



Bid Number/बोली क्रमांक (बिड संख्या):

GEM/2024/B/4512977

Dated/दिनांक : 01-02-2024

**Bid Document/ बिड दस्तावेज़**

<b>Bid Details/बिड विवरण</b>	
<b>Bid End Date/Time/बिड बंद होने की तारीख/समय</b>	01-03-2024 15:00:00
<b>Bid Opening Date/Time/बिड खुलने की तारीख/समय</b>	01-03-2024 15:30:00
<b>Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)</b>	120 (Days)
<b>Ministry/State Name/मंत्रालय/राज्य का नाम</b>	Ministry Of Finance
<b>Department Name/विभाग का नाम</b>	Department Of Economic Affairs
<b>Organisation Name/संगठन का नाम</b>	Security Printing And Minting Corporation Of India Limited (spmci)
<b>Office Name/कार्यालय का नाम</b>	Janpath
<b>Item Category/मद केटेगरी</b>	Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Personnel Assistant , Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Data Entry Operator , Manpower Outsourcing Services - Minimum wage - Unskilled; Admin; Office Helper , Manpower Outsourcing Services - Minimum wage - Unskilled; Admin; Multi-tasking Staff , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Others; Cook , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Others; Barber , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Others; Washer , Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Sweeper , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Healthcare; Pharmacist , Manpower Outsourcing Services - Minimum wage - Skilled; Others; Electrician , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Non-IT Technical; Civil Engineer , Manpower Outsourcing Services - Minimum wage - Skilled; Others; Driver - LMV , Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Mali/Gardner Helper
<b>Contract Period/अनुबंध अवधि</b>	1 Year(s)
<b>MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है</b>	Yes
<b>Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है</b>	Yes

**Bid Details/बिड विवरण**

<b>Document required from seller/विक्रेता से मांगे गए दस्तावेज़</b>	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
<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	No
<b>Type of Bid/बिड का प्रकार</b>	Two Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	7 Days
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज़ ब्रेकअप आवश्यक है</b>	Yes

**EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	443000

**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 केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ 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।

(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
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**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. 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 & Job description:**[1705734771.pdf](#)

**Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:**[1705734782.pdf](#)

**Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Personnel Assistant ( 1 )****Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
Core	

Specification	Values
Skill Category	Skilled
Type of Function	Admin
List of Profiles	Personnel Assistant
Educational Qualification	Graduate
Specialization	NA
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

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

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Sandesh Kumar Yadav	700053,India Govt Mint, Alipore Kolkata , West Bengal	1	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 915</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 2.8846</li> <li>• EPF Admin Charge (INR per day) : 2.8846</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>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 0</li> <li>• Provident Fund (INR per day) : 69.2307</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Data Entry Operator ( 11 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Skill Category	Skilled

Specification	Values
Type of Function	Admin
List of Profiles	Data Entry Operator
Educational Qualification	Graduate
Specialization	NA
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

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

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Sandesh Kumar Yadav	700053,India Govt Mint, Alipore Kolkata , West Bengal	11	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 915</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 2.8846</li> <li>• EPF Admin Charge (INR per day) : 2.8846</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>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 0</li> <li>• Provident Fund (INR per day) : 69.2307</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Unskilled; Admin; Office Helper ( 10 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Skill Category	Unskilled

Specification	Values
Type of Function	Admin
List of Profiles	Office Helper
Educational Qualification	Secondary School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

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

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



S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Sandesh Kumar Yadav	700053,India Govt Mint, Alipore Kolkata , West Bengal	10	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 751</li> <li>• Bonus (INR per day) : 62.5583</li> <li>• EDLI (INR per day) : 2.8846</li> <li>• EPF Admin Charge (INR per day) : 2.8846</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>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 24.4075</li> <li>• Provident Fund (INR per day) : 69.2307</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Unskilled; Admin; Multi-tasking Staff ( 7 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Skill Category	Unskilled

Specification	Values
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

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

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Sandesh Kumar Yadav	700053,India Govt Mint, Alipore Kolkata , West Bengal	7	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 751</li> <li>• Bonus (INR per day) : 62.5583</li> <li>• EDLI (INR per day) : 2.8846</li> <li>• EPF Admin Charge (INR per day) : 2.8846</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>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 24.4075</li> <li>• Provident Fund (INR per day) : 69.2307</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

### Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Others; Cook ( 5 )

#### Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
<b>Core</b>	
Skill Category	Semi-skilled
Type of Function	Others

Specification	Values
List of Profiles	Cook
Educational Qualification	Under Matriculate or above
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

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

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Sandesh Kumar Yadav	700053,India Govt Mint, Alipore Kolkata , West Bengal	5	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 832</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 2.8846</li> <li>• EPF Admin Charge (INR per day) : 2.8846</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>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 0</li> <li>• Provident Fund (INR per day) : 69.2307</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

### Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Others; Barber ( 1 )

#### Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
<b>Core</b>	
Skill Category	Semi-skilled
Type of Function	Others

Specification	Values
List of Profiles	Barber
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

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

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Sandesh Kumar Yadav	700053,India Govt Mint, Alipore Kolkata , West Bengal	1	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 832</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 2.8846</li> <li>• EPF Admin Charge (INR per day) : 2.8846</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>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 0</li> <li>• Provident Fund (INR per day) : 69.2307</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

### Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Others; Washer ( 1 )

#### Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
<b>Core</b>	
Skill Category	Semi-skilled
Type of Function	Others

Specification	Values
List of Profiles	Washer
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

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

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



S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Sandesh Kumar Yadav	700053,India Govt Mint, Alipore Kolkata , West Bengal	1	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 832</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 2.8846</li> <li>• EPF Admin Charge (INR per day) : 2.8846</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>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 0</li> <li>• Provident Fund (INR per day) : 69.2307</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

### Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; Sweeper ( 6 )

#### Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
<b>Core</b>	
Skill Category	Unskilled
Type of Function	Others

Specification	Values
List of Profiles	Sweeper
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

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

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Sandesh Kumar Yadav	700053,India Govt Mint, Alipore Kolkata , West Bengal	6	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 751</li> <li>• Bonus (INR per day) : 62.5583</li> <li>• EDLI (INR per day) : 2.8846</li> <li>• EPF Admin Charge (INR per day) : 2.8846</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>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 24.4075</li> <li>• Provident Fund (INR per day) : 69.2307</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Healthcare; Pharmacist ( 2 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Skill Category	Highly-Skilled
Type of Function	Healthcare

Specification	Values
List of Profiles	Pharmacist
Educational Qualification	Diploma
Specialization	Pharmacy
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

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

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Sandesh Kumar Yadav	700053,India Govt Mint, Alipore Kolkata , West Bengal	2	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 992</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 2.8846</li> <li>• EPF Admin Charge (INR per day) : 2.8846</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>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 0</li> <li>• Provident Fund (INR per day) : 69.2307</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

### Manpower Outsourcing Services - Minimum Wage - Skilled; Others; Electrician ( 7 )

#### Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
<b>Core</b>	
Skill Category	Skilled
Type of Function	Others

