

**बिड दस्तावेज़ / Bid Document**

| बिड विवरण / Bid Details                                                                                                      |                                                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| बिड बंद होने की तारीख/समय / Bid End Date/Time                                                                                | 15-10-2026 10:00:00                                                                                                                                                                                                                                                |
| बिड खुलने की तारीख/समय / Bid Opening Date/Time                                                                               | 16-10-2026 10:00:00                                                                                                                                                                                                                                                |
| बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)                                                  | 90 (Days)                                                                                                                                                                                                                                                          |
| मंत्रालय/राज्य का नाम / Ministry/State Name                                                                                  | Ministry Of Finance                                                                                                                                                                                                                                                |
| विभाग का नाम / Department Name                                                                                               | Department Of Economic Affairs                                                                                                                                                                                                                                     |
| संगठन का नाम / Organisation Name                                                                                             | Security Printing And Minting Corporation Of India Limited (spmci)                                                                                                                                                                                                 |
| कार्यालय का नाम / Office Name                                                                                                | 3rd Floor Tower G World Trade Centre Nauroji Nagar                                                                                                                                                                                                                 |
| शिकायत निवारण के संपर्क विवरण / Contact details of Grievance redressal                                                       | HOD Email id : ram.sahai@gov.in<br>Buyer Email id: sanjay.gupta@spmci.com                                                                                                                                                                                          |
| वस्तु श्रेणी / Item Category                                                                                                 | Facility Management Service- Manpower based (Version 2) - Residential; Housekeeping Security Services; Skilled                                                                                                                                                     |
| अनुबंध अवधि / Contract Period                                                                                                | 2 Year(s)                                                                                                                                                                                                                                                          |
| बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)              | 27 Lakh (s)                                                                                                                                                                                                                                                        |
| उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service             | 1 Year (s)                                                                                                                                                                                                                                                         |
| टर्नओवर पात्रता मानदंड / Turnover eligibility criteria                                                                       | To be verified by the buyer at the time of technical evaluation                                                                                                                                                                                                    |
| वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover                 | Yes   Complete                                                                                                                                                                                                                                                     |
| स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover | Yes   Complete                                                                                                                                                                                                                                                     |
| विक्रेता से मांगे गए दस्तावेज़ / Document required from seller                                                               | Experience Criteria, Bidder Turnover, Certificate (Requested in ATC)<br>*In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |

| 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                                                                                | 3                                                                                                                                                                                                                                   |
| दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended                                                                                                      | 7                                                                                                                                                                                                                                   |
| 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                                                                                                                                                                                                                              |
| Payment Timelines                                                                                                                                                                                                        | Payments shall be made to the Seller within <b>30</b> days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC) |
| मूल्यांकन पद्धति/Evaluation Method                                                                                                                                                                                       | Total value wise evaluation                                                                                                                                                                                                         |
| मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / 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       | 133000        |

#### ईपीबीजी विवरण /ePBG Detail

|                                         |               |
|-----------------------------------------|---------------|
| एडवाइजरी बैंक/Advisory Bank             | Indusind bank |
| ईपीबीजी प्रतिशत (%) /ePBG Percentage(%) | 5.00          |

ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).

26

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। 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.

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

**लाभार्थी /Beneficiary :**

Chief General Manger  
India Govt. Mint, D-2, Sector-1, Noida-201301, Distt. Gautam Budh Nagar  
(Chief General Manger)

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

**एमआईआई अनुपालन/MII Compliance**

एमआईआई अनुपालन/MII Compliance

Yes

**एमएसई खरीद वरीयता/MSE Purchase Preference**

|                                                                                                                                                                                                           |     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| एमएसई खरीद वरीयता/MSE Purchase Preference                                                                                                                                                                 | Yes |
| सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider available upto price within $L1+X\%$           | 15  |
| सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference | 100 |

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

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

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.

2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. 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 having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
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.

