised and updated minimum Rates of wages as notified by Central Government or State Government, whichever is higher. The Contractor shall be fully responsible for payment of PF contributions, ESI or any other benefits under various Labour Laws/Acts applicable to him and or the personnel employed by him. If contractor found not following the mentioned payment structure; necessary action shall be taken as deemed fit.

xxxiv. TERMINATION:

- a. Notwithstanding anything contained hereinbefore to the contrary, the IGMH shall have full power and authority to terminate this Agreement without assigning any reason by giving 15 (Fifteen) days clear notice in writing and in such case the Contractor shall have no claim for any loss and damage against the IGMH. If the Contractor abandons his service for which he/she is committed to the IGMH, all his/ her dues e.g. EMD, Security Deposit, etc. will be forfeited by the IGMH on the sole discretion of the IGMH.
- b. The IGMH reserves the exclusive right to suspend, cancel, terminate this Contract / Agreement at any time if it has sufficient reason to believe that the Contractor has failed to perform or observe or fulfil any of the terms and conditions herein before contained and/or liable and responsible for any loss or damage suffered by the IGMH.
- c. On termination of the Contract/ Agreement, the Contractor must immediately, i.e., within 24 hours, withdraw its men and materials from the IGMH and the Contractor shall have no right to claim any demurrage/ compensation from the IGMH for the loss of job of its employees or whatsoever in as much as it is for the Contractor to deploy its men in such other sites or places and the said employees are under complete administration, supervision and control of the Contractor.

xxxv. GROUP ACCIDENTAL INSURANCE TO THE DEPUTED MANPOWER:

The contractor shall be responsible to provide Group Accidental Insurance to its employees in the first week of contract only and in case of any accident occurring to any of the employees engaged by the contractor, no compensation shall be payable by the India Government Mint, Hyderabad. The contractor on demand from India Govt. Mint, Hyderabad shall have to produce the copy of the valid insurance policy, covering the names of the employees engaged by him. The contractor shall also be responsible for the safety of his employees and in case of any safety threat from public, natural calamity or otherwise causing harm to his employees, India Govt. Mint, Hyderabad will not be liable for any compensation to the contractor and his employees.

xxxvi. TOOLS, ID CARD & SAFETY EQUIPMENT TO BE PROVIDED Following safety accessories, Uniform and tools at no extra cost to be provided to the All the manpower supplied within the First 2 weeks of The contract itself:

- a. 02 sets of Uniform (Shirt and Trousers) for all the deputed manpower.
- b. 01 pair of electrical shock proof shoes with ISI mark suitable for both 33KV/11KV Substations

o all deputed Manpower.

c. The Contractor should provide Identity cards to its staff.

d. Tools and safety equipment:

- Line Tester 500V: 05 No's;
- Combination Plier: 05 No's;
- Complete set of all sizes of screw drivers - 2 sets
- Multi meter : 02 No's
- Tong tester - 1 No.
- BIS approved Safety Helmets - 2 Nos.
- All sizes of double ended, Ring, Tubular & Box Spanners - 1 set each.
- BIS approved, 33kV Insulating Hand Gloves - 2 Sets
- Torch - 2 Nos.
- Discharge rods suitable for 33kV Line Discharging with heavy duty clamps - 2 nos.
- Wire Stripper: 05 Nos.

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---