



Bid Number/बोली क्रमांक (बिड संख्या):

GEM/2023/B/4373264

Dated/दिनांक : 10-01-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	31-01-2024 15:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	31-01-2024 15:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	120 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Finance
Department Name/विभाग का नाम	Department Of Economic Affairs
Organisation Name/संगठन का नाम	Security Printing And Minting Corporation Of India Limited (spmcl)
Office Name/कार्यालय का नाम	Janpath
Item Category/मद केटगरी	Customized AMC/CMC for Pre-owned Products - NAMC of Electrical Maintenance; NAMC of Electrical Maintenance; Annual Maintenance Contract (AMC); 24 x 7; Yes
Contract Period/अनुबंध अवधि	1 Year(s)
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (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
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	7 Days
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

Bid Details/बिड विवरण

Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है

Yes

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक

State Bank of India

EMD Amount/ईएमडी राशि

42000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक

State Bank of India

ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)

5.00

Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).

14

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

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

Beneficiary/लाभार्थी :

S P M Corporation of India Limited
Payable at Kolkata
(S P M Corporation Of India Limited)

Splitting/विभाजन

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

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन

Yes

MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता

Yes

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. 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 defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
[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.
4. 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.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope of Work:[1704363424.pdf](#)

Special Terms and Conditions/Penalty/Payment Terms pertaining to the Bid/Contract:[1704363443.pdf](#)

Product/Equipment Details:[1704363486.pdf](#)

Financial Breakup Required:[1704363493.pdf](#)

Details of manpower requirement for CMC service:[1704363808.pdf](#)

The Bidder should have adequate skilled technical human resource to meet the work load. Also specify the documents to be uploaded by Service Provider in Compliance of this condition.:[1704363856.pdf](#)

Customized AMC/CMC For Pre-owned Products - NAMC Of Electrical Maintenance; NAMC Of Electrical Maintenance; Annual Maintenance Contract (AMC); 24 X 7; Yes (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Product category	NAMC of Electrical Maintenance
Product Brand	NAMC of Electrical Maintenance
Type of service	Annual Maintenance Contract (AMC)
Preventive Maintenance Frequency	24 x 7

Specification	Values
Manpower Required	Yes
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity of product/ equipment	Additional Requirement/अतिरिक्त आवश्यकता
1	Pravin Kumar	700053, India Govt Mint, Alipore Kolkata , West Bengal	1	<ul style="list-style-type: none"> Number of months within the contract period for which service is required : 12

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

1. Generic

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

2. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

3. Forms of EMD and PBG

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

S P M Corporation of India Limited
payable at
Kolkata

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

4. Forms of EMD and PBG

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C (Name of the Buyer). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the

bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

5. Forms of EMD and PBG

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

S P M Corporation of India Limited
payable at
Kolkata

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

6. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

S P M Corporation of India Limited
payable at
Kolkata

. 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

S P M Corporation of India Limited
A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

8. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1. Terms and Conditions:

Guidelines of SPMCIL Procurement Manual Version 2.0 will be applicable to this bid at any stage to avoid any conflict at later stage. Kindly refer GIT and GCC of SPMCIL Procurement Manual Version 2.0 for additional terms and conditions as per the links given below:

General Instruction to Tenderer (GIT): <https://spmciil.com/uploaddocument/GIT/new.pdf>

General Conditions of Contract (GCC): <https://spmciil.com/uploaddocument/GCC/new.pdf>

2. Delivery Period:

Contract will be valid for a period of One (1) year from the date of issue of contract.

3. Terms and Mode of payments:

Payment shall be made on monthly basis upon successful completion of work at site subject to submission of log book (i.e. complaint cum job register) and bills in triplicate on monthly basis which must be certified by Inspecting Authority of India Government Mint, Kolkata mentioning that work has been completed as per conditions of work order/ Purchase order.