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

**Scope of work & Job description:**[1787653433.pdf](#)

**Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:**[1787653460.pdf](#)

#### **Facility Management Service- Manpower Based (Version 2) - Residential; Housekeeping Security Services; Skilled ( 6 )**

#### **तकनीकी विशिष्टियाँ /Technical Specifications**

| विवरण/ Specification                                                                                    | मूल्य/ Values                  |
|---------------------------------------------------------------------------------------------------------|--------------------------------|
| <b>कोर / Core</b>                                                                                       |                                |
| Type of Premise                                                                                         | Residential                    |
| Type of Services Required                                                                               | Housekeeping Security Services |
| Skill Category                                                                                          | Skilled                        |
| Type of Function                                                                                        | Others                         |
| List of Profiles                                                                                        | Watch and Ward                 |
| Educational Qualification                                                                               | High School                    |
| Specialization                                                                                          | Not Required                   |
| Post Graduation                                                                                         | Not Required                   |
| Specialization for PG                                                                                   | Not Applicable                 |
| Experience                                                                                              | 0 to 3 Years                   |
| State                                                                                                   | NA                             |
| Zipcode                                                                                                 | NA                             |
| District                                                                                                | NA                             |
| 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                                                | Delhi                          |
| <b>एडऑन /Addon(s)</b>                                                                                   |                                |
| Consumables to be provided by Service Provided                                                          | NA                             |
| High End Machinery and Equipments to be provided by Service Provider                                    | NA                             |
| <b>अतिरिक्त विवरण /Additional Details</b>                                                               |                                |
| Designation                                                                                             | Watch and Ward                 |

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

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

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

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

| क्र.सं./S.No. | प्रेषिती/रिपोर्टिंग<br>अधिकारी /Consignee<br>Reporting/Officer | पता/Address                                                               | संसाधनों की मात्रा<br>/ Number of<br>Resources to<br>be hired | अतिरिक्त आवश्यकता<br>/Additional<br>Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------|----------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1             | Neeraj Jha                                                     | 201301,D-2, Sector-1, India<br>Govt Mint(Taksal) Noida , Uttar<br>Pradesh | 6                                                             | <ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 1008</li> <li>• Bonus (INR per day) : 83.97</li> <li>• EDLI (INR per day) : 10.08</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• ESI (INR per day) : 32.76</li> <li>• Number of working days in a month : 30</li> <li>• Provident Fund (INR per day) : 120.96</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul> |

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

### 1. Generic

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

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

### 2. Forms of EMD and PBG

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

INDIA GOVERNMENT MINT NOIDA A UNIT OF SPMCIL  
payable at  
NOIDA

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 NOIDA 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 NOIDA A UNIT OF SPMCIL

payable at  
NOIDA

. 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 NOIDA A UNIT OF SPMCIL

Account No.  
201003509051

IFSC Code  
INDB0000036

Bank Name  
INDUSIND BANK LIMITED NOIDA BRANCH  
Branch address  
N-10-11, SECTOR-18, NOIDA-201301

. 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 NOIDA A UNIT OF SPMCIL

payable at  
NOIDA

. 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 NOIDA 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 NOIDA A UNIT OF SPMCIL

Account No.

201003509051

IFSC Code

INDB0000036

Bank Name

INDUSIND BANK LIMITED NOIDA BRANCH

Branch address

N-10-11, SECTOR-18, NOIDA-201301

. 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.

## अस्वीकरण/Disclaimer

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

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope

of Work.

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

**All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.**

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

**This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.**

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

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

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

---धन्यवाद/Thank You---



**भारत सरकार टकसाल, नोएडा**  
**INDIA GOVERNMENT MINT, NOIDA**  
क्रय अनुभाग / Purchase Section

**SCOPE OF WORK FOR HIRING OF AGENCY TO PROVIDE SECURITY GUARD TO IG MINT,  
NOIDA ON CONTRACT BASIS**

India Government Mint, Noida invites bids from eligible and qualified bidders for hiring of agency to provide **06 (Six) Nos.** of Security Guards round the clock (Skilled Manpower) for a period of **24 months** for India Govt. Mint, Noida (UP).