Specification	Values
List of Profiles	Electrician
Educational Qualification	ITI
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

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

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Sandesh Kumar Yadav	700053,India Govt Mint, Alipore Kolkata , West Bengal	7	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 915</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 2.8846</li> <li>• EPF Admin Charge (INR per day) : 2.8846</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>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 0</li> <li>• Provident Fund (INR per day) : 69.2307</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Non-IT Technical; Civil Engineer ( 2 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Skill Category	Highly-Skilled
Type of Function	Non-IT Technical

Specification	Values
List of Profiles	Civil Engineer
Educational Qualification	Graduate
Specialization	Engineering Civil
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

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

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



S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Sandesh Kumar Yadav	700053,India Govt Mint, Alipore Kolkata , West Bengal	2	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 992</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 2.8846</li> <li>• EPF Admin Charge (INR per day) : 2.8846</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>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 0</li> <li>• Provident Fund (INR per day) : 69.2307</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

### Manpower Outsourcing Services - Minimum Wage - Skilled; Others; Driver - LMV ( 7 )

#### Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
<b>Core</b>	
Skill Category	Skilled
Type of Function	Others

Specification	Values
List of Profiles	Driver - LMV
Educational Qualification	Under Matriculate and above
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

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

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Sandesh Kumar Yadav	700053,India Govt Mint, Alipore Kolkata , West Bengal	7	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 915</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 2.8846</li> <li>• EPF Admin Charge (INR per day) : 2.8846</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>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 0</li> <li>• Provident Fund (INR per day) : 69.2307</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; Mali/Gardner Helper ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Skill Category	Unskilled
Type of Function	Others

Specification	Values
List of Profiles	Mali/Gardner Helper
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

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

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Sandesh Kumar Yadav	700053,India Govt Mint, Alipore Kolkata , West Bengal	1	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 751</li> <li>• Bonus (INR per day) : 62.5583</li> <li>• EDLI (INR per day) : 2.8846</li> <li>• EPF Admin Charge (INR per day) : 2.8846</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>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 24.4075</li> <li>• Provident Fund (INR per day) : 69.2307</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

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

### 1. Generic

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

## 2. **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. **Service & Support**

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

## 4. **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.

## 5. **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

## 6. **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.

## 7. **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.

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

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

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.

## 9. 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://spmCIL.com/uploaddocument/GIT/new.pdf>

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

### 2. Delivery Period:

The service is to be started within 15 days from the date of issue of Contract. The Contract will be valid for a period of Twelve(12) months.

### 3. Terms and Mode of payments:

Payment shall be made on monthly basis upon successful completion of job at site subject to submission of required documents by the service provider. Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own on monthly basis and then claim payment from Buyer along-with all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

### 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:

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 supplied the manpower services of **7613 Man days**, in any one of the last five years ending on 31.03.2023.

### **Note:-**

In support of experience & past performance copy of purchase/supply/ work order; respective completion certificate and contact details of clients to be enclosed along with the tender. The same should be authenticated 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) Supporting documents in respect of capability to be submitted.

ii) Team of India Government Mint, Kolkata may carry out physical verification at bidder's premises for confirmation regarding capability 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.88.60 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.

(iv) All the copies of the tender shall be duly signed the entire tender document and all other pages of the bid including all supporting documents, if any shall be initialled by the same person(s) signing the bid document. 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.

## **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):**





**22.** All safety and security of the workmen is the sole responsibility of the awarded firm itself and in case of any unwanted incidents India Government Mint, Kolkata authorities would not be liable under any circumstances.

**23. Disclaimer:**

The issue of this Bid Document does not imply that the Purchaser is bound to select Bidder(s) and the Purchaser reserves the right to reject all or any of the Bidders or Bids or to decide to drop the procurement process at any stage without assigning any reason.

**24. The bidder has to submit documents as per following Check list as given below along with the Technical bid documents without fail:**

1	Entire Tender Document Duly Seal & Signed on every page including Scope of work as an acceptance of all terms & conditions of the tender
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 valid labour license

-

**\*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@spmciil.com](mailto:purchase.igmk@spmciil.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---**

# **Hiring of Manpower of various Categories for Twelve (12) Month**

## **1. Hiring of CGM's Personnel Assistant for 12 months.**

Skill category: skilled

Number of person: 01

Number of working days: 26 days in a month

LIST OF PROFILES: CGM secretariat

EDUCATION QUALIFICATION: Graduation

DISTRICT: KOLKATA

### **Scope of work**

1. To carry out of all activities of CGM's secretariat.
2. Spoken language eligibility Hindi and English, having computer Knowledge MS office, Excel, Internet and typing skills in Hindi and English with stenography background.

### **SPECIAL TERMS AND CONDITIONS:**

1. That the Agency shall be responsible to provide immediate replacement for any personnel assistant who is not available on duty at the place of posting for any emergency and pressing reasons.
2. Before placing any candidate at IGMK the candidate has to appear for an interview to any authorized official of IGMK and only upon he/she being found suitable, shall be posted at IGMK. The Competent Authority of this Mint shall have the right to replace any staff of the agency by any other suitable person in case the staff is not discharging its services properly. The decision of the Competent Authority of This Mint shall be final and the Agency shall comply with the same at the earliest.
3. That the Agency shall not engage any sub-contractor or transfer the contract to any other person.
4. The names of the workers appointed/employed by the agency shall be made known to the Authorities with their Identity card/employment number, before commencing deployment. The frequent changes in the manpower deployed will not be allowed, the changes will be allowed only with the prior specific approval of Competent Authority of I.G. Mint, kolkata.
5. The clearance of the local police with regards the antecedents of the persons deployed by it will be obtained by the agency before deployment of the personnel and submit to the office. Only then the personnel will be allowed to report for the duty.

6. The Agency shall claim their commission in the form of Service Charges only for providing services at a rate quoted by it in the tender document.

7. In case the contractor/agency leaves the job before completion of the period of contract, IGM KOLKATA shall be entitled to forfeit the security money deposited by the contractor/agency for the execution of this contract. The same shall be over and above the liquidated damages suffered on such account by IGM KOLKATA, if any which shall be recovered as lawful dues.

8. It shall be the responsibility of the Contractor/agency to comply with all labour laws/regulations applicable with respect of its staff working under the arrangement. The Contractor /agency shall further undertake to indemnify IGM KOLKATA of any liability incurred by it on account of non-adherence to labour laws/regulations by it.

9. The personnel assistant should have effective multitasking works skills.

10. The agency has to pay the minimum wages to their employee as per notification issued by the office of CLC, New Delhi and other amount as per applicable statutes.

11. In case of any subsequent changes in minimum wage by central government issued by Office of CLC(C), New Delhi or subsequent revision of EPF, ESI etc it will be accordingly amended/paid on claim by the vendor. However, no change in admin/service charge will be permissible.

12. The remuneration of the deployed staff must be credited to their bank account by the successful agency/bidder latest by 7th of next month. Otherwise suitable action will be initiated as per extant applicable rules / laws.