4. Insurance:

The supplier shall make arrangements for insuring the goods/services against loss or damage, incidental to manufacture or acquisition, transportation, storage and delivery. The Supplier shall be responsible till the entire goods contracted for arrive in good condition at destination. The transit risk in this respect shall be covered by the supplier by getting the goods duly insured. The insurance cover shall be obtained by the supplier in its own name not in the name of India Government Mint, Kolkata or its consignee. For details please refer to clause 12 of General Conditions of Contract (GCC).

5. 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, India Govt. Mint, Kolkata shall, without prejudice to other rights and remedies available to India Govt. Mint, Kolkata under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the 0.5% 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).

6. The total cost inclusive of all as cited above on FOR India Govt. Mint, Kolkata (W.B) basis should be indicated clearly both in words and figures in the price bid.

7. Documentary evidence to be submitted towards PAN & GST Registration Certificate.

8. Participating Bidder must submit sealed and signed copy of entire GeM bid document including the Scope of Work. Also the participating bidder must submit sealed & signed **Annexure I** in their letter head & checklist attached under Scope of Work.

9. All the supporting documents submitted along with this bid should be signed and sealed by the authorized signatory of the firm mandatorily. The bid document shall not contain any erasure or overwriting, except as necessary to correct any error made by the tenderer and, if there is any such correction; the same shall be initialled by the person(s) signing the tender.

10. The supplier has to provide GeM invoice during submission of bill for payment.

11. Price Schedule:

While quoting the price through GeM portal, the detailed price breakup must be mentioned and attached as pdf in the document attachment option of price bid mandatorily. Do not upload financial documents related to financial standings like audited balance sheets in the document attachment field of price bid, attach only the detailed price breakup of the quotation as mentioned above. Detailed price breakup of the quotation must be in the format as attached in the end of this bid document.

Price to be mentioned only in price bid not in Techno commercial bid or any other place. If it is mentioned any other part other than price bid, the offer will be rejected.

12. Qualification/ Eligibility Criteria

A. EXPERIENCE & PAST PERFORMANCE : The bidder should have experience of having successfully completed similar kind of services for the value at least Rs.8.33 Lakhs in any one of the last five years ending on 31.03.2023.

Note:

(i) **Similar Kind of Services Means:** Operation and maintenance of Sub-Stations, Pump-Houses and electrical equipment.

(ii) In support of Experience & Past Performance copy of supply/ work order; respective completion certificate and contact details of clients (previous buyer of the items) to be enclosed along with the tender.

(ii) All copy of supply/ work order; respective completion certificate and contact details of clients: in support of experience, past performance should be authenticated by the by the person authorized to sign the tender on behalf of the bidder.

B. CAPABILITY - The bidder must have capability to provide the relevant services.

Note:

(i) In support of the Capability, the bidder has to submit copy of supporting documents.

(ii) For verifying the capability/capacity, India Government Mint, Kolkata reserves the right to depute its au

thorised representatives at the worksites of the bidder. In the event, the firm is found not having capability /capacity, their offer is liable to be rejected.

C. FINANCIAL STANDING :

i) The average annual financial turnover of the bidder during the last three years, ending on 31.03.2023, should be at least Rs.8.33 Lakhs as per the annual report (audited balance sheet and profit & loss account) of the relevant period, duly authenticated by a Chartered Accountant/ Cost Accountant in India.

ii) The bidder should not have suffered any financial loss for more than one year during the last three years, ending on 31.03.2023.

iii)

a) The net worth of the Bidder should not be negative on 31.03.2023 and also

b) Should not have eroded by more than 30% in the last three years, ending on 31.03.2023.

Note:

(i) For net worth erosion calculation of last three(3) years ending on 31.03.2023, audited balance sheet of last four(4) financial years i.e: 2019-20, 2020-21, 2021-22 & 2022-23 must be submitted.

(ii) Supporting documents to be furnished as claim against the above Financial Standing: all financial standing data should be certified by certified accountants, e.g. Chartered Accountants (CA) in India.

(iii) Non-submission or incomplete submission of documents may lead to rejection of offer.