**BIDDER ARE REQUESTED TO FURNISH COPY OF THE FOLLOWING DOCUMENTS ALONG WITH TENDER IN SUPPORT OF FULFILLMENT OF QUALIFYING CRITERIA. NON-SUBMISSION OR INCOMPLETE SUBMISSION OF DOCUMENTS MAY LEAD TO REJECTION OF OFFER.**

| Sr. No. | Particulars                                                                                                                                                                                                                                                                                                               |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.      | MSME/Startup Certificate (If the firm is MSEs/Startup)                                                                                                                                                                                                                                                                    |
| 2.      | Valid <b>PASARA</b> License.                                                                                                                                                                                                                                                                                              |
| 3.      | Document related to Geographical presence of firm in Delhi/ NCR.                                                                                                                                                                                                                                                          |
| 4.      | EPF Registration Certificate                                                                                                                                                                                                                                                                                              |
| 5.      | ESIC Registration Certificate                                                                                                                                                                                                                                                                                             |
| 6.      | Financial Standing as per attached Annexure – A<br>(Exempted for MSEs & Startup firms)                                                                                                                                                                                                                                    |
| 7.      | Duly Signed & Stamped complete SOW for Compliance & acceptance of Terms & Conditions of the tender/ Undertaking for compliance of all Terms & Conditions of Bid document.                                                                                                                                                 |
| 8.      | Copy of the recent work order /Purchase Order awarded by any of the Govt/PSU/Department/ Autonomous bodies/ any other private firm may be provided. Or Copy of satisfactory completion certificate issued by any of the Govt/PSU/ Department/Autonomous bodies/ any other private firm in support of capability criteria. |

1. Security agencies providing the security guards need to be having **PASARA** License.
2. The security agency must have registered office or any place of work in Delhi/NCR as to ensure proper execution of the contract work.
3. **Contract period:** Contract shall be for a period of 24 months tentative start date from 08 December 2026 to 07 December 2028.
4. The Security Agency shall operate and provide security personnel to the Mint at its 01 sites on 7 days a week 8 hours shift round the clock. That the responsibility and liability for payment of wages and other emoluments of any person of the Security guard shall be that of the Contractor, similarly the matter of leave and other facility to be given to the Security guards will be a matter



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- between the Security guards and the Contractor.
5. **DUTY HOURS:** - 24 hours security divided into three shifts (including the night) (one shift = eight hours daily.) The duties of the security guards at a time will change every eight hours in rotation.
  6. The location of deployment is Sector-23 Mudra Vihar and Sector 1 Township of the Unit. This shall mean a minimum 1 guard at each location should be deployed at any point of time. Hence for round the clock deployment a minimum 6 security guard (3 shifts \* 2 locations) is needed.
  7. The Service Provider shall be responsible for timely payment of take-home remuneration to the supporting staff by 7th of every month and shall deposit PF and ESI (both employer and employee share) by 15th of the month and shall thereafter submit the invoice along with all the supporting documents i.e., Attendance Sheet, Wage Register, EPF/ECR challan, ESI challan and Bank Statements as payment proof.
  8. The service provider/contractor shall be responsible for paying monthly bonus to contract labour in the manner prescribed by the payment of Bonus act, 1965 & shall get reimbursed from the buyer.
  9. The service provider/contractor shall be responsible for the paying wages to contract labor at rates not less than the minimum wages as notified by the Central Government.
  10. In case of continuous work (24 hours or more than 26 days in a month) Service Provider shall be responsible to change the shifts and manpower in compliances with the labor laws.
  11. If any of the personnel of the Security Agency indulges in theft, negligence or any illegal/irregular activities, misconduct, Chief General Manager Mint decision regarding disciplinary action shall be final.
  12. All payment made by the Mint shall be after deduction of tax at source wherever applicable as per the provisions of the Income Tax Act, 1961.
  13. The Security Agency shall submit on a monthly basis the bill for the services rendered to enable the Mint to verify and process the same. No advance payment shall be made to the security agency.
  14. The Contractor shall also ensure the supervision of the security guards/personnel posted/deployed at the Mint's premises at regular intervals.
  15. Minimum standards of security personnel to be deployed:
    - (a) Minimum education: 10<sup>th</sup> Pass.
    - (b) Age of the security personnel should not be exceeding 60 years.
    - (c) Security personnel must be medically fit, physical well-build and possessing robust health, Preference will be given to ex-service men.The personnel of the Security Agency shall always be tidily dressed in the uniform supplied by the Security Agency at its own cost. The pattern of uniform to be supplied by the Security Agency will be of a different pattern than as given by the Mint to its employees. Further the