13. The successful bidder shall be responsible for compliance of all statutory provisions relating to minimum wages, provident fund , ESIC, Bonus etc. in respect of the persons deployed by it in IGM, kolkata for the service delivery.

14. The successful bidder shall be responsible for regular & up to date updation of EPF & ESIC contribution of the deployed personnel.

15. Successful bidder shall be required to submit following documents along with the monthly invoices/bills-

a) Original Tax invoice duly stamp & signed and signed copy of Purchase order.

b) Proper attendance sheet duly stamp & signed.

c) Proper wages sheet duly stamp & signed.

d) Proper EPF & ESIC statement duly stamp & signed.

e) EPF payment confirmation receipt duly stamp & signed.

f) ESIC transaction details duly stamp & signed.

g) Payment sheet with bank online sheet.

16. Vendor should have valid license for engaging outsource staff.

17. As per D.O. No. MSDE-39/12/2022-AP dated 12.09.2023 from Govt. of India Ministry of Skill Development and Entrepreneurship, the firm/service provider would ensure that all their workers would be skilled through recognition of Prior Learning (RPL) within two months from the date of commencement of work under the project, at the cost of the service provider/vendor.

Note: If any of the terms & conditions mentioned above is not found fulfilled during the work contract, the IGM KOLKATA reserves the right to discontinue the contract without assigning any reasons thereof.

## **2. Hiring of 11 Nos. of Data Entry Operator for 12 months**

Category of Service: Data Entry Operator

Number Of Working Days in Week: 6

Number of working days in a month : 26

Qualifications: Graduate Degree

Skill category : Skilled

Seller registered address : Kolkata( District )

### **Job Description:-**

1. To provide the Data entry operator personnel at the India Govt. Mint, Alipore, Kolkata.
2. The working days shall be six days per week and 26 days per month.
3. The agency shall undertake full responsibility for the performance of its staff.

### **SPECIAL TERMS AND CONDITIONS:**

1. That the Agency shall be responsible to provide immediate replacement for any Data entry operator, who is not available on duty at the place of posting for any emergency and pressing reasons.
2. Before placing any candidate at IGMK the candidate has to appear for an interview to any authorised official of IGMK and only upon he/she being found suitable, shall be posted at IGMK. The Competent Authority of this Mint shall have the right to replace any staff of the agency by any other suitable person in case the staff is not discharging its services properly. The decision of the Competent Authority of This Mint shall be final and the Agency shall comply with the same at the earliest.
3. That the Agency staff deployed personnel shall carry out data entry work and such other legitimate duties as are entrusted to them from time to time by the concerned official.

4. That the Agency shall not engage any sub-contractor or transfer the contract to any other person.
  5. The names of the workers appointed/employed by the agency shall be made known to the Authorities with their Identity card/employment number, before commencing deployment. The frequent changes in the manpower deployed will not be allowed, the changes will be allowed only with the prior specific approval of Competent Authority of I.G. Mint, Kolkata.
  6. The clearance of the local police with regards the antecedents of the persons deployed by it will be obtained by the agency before deployment of the personnel and submit to the office. Only then the personnel will be allowed to report for the duty.
  7. The Agency shall claim their commission in the form of Service Charges only for providing services at a rate quoted by it in the tender document.
  8. In case the contractor/agency leaves the job before completion of the period of contract, IGM KOLKATA shall be entitled to forfeit the security money deposited by the contractor/agency for the execution of this contract. The same shall be over and above the liquidated damages suffered on such account by IGM KOLKATA, if any which shall be recovered as lawful dues.
  9. It shall be the responsibility of the Contractor/agency to comply with all labour laws/regulations applicable with respect of its staff working under the arrangement. The Contractor /agency shall further undertake to indemnify IGM KOLKATA of any liability incurred by it on account of non-adherence to labour laws/regulations by it.
  10. The Data Entry Operator's should have effective computer skills, communication skills and drafting skills.
  11. The DEO's applying for the post must have 30 WPM typing speed.
  12. The agency has to pay the minimum wages to their employee as per notification issued by the office of CLC, New Delhi and other amount as per applicable statutes.
  13. In case of any subsequent changes in minimum wage by central government issued by Office of CLC(C), New Delhi or subsequent revision of EPF, ESI etc it will be accordingly amended/paid on claim by the vendor. However, no change in admin/service charge will be permissible.
- Note : This order is subject to any subsequent Amendment in any applicable laws / statutes and the same will be amended accordingly , if required .
14. The remuneration of the deployed staff must be credited to their bank account by the successful agency/bidder latest by 7th of next month. Otherwise suitable action will be initiated as per extant applicable rules / laws.
  15. The successful bidder shall be responsible for compliance of all statutory provisions relating to minimum wages, provident fund , ESIC, Bonus etc. in respect of the persons deployed by it in IGM, Kolkata for the service delivery.
  16. The successful bidder shall be responsible for regular & upto date updation of EPF & ESIC contribution of the deployed personnel.

17. Successful bidder shall be required to submit following documents along with the monthly invoices/bills-

- a) Original Tax invoice duly stamp & signed and signed copy of Purchase order.
- b) Proper attendance sheet duly stamp & signed.
- c) Proper wages sheet duly stamp & signed.
- d) Proper EPF & ESIC statement duly stamp & signed.
- e) EPF payment confirmation receipt duly stamp & signed.
- f) ESIC transaction details duly stamp & signed.
- g) Payment sheet with bank online sheet.

17. The agency deploying the outsource staff will have valid labour license.

18 . As per D.O. No.MSDE-39/12/2022-AP dated 12.09.2023 from Govt. of India Ministry of Skill Development and Entrepreneurship, the firm / service provider would ensure that all their workers would be skilled through Recognition of Prior Learning (RPL) within two months from the date of commencement of work under the project , at the cost of the service provider/ vender.

Note: If any of the terms & conditions mentioned above is not found fulfilled during the work contract, the IGM KOLKATA reserves the right to discontinue the contract without assigning any reasons thereof.

### **3. Hiring of 10 office helper for Mint office for 12 months**

Specifications

Category of service: Office Helper

Number of working days in week : 6

Number of working days in a month : 26

Skill Category: Un-skilled

Seller Registered : Kolkata Dist.

To be deployed in Mint at following Executive verticals as equivalent to the officers mentioned in DoPT guidelines are entitled for the service of peon as follows:

The Eight office helpers will be deployed at CGM chamber, HR ,FINANCE, TECHNICAL,PURCHASE, CGM(T&M) office & GM(TO) verticals as will be decided by the Competent Authority of this Mint.



Note: The above wages rates as per GeM and prevailing CLC rates will be subject to revision during tenure of the contract as per notifications from Ministry of Labour & Employment, GOI time to time.