13. MSME & Make in India Status:

In case any bidder is submitting their bid as MSME and/or MII, the firm must be registered as a MSME & MII in GeM portal and Self-declaration along with documentary evidence in this regard must be submitted declaring that their MSME & MII status is updated in GeM portal also. In further evaluation stage if it is found that the firm is not registered as MSME and/or MII in GeM, but MSME certificate and/or MII declaration is submitted along with the bid, no exemption will be given and their offer may be rejected.

14. Price Preference for MSE:

MSE quoting price within price band L1 + 15% may be awarded 25% of the total tendered value provided they agree to match the L1 price. In case of more than one such eligible MSE, 25% quantity is to be distributed proportionately among these bidders. Within this, a purchase preference of 4% is reserved for MSEs owned by SC/ ST entrepreneurs' and 3% is reserved for procurement from MSEs owned by women (if they participate in the tender process and match the L1 price, considering spirit of policy for enhancing the Govt. procurement from MSE).

15. Eligible Goods and Services (Origin of Goods & Services):

(i) All goods and services to be supplied and provided for the contract shall have the origin in India or in the countries with which the Government of India has trade relations.

(ii) The word "origin" incorporated in this clause means the place from where the goods are mined, cultivated, grown, manufactured, produced or processed or from where the goods & service are arranged.

16. Special Condition: Supplier should file the returns pertaining to TCS (Section 206C (1H) for TCS collected, in the time and provide the TCS certificate to IGMK. In case of any Credit loss to IGMK by way of their failure to file Returns and provide TCS certificate in time, India Government Mint, Kolkata reserves the right to recover the amount equivalent to TCS paid along with applicable interest from the payment of further supplies.

17. GST Return:

Supplier should file the GST return for outward supplies in time. In case of any loss to India Government Mint, Kolkata by way of their failure to file GST Returns in time India Government Mint, Kolkata reserves the right to withhold the payment of further supplies till production of evidence. Any liability which will occurred on account of non-compliance of e-way bill, GST provision or any other applicable law will be borne by the supplier.

18. Consignee:

On the consignment please mention the following details:

Gross Weight :

2	Submitted the documents as per Qualification / Eligibility criteria as per Clause 12 of buyer added bid specific ATC (i) Proof of Experience (ii) Proof of Capability (iii) Financial data
3	Documentary evidence towards PAN & GST Registration Certificate
4	Sealed & Signed Declaration (Annexure -I attached in technical specification)
5	Documentary/undertaking against Make in India Status i.e. being a Class I/ Class II supplier with details of percentage.
6	Submitted supporting documents against full time Supervisor or Engineer holding Electrical Supervisor's Certificate of competency(granted by the authorities of the concerned state Government/west Bengal licensing board) on parts 1,2,3,4,5,6A,6B,7A,7B,10,11 & 12 as per I E rules or National supervisor's certificate of competency.

***FOR ANY OTHER QUERIES, FIRMS MAY CONTACT IN THE BELOW DETAILS:**

Ph. No. 033 - 2401 4132,33,34,35, (Extension 336/ 319/ 326);

Email: purchase.igmk@spmcl.com

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

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.
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.

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.

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

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

---Thank You/धन्यवाद---

Non-comprehensive AMC of Electrical Maintenance for One(1) year at Mint Residential Colony

Scope of Work:

Details of various Electrical Installations & scope of work for Mint Residential Colony:

Sl No	Name of Electrical Installation	Quantity	Scope of work
1	6.6 KV H/T VCB panel (Incomer)	1 no	Operation and maintenance along with preventive maintenance once in every month
2	6.6 KV H/T Panel (Outgoing)	2 no	Operation and maintenance along with preventive maintenance once in every month
3	6.6 KV/415 V, 300KVA, 250 KVA Transformer	2 nos	Operation and maintenance along with preventive maintenance once in every month. Checking of di-electric strength of transformer oil once in a year.
4	Centrifugal Pump set with associated valve, 30 HP	4 nos	Operation and maintenance along with preventive maintenance on daily basis of these pumps and associated valves round the clock to ensure sufficient supply of water to all the quarters at Mint Residential Colony and Mint Factory.
6	Submersible pump set, 7.5 HP bore well pump	1 no	
7	Street light poles, U.G cable and O.H (ACSR conductor) line	Street light pole-110 nos (approx.), U.G cable-10 km (approx.) and O.H line-2.5 km (approx.)	Operation and maintenance along with preventive maintenance on daily basis of the street lights (At dawn & dusk) round the clock
9	Various electrical points in Residential and non-residential quarters	4700 (approx.)	Attend and resolve various domestic electrical problems on as and when required basis.