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Security Agency shall issue identity cards on its own name and trading style, to its personnel deputed for rendering the said services, which at Mints option, and would be subject to verification at any time. The Mint may refuse the entry into its premises to any personnel of the Security Agency not bearing such identity card or not being tidily dressed.

16. The Mint shall always have the right and liberty to do surprise inspection at its sites.
17. The services rendered by the Security Agency under this agreement will be under close supervision, co-ordination & guidance of the Mint. The security agency shall frame appropriate procedure for taking immediate action as may be advised by the Mint from time to time.
18. It is clearly understood by the Security Agency that the person employed by the Security Agency for providing services as mentioned herein, shall be the employees of the Security Agency only and not of the Mint. The individual person to be employed for providing the said services shall be decided by the Security Agency who shall be able to make payments to its said employees towards their monthly wages/ salaries and other statutory due like EPF, ESI, minimum wages, bonus, gratuity etc.
19. Mint shall not be liable for any obligations/ responsibilities contractual, legal or otherwise, toward the Security Agency's employees or to the said employees directly and/or indirectly, in any manner whatsoever.
20. The employees/ personnel of Security Agency rendering the services under this contract shall never be deemed to be the employees of Mint in any manner whatsoever and shall not be entitled for employment, salary/ wages, damages compensation or anything arising from their deployment by contractor for rendering the said services.
21. Security Agency shall obtain all registration/permission/license etc. Which are/ may be required under any labour or other legislation(s) for providing the services under this contract.
22. It shall be the Security Agency's responsibility to ensure compliance of all the Central and state Government Rules and Regulations & all applicable labour laws with regard to the provisions of the Services. Under this contract The security Agency indemnifies and shall always keep Mint indemnified against all losses, damages, claims actions taken against in any Authority/ office in this regard.
23. The Security Agency shall comply with the applicable provisions of all welfare legislations and more particularly with the contract Labour (Regulation and Abolition) Act, 1970. if applicable, for carrying out the purpose of this contract the Security Agency shall further observe and comply with all Government laws concerning employment by the Security Agency and shall duly pay all sums of money to such staff as may be required to be paid under such laws. Security Agency is fully responsible to ascertain understand the applicability of various Act, and take necessary action to comply with the requirements of law.
24. The Security Agency shall give an undertaking by the 22nd of preceding month in favour of the Mint that he has complied with all his statutory obligations.