#### **SPECIAL TERMS AND CONDITIONS:**

1. That the Agency shall be responsible to provide immediate replacement for any Office Helper, who is not available on duty at the place of posting for any emergency and pressing reasons.
2. Before placing any candidate at IGMK the candidate has to appear for an interview to any authorised official of IGMK and only upon he/she being found suitable, shall be posted at IGMK. The Competent Authority of this Mint shall have the right to replace any staff of the agency by any other suitable person in case the staff is not discharging its services properly. The decision of the Competent Authority of This Mint shall be final and the Agency shall comply with the same at the earliest.
3. That the Agency shall not engage any sub-contractor or transfer the contract to any other person.
4. The names of the workers appointed/employed by the agency shall be made known to the Authorities with their Identity card/employment number, before commencing deployment. The frequent changes in the manpower deployed will not be allowed, the changes will be allowed only with the prior specific approval of Competent Authority of I.G. Mint, kolkata.
5. The clearance of the local police with regards the antecedents of the persons deployed by it will be obtained by the agency before deployment of the personnel and submit to the office. Only then the personnel will be allowed to report for the duty.
6. The Agency shall claim their commission in the form of Service Charges only for providing services at a rate quoted by it in the tender document.
7. In case the contractor/agency leaves the job before completion of the period of contract, IGM KOLKATA shall be entitled to forfeit the security money deposited by the contractor/agency for the execution of this contract. The same shall be over and above the liquidated damages suffered on such account by IGM KOLKATA, if any which shall be recovered as lawful dues.
8. It shall be the responsibility of the Contractor/agency to comply with all labour laws/regulations applicable with respect of its staff working under the arrangement. The Contractor /agency shall further undertake to indemnify IGM KOLKATA of any liability incurred by it on account of non-adherence to labour laws/regulations by it.
9. The agency has to pay the minimum wages to their employee as per notification issued by the office of CLC, New Delhi and other amount as per applicable statutes.
10. In case of any subsequent changes in minimum wage by central government issued by Office of CLC(C), New Delhi or subsequent revision of EPF, ESI etc it will be

accordingly amended/paid on claim by the vendor. However, no change in admin/service charge will be permissible.

\*Note: This order is subject to any subsequent Amendment in any applicable laws/statutes and the same will be amended accordingly, if required.

11. The remuneration of the deployed staff must be credited to their bank account by the successful agency/bidder latest by 7th of next month. Otherwise suitable action will be initiated as per extant applicable rules / laws.

12. The successful bidder shall be responsible for compliance of all statutory provisions relating to minimum wages, provident fund , ESIC, Bonus etc. in respect of the persons deployed by it in IGM, kolkata for the service delivery.

13. The successful bidder shall be responsible for regular & upto date updation of EPF & ESIC contribution of the deployed personnel.

14. Successful bidder shall be required to submit following documents along with the monthly invoices/bills-

a) Original Tax invoice duly stamp & signed and signed copy of Purchase order.

b) Proper attendance sheet duly stamp & signed.

c) Proper wages sheet duly stamp & signed.

d) Proper EPF & ESIC statement duly stamp & signed.

e) EPF payment confirmation receipt duly stamp & signed.

f) ESIC transaction details duly stamp & signed.

g) Payment sheet with bank online sheet.

15. The agency deploying the outsource staff will have valid labour license.

16. The firm/ Service provider would ensure that all their workers would be skilled through Recognition of Prior Learning (RPL) within two months from the date of commencement of work under the project, at the cost of the service provider/vendor.

17 . As per D.O. No.MSDE-39/12/2022-AP dated 12.09.2023 from Govt. of India Ministry of Skill Development and Entrepreneurship, the firm / service provider would ensure that all their workers would be skilled through Recognition of Prior Learning (RPL) within two months from the date of commencement of work under the project , at the cost of the service provider/ vender.

Note: If any of the terms & conditions mentioned above is not found fulfilled during the work contract, the IGM KOLKATA reserves the right to discontinue the contract without assigning any reasons thereof.

#### **4. Hiring of 07 Nos. of MTS/Kitchen Assistant for 12 months**

Skill category : Unskilled

Number of working days : 26 days in a month

TYPE OF FUNCTION : ADMIN

LIST OF PROFILES : Multi- tasking staff

EDUCATION QUALIFICATION : Not required

SPECIALIZATION : Not required

DISTRICT : KOLKATA

#### **SPECIAL TERMS AND CONDITIONS:**

1. That the Agency shall be responsible to provide immediate replacement for any MTS who is not available on duty at the place of posting for any emergency and pressing reasons.
2. Before placing any candidate at IGMK the candidate has to appear for an interview to any authorised official of IGMK and only upon he/she being found suitable, shall be posted at IGMK. The Competent Authority of this Mint shall have the right to replace any staff of the agency by any other suitable person in case the staff is not discharging its services properly. The decision of the Competent Authority of This Mint shall be final and the Agency shall comply with the same at the earliest.
3. That the Agency shall not engage any sub-contractor or transfer the contract to any other person.
4. The names of the workers appointed/employed by the agency shall be made known to the Authorities with their Identity card/employment number, before commencing deployment. The frequent changes in the manpower deployed will not be allowed, the changes will be allowed only with the prior specific approval of Competent Authority of I.G. Mint, Kolkata.
5. The clearance of the local police with regards the antecedents of the persons deployed by it will be obtained by the agency before deployment of the personnel and submit to the office. Only then the personnel will be allowed to report for the duty.
6. The Agency shall claim their commission in the form of Service Charges only for providing services at a rate quoted by it in the tender document.
7. In case the contractor/agency leaves the job before completion of the period of contract, IGM KOLKATA shall be entitled to forfeit the security money deposited by the contractor/agency for the execution of this contract. The same shall be over and above the liquidated damages suffered on such account by IGM KOLKATA, if any which shall be recovered as lawful dues.
8. It shall be the responsibility of the Contractor/agency to comply with all labour laws/regulations applicable with respect of its staff working under the arrangement. The

Contractor /agency shall further undertake to indemnify IGM KOLKATA of any liability incurred by it on account of non-adherence to labour laws/regulations by it.

9. The MTS's should have effective multitasking works skills.

10. The agency has to pay the minimum wages to their employee as per notification issued by the office of CLC, New Delhi and other amount as per applicable statutes.

11. In case of any subsequent changes in Minimum Wages by Central Government issued by Office of CLC(C), New Delhi or subsequent revision of EPF, ESI etc it will be accordingly amended/paid on claim by the vendor. However, no change in admin/service charge will be permissible.

12. The remuneration of the deployed staff must be credited to their bank account by the successful agency/bidder latest by 7th of next month. Otherwise suitable action will be initiated as per extant applicable rules / laws. This order is subject to any subsequent amendment in any applicable laws/ statutes and the same will be amended accordingly, if required.

13. The successful bidder shall be responsible for compliance of all statutory provisions relating to minimum wages, provident fund , ESIC, Bonus etc. in respect of the persons deployed by it in IGM, Kolkata for the service delivery.

14. The successful bidder shall be responsible for regular & upto date updation of EPF & ESIC contribution of the deployed personnel.