Details of manpower deployment, area of work and time schedule:

Sl no	No of Manpower	Area of work	Time schedule
1	3 nos Unskilled (Pump operator)	Operation of pumps and associated valves in Pump-house and bore wells	(Morning shift: 6 AM to 2 PM, Evening shift: 2 PM to 10 PM, Night shift: 10 PM to 6 AM) (24X7) for 365 days
2	1 nos Semi-skilled (Electrician)	Operation of street lights, Domestic electrical issues etc.	9 AM to 5:30 PM (24X7) for 365 days
3	1 no Highly Skilled (Head Electrician)	Sub-station area	9 AM to 5:30 PM (24X7) for 365 days

General Terms & Conditions:

1. The firm/agency must note down the meter readings for various quarters in Mint Colony, Mint House and Mint officer's campus once in every month and submitting the same to concerned Engineer-in-charge for Township.
2. The electricians deputed by the firm must adhere to the time schedule: 9 AM to 5:30 PM in a week including Sunday & Public Holidays (24X7) for 365 days to ensure smooth operation of various E.I and attending various domestic electrical faults if any at various quarters in Mint Colony for twelve months.
3. The pump –operators deputed by the firm must adhere to the time schedule (Morning shift: 6 AM to 2 PM, Evening shift: 2 PM to 10 PM, Night shift: 10 PM to 6 AM) for seven days in a week including Sunday & Public Holidays (24 X 7) for 365 days to ensure smooth operation of pumps.
4. Regular Maintenance & up-keeping of above electrical installations in safe and working condition. Preventive maintenance should be carried out on quarterly basis. The details of Preventive Maintenance conducted are also to be recorded and must be countersigned by the Engineer-in charge of IGM Kolkata or by his authorized representative. Further, the report of compliance shall be submitted to IGM Kolkata. The scope of work for preventive maintenance is as follows: a) Cleaning of various electrical equipment by blower, brush & soft muslin/vest cloth to get rid of dust, cobweb etc. b) To ensure that covers, screws and switches are firmly fastened for each electrical equipment. c) To apply grease/lubricant for the various pump sets for smooth operation. d) Shifting of equipment as and when required taking all safety precautions.
5. The firm has to depute minimum two electricians for O&M of different electrical installations, street lights and regular daily domestic maintenance for carrying out the maintenance work smoothly with due regard to safety.
6. The firm has to depute minimum three pump operators for pump operations and these 3 pump operators must have sufficient experience in the said job for carrying out the regular operation and electrical maintenance work smoothly with due regard to safety.
7. The agency/firm will supervise the maintenance work of the whole electrical installations including proper maintenance of log book (complaint & job register) on daily basis.

8. Log book (complaint & job register) is to be maintained and the daily record of log book is to be signed by the agency/firm and verified and counter signed by concerned Engineer-In-Charge of IGM, Kolkata.

9. In case of any abnormality noticed for any electrical installations the same should be rectified/set right immediately by taking prompt, appropriate & effective measures/actions by proper recording and reporting the same to concerned Engineer-In-Charge of IGM, Kolkata.

10. In case of any minor fault like (malfunctioning of LED street light, tube lights, fans, change of capacitors, replacement of fuse links, main switch, MCBs, energy meter, contactors, replacement of ruptured gland packing for pumps etc.) the up time is maximum 12 hours from date & time of call log in the register, provided all relevant spares are provided to the agency/firm on time by IGM, Kolkata.

11. Further, in case of major fault like (malfunctioning of any pump motor set, transformer, breakers or any other H/T & L/T switch gears, replacement of faulty power cable etc.) the up-time is maximum 24 hours from date & time of call log in the register, provided all relevant spares are provided to the agency/firm on time by IGM, Kolkata.