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25. The Security Agency shall at its own expenses make good any loss or damage suffered by the Mint as a result of the acts of commission or omission, negligently or otherwise of its personnel while providing the said services at any of the premises of the Mint or otherwise.
26. The security agency shall at all times indemnify and keep indemnified the Mint against any claim on account of disability/ death of any of its personnel caused while providing the security services within/outside the site or other premises of the Mint which may be made under the Workmen's Compensation Act, 1923 or any other Acts or any other statutory Modifications thereof or otherwise for or in respect of any claim for damage or compensation payable in consequence of any accident or injury sustained by any working or other personnel of the Security Agency or in respect of any claim, damage or compensation under labour laws or other laws or rules made there under by any person whether in the employment of the Security Agency or not, who provided or provides the services at the site or any other premises of the Mint as provided hereinbefore.
27. The Security Agency shall at all times indemnify and keep indemnified the Mint against any claim by any third party for any injury, damage to the property or person of the third party or for any other claims whatsoever for any acts of commission or omission of its employees or personnel during the hours of providing the services at Mint's premises or before and after that.
28. The Security Agency shall not claim any damages, costs, charges, expenses, liabilities arising out of performance/non-performance of services, which it may suffer or otherwise incur by reason of any act/ omission, negligence, default or error in judgment on part of itself and/or its personnel in rendering or non-rendering the services under this contract.

**Note: If any of the above terms & conditions is not found fulfilled during the work contract, I.G. Mint, Noida reserves the right to discontinue the contract without assigning any reasons thereof by providing a hearing to the contractor, if he wants so.**



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**ADDITIONAL TERMS & CONDITIONS**

1. In case any typing error/other clerical errors is noticed by the bidder, in the documents, the same must be pointed out and got clarified before submission of offer, or else, IGMN's interpretation shall prevail & shall be binding on the bidder.

2. **Validity of rates:** Once the contract is entered, the agreed agency's service charges as quoted by the firm shall remain firm for the entire contract duration & will not vary on any account what so ever be the reason. However, the contract value of the job contract will vary depending on the following: -

- a) Any changes in the monthly consolidated wages fixed by IGM Noida;
- b) The periodic minimum Wage/VDA increase, as and when notified by the central /State Government (whichever is higher) will be applicable in the contract and accordingly the monthly bill of the contractor will get amended;
- c) Any changes in PF / ESI contribution of employer's portion due to changes in Labour Law.
- d) Payment to the contractor will be subject to TDS as per rules in force from time to time
- e) Any changes in the quantum of GST, if applicable, due to statutory variation, the same shall be admissible during the tenure of the Contract.

The said service charge shall be quoted keeping in the mind that the statutory compliance of all labour laws / regulations must be complied by the contractor / agency. Tenderer must note that any false information/data or any suppression of acts will disqualify them even at a later stage also. The contractor will deploy trained and efficient workforce for the above job contract. In this connection, the contractor has to maintain a register for their record etc. and made available to IGMN / Statutory authority as & when required.

3. **Contract Period:** Hiring of Agency for providing manpower services in on daily basis at India Govt. Mint, Noida Sector-23 Mudra Vihar and Sector 1 Township of the Unit for a period of two year (24 months).

4. The firm may be asked to raise the Invoice with GST under category of B to B for availing input credit.

5. **Option clause:** The order may be extended on same rate for 25% of total quantity. (NOTE: Quantities mentioned above are illustrative / indicative and not exhaustive; the actual requirement may vary (increase / decrease) as per the need).

6. **Taxes and Duties** Supplier shall be entirely responsible for all taxes, duties, fees, levies etc. incurred until completion of contracted period to India Govt. Mint, Noida. If the tenderer fails to include taxes and duties as per law of the land in the tender, no claim thereof will be considered by purchaser at a later stage.

7. **Terms of payments** Payment shall be made on monthly basis subject to completion of service satisfactory for each month and submission of bill along with duly verified EPF and ESIC Challan from concern authority as well as last filed GST return.

8. Please Provide scanned copy of cancelled cheque of Account in which payment is to be made & E-mail address also.



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9. If found, any security breach by the contractor, will lead to:

- a. Termination of Contract.
- b. Payment of Damages

10. **Quantum of LD:** If the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame(s) incorporated in the contract, SPMCIL shall, without prejudice to other rights and remedies available to SPMCIL under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the ½% percent of the delivered price of the delayed goods and/ or services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 10% of the delayed goods' or services' contract price(s). During the above-mentioned delayed period of supply and / or performance, the conditions incorporated under GCC sub-clause 23.4 above shall also apply. In all such cases GST would also be applicable on LD.