15. Successful bidder shall be required to submit following documents along with the monthly invoices/bills-

- a) Original Tax invoice duly stamp & signed and signed copy of Purchase order.
- b) Proper attendance sheet duly stamp & signed.
- c) Proper wages sheet duly stamp & signed.
- d) Proper EPF & ESIC statement duly stamp & signed.
- e) EPF payment confirmation receipt duly stamp & signed.
- f) ESIC transaction details duly stamp & signed.
- g) Payment sheet with bank online sheet.

16. The agency deploying the outsource staff will have valid labour license.

17 . As per D.O. No.MSDE-39/12/2022-AP dated 12.09.2023 from Govt. of India Ministry of Skill Development and Entrepreneurship, the firm / service provider would ensure that all their workers would be skilled through Recognition of Prior Learning (RPL) within two months from the date of commencement of work under the project , at the cost of the service provider/ vender.

Note: If any of the terms & conditions mentioned above is not found fulfilled during the work contract, the IGM KOLKATA reserves the right to discontinue the contract without assigning any reasons thereof.

## **5. Hiring of 05 nos. of cook for 12 months**

Category of service : cook

Number of working days in week: 6

Number of working days in a month : 26

Number of months : 12

Qualifications: Under Matriculate

### **Job Description:-**

1. To provide the Cook personnel at the India Govt. Mint, Alipore, Kolkata.
2. The working days shall be six days per week and 26 days per month.
3. The agency shall undertake full responsibility for the performance of its staff.

### **SPECIAL TERMS AND CONDITIONS:**

1. That the Agency shall be responsible to provide immediate replacement for any Cook, who is not available on duty at the place of posting for any emergency and pressing reasons.
2. Before placing any candidate at IGMK the candidate has to appear for an interview to any authorised official of IGMK and only upon he/she being found suitable, shall be posted at IGMK. The Competent Authority of this Mint shall have the right to replace any staff of the agency by any other suitable person in case the staff is not discharging its services properly. The decision of the Competent Authority of This Mint shall be final and the Agency shall comply with the same at the earliest.
3. That the Agency shall not engage any sub-contractor or transfer the contract to any other person.
4. The names of the workers appointed/employed by the agency shall be made known to the Authorities with their Identity card/employment number, before commencing deployment. The frequent changes in the manpower deployed will not be allowed, the changes will be allowed only with the prior specific approval of Competent Authority of I.G. Mint, Kolkata.
5. The clearance of the local police with regards the antecedents of the persons deployed by it will be obtained by the agency before deployment of the personnel and submit to the office. Only then the personnel will be allowed to report for the duty.
6. The Agency shall claim their commission in the form of Service Charges only for providing services at a rate quoted by it in the tender document.
7. In case the contractor/agency leaves the job before completion of the period of contract, IGM KOLKATA shall be entitled to forfeit the security money deposited by the

contractor/agency for the execution of this contract. The same shall be over and above the liquidated damages suffered on such account by IGM KOLKATA, if any which shall be recovered as lawful dues.

8. It shall be the responsibility of the Contractor/agency to comply with all labour laws/regulations applicable with respect of its staff working under the arrangement. The Contractor /agency shall further undertake to indemnify IGM KOLKATA of any liability incurred by it on account of non-adherence to labour laws/regulations by it.

9. The Cook's should have effective cooking skills.

10. The agency has to pay the minimum wages to their employee as per notification issued by the office of CLC, New Delhi and other amount as per applicable statutes.

11. In case of any subsequent changes in minimum wage by central government issued by Office of CLC(C), New Delhi or subsequent revision of EPF, ESI etc it will be accordingly amended/paid on claim by the vendor. However, no change in admin/service charge will be permissible.

12. The remuneration of the deployed staff must be credited to their bank account by the successful agency/bidder latest by 7th of next month. Otherwise suitable action will be initiated as per extant applicable rules / laws.

13. The successful bidder shall be responsible for compliance of all statutory provisions relating to minimum wages, provident fund , ESIC, Bonus etc. in respect of the persons deployed by it in IGM, kolkata for the service delivery.

14. The successful bidder shall be responsible for regular & upto date updation of EPF & ESIC contribution of the deployed personnel.

15. This order is subject to any subsequent amendment in any applicable laws/ statutes and the same will be amended accordingly, if required.

16. Successful bidder shall be required to submit following documents along with the monthly invoices/bills-

a) Original Tax invoice duly stamp & signed and signed copy of Purchase order.

b) Proper attendance sheet duly stamp & signed.

c) Proper wages sheet duly stamp & signed.

d) Proper EPF & ESIC statement duly stamp & signed.

e) EPF payment confirmation receipt duly stamp & signed.

f) ESIC transaction details duly stamp & signed.

g) Payment sheet with bank online sheet.

17. The agency deploying the outsource staff will have valid labour license.

18. As per D.O. No.MSDE-39/12/2022-AP dated 12.09.2023 from Govt. of India Ministry of Skill Development and Entrepreneurship, the firm / service provider would ensure that all their workers would be skilled through Recognition of Prior Learning (RPL) within

two months from the date of commencement of work under the project , at the cost of the service provider/ vender.

Note: If any of the terms & conditions mentioned above is not found fulfilled during the work contract, the IGM KOLKATA reserves the right to discontinue the contract without assigning any reasons thereof.

## **6. Hiring of 01no. of Barber for CISF for 12 Months**

Category of service : Barber

Number of working days in week: 6

Number of working days in a month : 26

Number of Months : 12

### **SPECIAL TERMS AND CONDITIONS:**

1. That the Agency shall be responsible to provide immediate replacement for any barber who is not available on duty at the place of posting for any emergency and pressing reasons.
2. Before placing any candidate at IGMK the candidate has to appear for an interview to any authorised official of IGMK and only upon he/she being found suitable, shall be posted at IGMK. The Competent Authority of this Mint shall have the right to replace any staff of the agency by any other suitable person in case the staff is not discharging its services properly. The decision of the Competent Authority of This Mint shall be final and the Agency shall comply with the same at the earliest.
3. That the Agency shall not engage any sub-contractor or transfer the contract to any other person.
4. The names of the workers appointed/employed by the agency shall be made known to the Authorities with their Identity card/employment number, before commencing deployment. The frequent changes in the manpower deployed will not be allowed, the changes will be allowed only with the prior specific approval of Competent Authority of I.G. Mint, kolkata.
5. The clearance of the local police with regards the antecedents of the persons deployed by it will be obtained by the agency before deployment of the personnel and submit to the office. Only then the personnel will be allowed to report for the duty.
6. The Agency shall claim their commission in the form of Service Charges only for providing services at a rate quoted by it in the tender document.
7. In case the contractor/agency leaves the job before completion of the period of contract, IGM KOLKATA shall be entitled to forfeit the security money deposited by the

contractor/agency for the execution of this contract. The same shall be over and above the liquidated damages suffered on such account by IGM KOLKATA, if any which shall be recovered as lawful dues.