12. Penalty clause: A penalty of Rs 500/- (maximum per day) for minor fault and Rs 1000/- (maximum per day) for major faults irrespective of the numbers of faults reported per day may be deducted against monthly bills raised.

13. All the fitting and fixtures must be kept in a neat and tidy condition by regular cleaning including dusting off accumulated dirt, cobweb etc.

14. The agency/firm will have to attend all the break down/fault of any nature involving electrical installations within the scope of work of the contract and restore the same with its own manpower, tools and tackles keeping entries in log book mentioning type of fault, nature of work done, fault clearance time.

15. All the maintenance staff of the firm should maintain proper & constant vigilance and check that there is no sign of heating-up, burning smell, discoloration or sparking at any panel boards or rising main due to overloading or loose termination. Care should be taken to check any highly imbalance loading point any time.

16. Any fault regarding electrical installations starting from H/T panel, L/T panel end to light, fan, call bell, power plug etc. L/T cables and all sub-panels distribution boards, related main switch, isolators, earthing attachment etc. have to be detected, attended

and restored by the agency by its own man power as circumstantial arrangement as per terms & conditions of contract.

17. Routine checking and preventive maintenance of the electrical installation has to be carried out by the agency with a view to cause uninterrupted power supply at different buildings in the contract. Any negligence in the part of the agency in complying with the aforementioned terms & conditions causing inconvenience to public service would be viewed strictly and subject to unilateral penalty, be it detected on the spot of thereafter.

18. In case of any breakdown caused by cable fault etc. if situation demands the agency has to restore power supply either with the materials available with the department or arranging the same temporarily and safely till completion of original restoration work.

19. All auxiliary items like screw, nuts & bolts, gland packing for pumps, washers, fuse wire, insulating tape etc. will have to be arranged by the agency at its expense. Rest all maintenance materials like main switch, isolators, MCBs, bearings for pump, light, fan, energy meters, LED street light, main & sub-main cable, condenser, fuses etc. would be supplied by the IGMK. Re-winding of fan and AC/DC motor is out of the scope of agency.

20. The firm shall be responsible to provide group accidental insurance to its employees and in case of any accident occurring to any of the employees engaged by the firm, no compensation shall be payable by the India Government Mint, Kolkata. The firm on demand from India Govt. Mint, Kolkata shall have to produce the copy of the valid insurance policy, covering the names of the employees engaged by him. The firm 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, Kolkata will not be liable for any compensation to the firm and his employees.

21. The vendor/ bidder will arrange for MEDICAL TREATMENT of their employees in case of any injury.

22. For working at height, working on fragile roof of any quarter or work of similar nature, the vendor/ bidder must inform the Safety Department or concerned EIC of the respective unit in advance. The firm shall make good to all the damages caused to the electrical installation due to faulty and negligent operation of his staff. And at the end of contract period he shall hand over the site and all equipment in the contract scope in good working condition.

23. The firm shall follow the provisions of the Electricity Act 2003 and the Regulations framed there under. The firm should provide all fire fighting equipment and other safety

equipment essential as per Electricity Rules and maintain the same throughout the contract period.

24. During operation, the firm has to complete the work without much interruption of electricity supply to different/any part of the network. In case of break down, immediate action must be taken to rectify the fault and restore the supply within reasonable time as mentioned above.

25. The firm shall issue the identity cards, electrical safety shoes to his workmen and shall duly intimate in writing the names along with their telephone numbers to the Engineer-In-Charge of IGM, Kolkata and also intimate the same as and when there is any change.

26. The firm shall ensure that the workmen deployed by him would behave decently and will not indulge themselves in any such activities, which are unbecoming on the part of a person working in the Company. The staff on duty shall not consume any intoxicants, liquor and should not smoke in the premises. The staff deployed by the firm should make themselves available at the designated site office at colony during all the above mentioned time period.

27. Any worker of the contractor, if found by the Company as unsuitable or having doubtful integrity, shall be removed from the premises at the risk and cost of the contractor. The contractor shall vouch guarantee for the integrity of its workers.