11. **Performance Bond/ Security:** The successful bidder shall furnish Security Deposit within 15 days of issue purchase order in the form of unconditional Bank Guarantee/ Account Payee Demand Draft, from any scheduled commercial Bank of India in favor of the "India Government Mint, Noida", for 5% value of the purchase order valid upto 60 days beyond the date of completion of all contractual obligations by the supplier, including the warranty obligations. Further, if bidder fails to furnish the required performance security within the specified period, he shall be liable to face suspension from participating in Tenders invited by any of the unit of SPMCIL for a period of one year from the time of such suspension.



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**QUALIFICATION / ELIGIBILITY CRITERIA**

| Criteria                                          | Description                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Experience & Past Performance                     | i) For Manpower Services The bidder should have experience of having successfully supplied the manpower services of <b>1728 man-days</b> in any one of the last five years ending on 31.03.2025                                                                                                                                                        |
| Capability - Equipment & Manufacturing Facilities | The bidder must have capability to provide the relevant services. #                                                                                                                                                                                                                                                                                    |
| Financial Standing                                | The average annual financial turnover of the bidder during the last three years, ending on 31.03.2025 should be at least <b>27 lakhs</b> 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 or equivalent in relevant countries |
|                                                   | i) The net worth of the Bidder should not be negative on 31.03.2025 and also<br>ii) should not have eroded by more than 30% in the last three years, ending on 31.03.2025.                                                                                                                                                                             |

**#For capability:** Copy of the recent work order /Purchase Order awarded by any of the Govt/PSU/ Department/Autonomous bodies/any other private firm may be provided. Or **Copy of satisfactory completion certificate issued by any of the Govt/PSU/Department/Autonomous bodies/ any other private firm for providing manpower in support of capability criteria may also be furnished.**

**Note: -**

1. All experience, past performance and capacity/capability related data/document should be certified by the authorized signatory of the Bidder firm. The credentials regarding experience and past performance to the extent required as per the above eligibility criteria as submitted by the Bidder may be verified from the parties for whom work has been done.
2. All financial standing data should be provided in the format **Annexure – A (Financial Standing of the firm)** enclosed at the end of the tender document duly certified by certified accountants e.g. Chartered Accountants (CA) in India.

**MOST IMPORTANT NOTE: BIDDER TO FURNISH STIPULATED DOCUMENTS ALONG WITH TENDER IN SUPPORT OF FULFILLMENT OF QUALIFYING CRITERIA. FURTHER.**

**CORRESPONDENCE IN THIS REGARD WILL NOT BE ENTERTAINED FOR ANY REASON. NON-SUBMISSION OR INCOMPLETE SUBMISSION OF DOCUMENTS MAY LEAD TO REJECTION OF**



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OFFER.



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Annexure - A

(Name of the firm)

**FINANCIAL STANDING OF THE FIRM**

The bidder should intimate their financial standing in the following format duly certified by a Chartered Accountant / cost Accountant.

- a) Average Annual turnover of the firm during last three years ending 31.03.2025.  
(Exempted for MSE & Startup firms)

| Sl. No. | Financial Year | Turnover (in lakh) |
|---------|----------------|--------------------|
| 1       | 2022-2023      |                    |
| 2       | 2023-2024      |                    |
| 3       | 2024-2025      |                    |

- c) Net worth of the firm during last three years ending 31.03.2025.  
(Exempted for MSEs & Startup firms)

| Sl. No. | Financial Year | Net-worth (in lakh) |
|---------|----------------|---------------------|
| 1       | 2022-2023      |                     |
| 2       | 2023-2024      |                     |
| 3       | 2024-2025      |                     |

-X-X-X-