8. It shall be the responsibility of the Contractor/agency to comply with all labour laws/regulations applicable with respect of its staff working under the arrangement. The Contractor /agency shall further undertake to indemnify IGM KOLKATA of any liability incurred by it on account of non-adherence to labour laws/regulations by it.

9. The Barber should have effective barbering skill.

10. The agency has to pay the minimum wages to their employee as per notification issued by the office of CLC, New Delhi and other amount as per applicable statutes.

11. In case of any subsequent changes in minimum wage by central government issued by Office of CLC(C), New Delhi or subsequent revision of EPF, ESI etc it will be accordingly amended/paid on claim by the vendor. However, no change in admin/service charge will be permissible.

12. The remuneration of the deployed staff must be credited to their bank account by the successful agency/bidder latest by 7th of next month. Otherwise suitable action will be initiated as per extant applicable rules / laws.

13. The successful bidder shall be responsible for compliance of all statutory provisions relating to minimum wages, provident fund , ESIC, Bonus etc. in respect of the persons deployed by it in IGM, kolkata for the service delivery.

14. The successful bidder shall be responsible for regular & upto date updation of EPF & ESIC contribution of the deployed personnel.

15. Successful bidder shall be required to submit following documents along with the monthly invoices/bills-

a) Original Tax invoice duly stamp & signed and signed copy of Purchase order.

b) Proper attendance sheet duly stamp & signed.

c) Proper wages sheet duly stamp & signed.

d) Proper EPF & ESIC statement duly stamp & signed.

e) EPF payment confirmation receipt duly stamp & signed.

f) ESIC transaction details duly stamp & signed.

g) Payment sheet with bank online sheet.

16. The agency deploying the outsource staff will have valid labour license.

17. As per D.O. No.MSDE-39/12/2022-AP dated 12.09.2023 from Govt. of India Ministry of Skill Development and Entrepreneurship, the firm / service provider would ensure that all their workers would be skilled through Recognition of Prior Learning (RPL) within two months from the date of commencement of work under the project , at the cost of the service provider/ vender.



Note: If any of the terms & conditions mentioned above is not found fulfilled during the work contract, the IGM KOLKATA reserves the right to discontinue the contract without assigning any reasons thereof.

## **7. Hiring of 01 no. of washermen for 12 Months**

Category of service : washermen

Number of working days in week: 6

Number of working days in a month : 26

Number of Months : 12

### **SPECIAL TERMS AND CONDITIONS:**

1. That the Agency shall be responsible to provide immediate replacement for any washermen who is not available on duty at the place of posting for any emergency and pressing reasons.

2. Before placing any candidate at IGMK the candidate has to appear for an interview to any authorised official of IGMK and only upon he/she being found suitable, shall be posted at IGMK. The Competent Authority of this Mint shall have the right to replace any staff of the agency by any other suitable person in case the staff is not discharging its services properly. The decision of the Competent Authority of This Mint shall be final and the Agency shall comply with the same at the earliest.

3. That the Agency shall not engage any sub-contractor or transfer the contract to any other person.

4. The names of the workers appointed/employed by the agency shall be made known to the Authorities with their Identity card/employment number, before commencing deployment. The frequent changes in the manpower deployed will not be allowed, the changes will be allowed only with the prior specific approval of Competent Authority of I.G. Mint, kolkata.

5. The clearance of the local police with regards the antecedents of the persons deployed by it will be obtained by the agency before deployment of the personnel and submit to the office. Only then the personnel will be allowed to report for the duty.

6. The Agency shall claim their commission in the form of Service Charges only for providing services at a rate quoted by it in the tender document.

7. In case the contractor/agency leaves the job before completion of the period of contract, IGM KOLKATA shall be entitled to forfeit the security money deposited by the contractor/agency for the execution of this contract. The same shall be over and above the liquidated damages suffered on such account by IGM KOLKATA, if any which shall be recovered as lawful dues.

8. It shall be the responsibility of the Contractor/agency to comply with all labour laws/regulations applicable with respect of its staff working under the arrangement. The Contractor /agency shall further undertake to indemnify IGM KOLKATA of any liability incurred by it on account of non-adherence to labour laws/regulations by it.

9. The washer-men should have effective washing skills.

10. The agency has to pay the minimum wages to their employee as per notification issued by the office of CLC, New Delhi and other amount as per applicable statutes.

11. In case of any subsequent changes in minimum wage by central government issued by Office of CLC(C), New Delhi or subsequent revision of EPF, ESI etc it will be accordingly amended/paid on claim by the vendor. However, no change in admin/service charge will be permissible.

12. The remuneration of the deployed staff must be credited to their bank account by the successful agency/bidder latest by 7th of next month. Otherwise suitable action will be initiated as per extant applicable rules / laws.

13. The successful bidder shall be responsible for compliance of all statutory provisions relating to minimum wages, provident fund , ESIC, Bonus etc. in respect of the persons deployed by it in IGM, kolkata for the service delivery.

14. The successful bidder shall be responsible for regular & upto date updation of EPF & ESIC contribution of the deployed personnel.

15. Successful bidder shall be required to submit following documents along with the monthly invoices/bills-

a) Original Tax invoice duly stamp & signed and signed copy of Purchase order.

b) Proper attendance sheet duly stamp & signed.

c) Proper wages sheet duly stamp & signed.

d) Proper EPF & ESIC statement duly stamp & signed.

e) EPF payment confirmation receipt duly stamp & signed.

f) ESIC transaction details duly stamp & signed.

g) Payment sheet with bank online sheet.

16. The agency deploying the outsource staff will have valid labour license.

17. As per D.O. No.MSDE-39/12/2022-AP dated 12.09.2023 from Govt. of India Ministry of Skill Development and Entrepreneurship, the firm / service provider would ensure that all their workers would be skilled through Recognition of Prior Learning (RPL) within two months from the date of commencement of work under the project , at the cost of the service provider/ vender.

Note: If any of the terms & conditions mentioned above is not found fulfilled during the work contract, the IGM KOLKATA reserves the right to discontinue the contract without assigning any reasons thereof.

## **8. Hiring of 06 nos. of Sweeper for 12 Months**

Category of service : Sweeper

Number of working days in week: 6

Number of working days in a month : 26

Number of Months : 12

### **SPECIAL TERMS AND CONDITIONS:**

1. That the Agency shall be responsible to provide immediate replacement for any sweeper who is not available on duty at the place of posting for any emergency and pressing reasons.
2. Before placing any candidate at IGMK the candidate has to appear for an interview to any authorised official of IGMK and only upon he/she being found suitable, shall be posted at IGMK. The Competent Authority of this Mint shall have the right to replace any staff of the agency by any other suitable person in case the staff is not discharging its services properly. The decision of the Competent Authority of This Mint shall be final and the Agency shall comply with the same at the earliest.
3. That the Agency shall not engage any sub-contractor or transfer the contract to any other person.
4. The names of the workers appointed/employed by the agency shall be made known to the Authorities with their Identity card/employment number, before commencing deployment. The frequent changes in the manpower deployed will not be allowed, the changes will be allowed only with the prior specific approval of Competent Authority of I.G. Mint, Kolkata.
5. The clearance of the local police with regards the antecedents of the persons deployed by it will be obtained by the agency before deployment of the personnel and submit to the office. Only then the personnel will be allowed to report for the duty.
6. The Agency shall claim their commission in the form of Service Charges only for providing services at a rate quoted by it in the tender document.
7. In case the contractor/agency leaves the job before completion of the period of contract, IGM KOLKATA shall be entitled to forfeit the security money deposited by the contractor/agency for the execution of this contract. The same shall be over and above the liquidated damages suffered on such account by IGM KOLKATA, if any which shall be recovered as lawful dues.
8. It shall be the responsibility of the Contractor/agency to comply with all labour laws/regulations applicable with respect of its staff working under the arrangement. The Contractor /agency shall further undertake to indemnify IGM KOLKATA of any liability incurred by it on account of non-adherence to labour laws/regulations by it.
9. The sweeper should have effective sweeping skills.