28. In case of any accident during the operation/maintenance of electrical equipment, leading to injuries/damages to human bodies/equipment, or loss of life, the firm shall be fully responsible for settling all claims arising out of such accidents and indemnify IGM, Kolkata from such claims.

29. No materials should be taken out of maintenance site without necessary permission of Engineer-In-Charge of IGM, Kolkata.

30. All major shut down should be brought to the notice of the Engineer-In-Charge immediately in writing & over telephone for further course of action.

31. The agency has to deposit all the dismantled unserviceable materials to the Engineer-In-Charge against which fresh materials will be supplied by department.

32. The agency shall maintain attendance register at site which should be signed regularly by staff deputed on duty and further authenticated /verified by concerned Engineer-In-Charge.

Statutory Compliance:

1) The engagement and employment of laborers and payment of wages to them should be as per existing provisions of various labor laws and regulations and it is the sole responsibility of the contractor and any breach of such laws or regulations shall be deemed to be breach of the contract. IGM Kolkata may ask the contractor to produce documents to verify that these provisions/ laws are complied by the contractor.

2) All wages allied benefits such as leave, ESI, PF, Bonus, etc. shall be paid by the contractor and IGM Kolkata shall not incur any liability or additional expenditure whatsoever for personnel deployed. Also, the contractor shall make wage payment through bank account transfer/cheque.

3) The contractor shall abide by all labor laws, related to Employee Provident Fund & Miscellaneous Act 1952, ESI Corporation 1948, Workmen Compensation Act 1923, Payment of Wages Act 1936, Minimum Wage Act 1948, Industrial dispute Act 1947, Maternity Benefit Act 1961, Payment of Bonus Act 1965, Factory Act 1948 and other related applicable labor laws. IGM Kolkata may ask the contractor to produce documents (like details of EPF, ESIC in respect of their deployed staff) to verify that these provisions/ laws are complied by the contractor. The contractor shall abide including but not limited to matters relating to timely payment of wages and allowances, payment of minimum wages, grant of leave, payment of worker's compensation, working hours, safety,, holidays, framing of standing orders, disciplinary action against their employees, payment of provident fund contributions and payment of bonuses as per statutory rules. The contractor shall submit periodical returns as may be specified from time to time.

4) The successful tenderer has to pay the minimum wages to its personnel/ staff/ members deployed as per the notification published by Central Government, besides paying all other statutory payments. The successful bidder has to maintain all records and legal documents updated as per prevailing statute and have to produce before the management/ statutory authorities as and when asked for. Besides the successful bidder has to indemnify the IGM Kolkata from all types of legal implications due to any negligence on the part of successful bidder and for which the IGM Kolkata is not responsible.

Additional Qualifying criteria for the firms:

The details of certifications that are required to be held by the vendor to be eligible for submitting the proposal are as follows:-

- 1) The firm/contractor must have a full time Supervisor or Engineer holding Electrical Supervisor's Certificate of competency(granted by the authorities of the concerned state government/west Bengal licensing board) **on parts 1,2,3,4,5,6A,6B,7A,7B,10,11 & 12** as per IE rules or National supervisor's certificate of competency.
- 2) The electricians deputed by the firm/agency must consist of **2 nos licensed holder electrician/staff possessing valid proper Workman's permit [i(b), (ii), (iii), (iv), (v)] or higher permit (i.e. Electrical supervisor's certificate of competency [parts 1,2,11 qualified]** issued from Directorate of Electricity, West Bengal or concerned state and **1 no Electrician cum helper with proper Workman's permit [i(b), (ii), (iii)]** issued from Directorate of Electricity, West Bengal or concerned state and having sufficient experience in the said job for carrying out the maintenance work smoothly with due regard to safety.
- 3) The bidder firm/agency must submit work order copy along with certified completion certificate as a proof of having performing such similar nature of work in any central/state government, PSUs, nationalized banks, autonomous bodies or other reputed MNCs/organizations etc. in any of the last five years ending 2022-23.
- 4) The firm should not be blacklisted by any PSU or Government Authority and an undertaking must be given in the firm's letterhead in this regard.