10. The agency has to pay the minimum wages to their employee as per notification issued by the office of CLC, New Delhi and other amount as per applicable statutes.

11. In case of any subsequent changes in minimum wage by central government issued by Office of CLC(C), New Delhi or subsequent revision of EPF, ESI etc it will be accordingly amended/paid on claim by the vendor. However, no change in admin/service charge will be permissible.

12. The remuneration of the deployed staff must be credited to their bank account by the successful agency/bidder latest by 7th of next month. Otherwise suitable action will be initiated as per extant applicable rules / laws.

13. The successful bidder shall be responsible for compliance of all statutory provisions relating to minimum wages, provident fund , ESIC, Bonus etc. in respect of the persons deployed by it in IGM, kolkata for the service delivery.

14. The successful bidder shall be responsible for regular & upto date updation of EPF & ESIC contribution of the deployed personnel.

15. Successful bidder shall be required to submit following documents along with the monthly invoices/bills.

a) Original Tax invoice duly stamp & signed and signed copy of Purchase order.

b) Proper attendance sheet duly stamp & signed.

c) Proper wages sheet duly stamp & signed.

d) Proper EPF & ESIC statement duly stamp & signed.

e) EPF payment confirmation receipt duly stamp & signed.

f) ESIC transaction details duly stamp & signed.

g) Payment sheet with bank online sheet.

16. The agency deploying the outsource staff will have valid labour license.

17. As per D.O. No.MSDE-39/12/2022-AP dated 12.09.2023 from Govt. of India Ministry of Skill Development and Entrepreneurship, the firm / service provider would ensure that all their workers would be skilled through Recognition of Prior Learning (RPL) within two months from the date of commencement of work under the project , at the cost of the service provider/ vender.

Note: If any of the terms & conditions mentioned above is not found fulfilled during the work contract, the IGM KOLKATA reserves the right to discontinue the contract without assigning any reasons thereof.

## **9. Hiring of 02 Nos. Pharmacist for 12 months**

Category of service : Pharmacist

Number of working days in week: 6

Number of working days in a month : 26

Number of months : 12

### **Terms & Conditions :**

1. The agency has to pay the minimum wages to their employee as per notification issued by the office of CLC, New Delhi and other amount as per applicable statutes.
2. In case of any subsequent changes in minimum wage by central government issued by Office of CLC(C), New Delhi or subsequent revision of EPF, ESI etc it will be accordingly amended/paid on claim by the vendor. However, no change in admin/service charge will be permissible.
3. Vendor should have valid license for engaging outsource staff.
4. As per D.O. No. MSDE-39/12/2022-AP dated 12.09.2023 from Govt. of India Ministry of Skill Development and Entrepreneurship, the firm/service provider would ensure that all their workers would be skilled through recognition of Prior Learning (RPL) within two months from the date of commencement of work under the project, at the cost of the service provider/vendor.
5. The remuneration of the deployed staff must be credited to their bank account by the successful agency/bidder latest by 7th of next month. Otherwise suitable action will be initiated as per extant applicable rules / laws.
6. The successful bidder shall be responsible for compliance of all statutory provisions relating to minimum wages, provident fund, ESIC, Bonus etc. in respect of the persons deployed by it in IGM, Kolkata for the service delivery.
7. The successful bidder shall be responsible for regular & upto date updation of EPF & ESIC contribution of the deployed personnel.
8. Successful bidder will provide suitable uniform to pharmacists and provide badge with Pharmacist Outsource written on it.

9. Successful bidder shall be required to submit following documents along with the monthly invoices/bills

- a) Original Tax invoice duly stamp & signed and signed copy of Purchase order.
- b) Proper attendance sheet duly stamp & signed.
- c) Proper wages sheet duly stamp & signed.
- d) Proper EPF & ESIC statement duly stamp & signed.
- e) EPF payment confirmation receipt duly stamp & signed.
- f) ESIC transaction details duly stamp & signed.
- g) Payment sheet with bank online sheet.

### **Duties and Responsibilities of Pharmacist**

- 1) Dispensing or serving prescriptions in accordance with the prescription of attending Medical Officer
- 2) Preservation, storage and accounting of medicines/pharmaceuticals and equipment's.
- 3) Maintaining prescription register and First-aid register.
- 4) Giving First-aid to the patients and sent for medical help in absence of M.O. In emergency patient may be accompanied to the hospital.
- 5) Nursing of patient like dressing, administering injection, nebulization etc.
- 6) Sterilization of medical items and equipment's
- 7) Some medical related clerical jobs as per direction of M.O/Pharmacist(NFG)
- 8) Maintaining Biomedical waste disposal.
- 9) Qualification - Essential Qualification for entry level 10+2 plus 2 years Diploma in Pharmacy & registration with State Pharmacy Council as per O.M. no. F No.1/1/2008-IC, dated 18th November 2009.
- 10) Maximum age limit – 27 years as on 31st December 2023 as per R.R.2001, min of fin, DOE dated 7/6/01 G.S.R 316, Schedule post no. 20 (Pharmacist).

### **10. Hiring of 07 Nos. Electrician for 12 months**

No. of Electrician: 07,

Qualification: Secondary;

No of working days in a month: 26;

No. of working days in a week: 6

**Scope of work (Indicative):**

1. Maintenance of Electrical Installation in entire factory (inside and outside), admin building including residential and non-residential buildings, CISF Barrack, motor garage, Officer Campus and Mint house and Sub-station.
2. Repairing & rewiring of damaged Electrical Installation along with unserviceable electrical and load power panel.
3. Operation & maintenance of various centrifugal, submersible and sewerage pump set Installation & maintenance of various street lights, tube lights, panel lights, LED bulbs, Hi-Bay lights along with various cables.

Above said works are indicative in nature and not exhaustive, the electrician will have to work under the guidance of Mint official as and when required during office hours.