ANNEXURE - I

GeM Bid Document No. :dated.
(To be submitted on the letter head of the bidder)

DECLARATION

We do hereby declare that,

1. We have not been blacklisted/ debarred by BNPMIPL/BRBNMPL/SPMCIL or any Govt. Departments for participation in tenders. The information provided above is correct and true to the best of my knowledge and belief.
2. We do hereby declare that we have read and understood all terms and conditions of tender document including Technical Specification, Quality Control Criteria, Buyer added bid specific ATC and confirm to abide to those conditions without any counter conditions.
3. "We are accepting all the terms and conditions of this GeM tender document unconditionally without any deviations"
4. We do accept all the terms and conditions of GIT & GCC link given in buyer added bid specific ATC without any deviation.

Signature

Name

Designation

Date

Stamp of the Organization

CHECK LIST

Before Submission of Tender following points to be confirmed/complied by the participating bidder to avoid rejection of bid. Hence check every point & tick (✓) before final submission.

A.Part I : (Techno Commercial Bid cover)

Sl. No.	Tender Submission Check Points (To be complied by bidder before submission of Bid)	Check before submission Tick (✓)
1	Tender Document Duly Seal & Signed on every page including Scope of Work	
3	Tender Validity 120 days as per the tender	
4	Scope of Work – as per tender	
5	Submitted the documents as per Qualification / Eligibility criteria (i) Proof of Experience (ii) Proof of Capability (iii) Financial data	
6	Delivery Period : Acceptance of delivery period as per buyer added ATC	
7	Documentary evidence towards PAN & GST Registration Certificate	
8	Sealed & Signed Declaration (Annexure –I attached in Scope of work)	
9	The firms participating as MSE/NSIC/DIC/Start-up India Campaign, needs to enclosed certificates containing validity	
10	Category of MSME Firms	
	SC	
	ST	
	GEN	
11	Owner of Company	
	Male	
	Female	
12	Documentary/undertaking against Make in India Status i.e. being a Class I/ Class II supplier with details of percentage	
13	All supporting documents submitted along with bid to be sealed and signed by Authorized signatory of the firm	
14	Submitted supporting documents against full time Supervisor or Engineer holding Electrical Supervisor's Certificate of competency(granted by the authorities of the concerned state Government/west Bengal licensing board) on parts 1,2,3,4,5,6A,6B,7A,7B,10,11 & 12 as per IE rules or National supervisor's certificate of competency.	

B. Part II : (Price Bid Cover)

Sl. No.	Description	Submitted/ Not Submitted
1	Price Bid (Price including all taxes & other charges), upload copy of the Price Details in Price Bid mentioning all the breakup of price as per format attached at the end of this bid document	

- **Price to be mentioned only in price bid not in Techno commercial bid or any other place. If it is mentioned any other part other than price bid, the offer will be rejected.**

PRICE SCHEDULE

**Non-comprehensive AMC of Electrical Maintenance for One (1) year at Mint Residential Colony
(As details mentioned in Scope of Work)**

Quantity: 12 Month

Basic Price / 1 Month:

Other Charges (If any):

GST/ 1 Month:

Total Price including all for 1 Month on CIF basis at I.G. Mint, Kolkata:

Total Price including all for 1 Month on CIF basis at I.G. Mint, Kolkata in words:

Total Price including all for 12 Months on CIF basis at I.G. Mint, Kolkata:

Total Price including all for 12 Months on CIF basis at I.G. Mint, Kolkata in words:

ABBREVIATION “CIF” Cost Insurance & Freight

NOTE :

1. Bidder to furnish stipulated documents along with tender in support of fulfillment of tender 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 offer.
2. L1 firm will be declared from valid offers only those who submitted offer as per specification & as per all terms & condition of the tender. If there is any deviation in specification & if the offer is not found as per terms & condition of the tender, their offer will be treated as invalid/unresponsive offer.
3. Price to be mentioned only in price bid not in Techno commercial bid or any other place. If it is mentioned any other part other than price bid, the offer will be rejected.