**Terms & conditions:**

1. The electricians should have ITI passed or valid L/T license (up to 440V) issued by the Electricity Licensing board, West Bengal or equivalent.
2. The firm shall be responsible for providing group accidental insurance, ESI, EPF 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 IGM Kolkata.
3. The firm shall follow the provisions of the Electricity Act 2003 and the regulation framed there under.
4. The firm shall supply identity cards, electrical safety shoes to his electricians along with uniform and necessary essential tools.
5. The firm shall ensure decency of their employees.
6. 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 of all claims out of such accidents.
7. Apart from above terms and conditions firm shall have to abide by all the terms & Conditions of IGM Kolkata as and when required.
8. Vendor should have valid license for engaging outsource staff.
9. As per D.O. No. MSDE-39/12/2022-AP dated 12.09.2023 from Govt. of India Ministry of Skill Development and Entrepreneurship, the firm/service provider would ensure that all their workers would be skilled through recognition of Prior Learning (RPL) within two months from the date of commencement of work under the project, at the cost of the service provider/vendor.

## **11. Hiring of 02 Nos. Civil Engineer for 12 months**

### **Name of work:**

Hiring of 2 nos Highly skilled Engineer on contract basis for 12 months at Civil wing of IGM, kolkata.

### **Specification:**

Category of service: Civil Engineer

No of working days in a week: 6

No of working days in a month: 26

Qualification: Graduate

Skill category: Highly skilled

Type of function: Non IT technical

Educational qualification: Graduate

Post graduation: Not required

Specialization: Engineering - Civil

### **Scope of work:**

- a) Must have basic knowledge in MS Word, MS Excel, MS Powerpoint etc.
- b) Must be compatible to absorb in house training in SAP at IGM, Kolkata.
- c) Must have typing and writing skill in English for maintaining all the records of Civil work.
- d) To supervise and monitor daily civil maintenance works at IGM, Kolkata Factory, Mint House, Officer's Campus, Old Silver Mint and Mint Residential colony.
- e) To note down measurements for different ongoing civil works in measurement book as per standard practise.
- f) To frame various scope of works after site visit and take down measurements for the proposed work.
- g) To facilitate in making Engineering drawings in Auto Cad

### **Note:**

1. Vendor should have valid license for engaging outsource staff.
2. As per D.O. No. MSDE-39/12/2022-AP dated 12.09.2023 from Govt. of India Ministry of Skill Development and Entrepreneurship, the firm/service provider would ensure that all their workers would be skilled through recognition of Prior Learning (RPL) within two months from the date of commencement of work under the project, at the cost of the service provider/vendor.



3. As per the notification issued by Ministry of Labour & Employment regarding Minimum rate of wages from time to time necessary modification/amendment is to be implemented in regard to minimum wage for the engineers.
4. The successful bidder shall be responsible for compliance of all statutory provisions relating to minimum wages, provident fund, ESIC, Bonus etc. in respect of the persons deployed by it in IGM, Kolkata for the service delivery.
5. The successful bidder shall be responsible for regular & upto date updation of EPF & ESIC contribution of the deployed personnel.

## **12. Hiring of 7 nos. of Forklift driver for 12 months**

1. Category of service - Driver(LMV)
3. Qualifications: Under matriculate and above.
4. Number of working days in a week=6

### **Scope of Work**

1. Carrying metal coils (upto 5 MT weight) from one location to other inside the factory.
2. Loading of metal coils (upto 5 MT weight) on machines.
3. Unloading of metal scissels (upto 3 MT weight) from machines.
4. Carrying metal scissels (upto 3 MT weight) from one location to other inside the factory.
5. Carrying filled/empty metal containers/drums from one section to another inside the factory.
6. Loading of filled metal containers on the machines.
7. Unloading of empty metal containers from the machines.
8. Loading heavy tools(upto 2 MT) on the machine.
9. Unloading heavy tools(upto 2 MT) from the machine.
10. Shifting of machines (upto 5 MT) from one location to other, as and when required.

### **SPECIAL TERMS AND CONDITIONS:**

1. That the Agency shall be responsible to provide immediate replacement for any sweeper who is not available on duty at the place of posting for any emergency and pressing reasons.
2. That the Agency shall not engage any sub-contractor or transfer the contract to any other person.
3. The names of the workers appointed/employed by the agency shall be made known to the Authorities with their Identity card/employment number, before commencing deployment. The frequent changes in the manpower deployed will not be allowed, the

changes will be allowed only with the prior specific approval of Competent Authority of I.G. Mint, Kolkata.

4. The clearance of the local police with regards the antecedents of the persons deployed by it will be obtained by the agency before deployment of the personnel and submit to the office. Only then the personnel will be allowed to report for the duty.

5. The Agency shall claim their commission in the form of Service Charges only for providing services at a rate quoted by it in the tender document.

6. In case the contractor/agency leaves the job before completion of the period of contract, IGM KOLKATA shall be entitled to forfeit the security money deposited by the contractor/agency for the execution of this contract. The same shall be over and above the liquidated damages suffered on such account by IGM KOLKATA, if any which shall be recovered as lawful dues.

7. It shall be the responsibility of the Contractor/agency to comply with all labour laws/regulations applicable with respect of its staff working under the arrangement. The Contractor /agency shall further undertake to indemnify IGM KOLKATA of any liability incurred by it on account of non-adherence to labour laws/regulations by it.

8. The sweeper should have effective sweeping skills.

9. The agency has to pay the minimum wages to their employee as per notification issued by the office of CLC, New Delhi and other amount as per applicable statutes.

10. In case of any subsequent changes in minimum wage by central government issued by Office of CLC(C), New Delhi or subsequent revision of EPF, ESI etc it will be accordingly amended/paid on claim by the vendor. However, no change in admin/service charge will be permissible.

11. The remuneration of the deployed staff must be credited to their bank account by the successful agency/bidder latest by 7th of next month. Otherwise suitable action will be initiated as per extant applicable rules / laws.

12. The successful bidder shall be responsible for compliance of all statutory provisions relating to minimum wages, provident fund , ESIC, Bonus etc. in respect of the persons deployed by it in IGM, Kolkata for the service delivery.

13. The successful bidder shall be responsible for regular & upto date updation of EPF & ESIC contribution of the deployed personnel.

14. Successful bidder shall be required to submit following documents along with the monthly invoices/bills.

a) Original Tax invoice duly stamp & signed and signed copy of Purchase order.

b) Proper attendance sheet duly stamp & signed.

c) Proper wages sheet duly stamp & signed.

d) Proper EPF & ESIC statement duly stamp & signed.

e) EPF payment confirmation receipt duly stamp & signed.

f) ESIC transaction details duly stamp & signed.

g) Payment sheet with bank online sheet.

15. The agency deploying the outsource staff will have valid labour license.

16. As per D.O. No.MSDE-39/12/2022-AP dated 12.09.2023 from Govt. of India Ministry of Skill Development and Entrepreneurship, the firm / service provider would ensure that all their workers would be skilled through Recognition of Prior Learning (RPL) within two months from the date of commencement of work under the project , at the cost of the service provider/ vender.

Note: If any of the terms & conditions mentioned above is not found fulfilled during the work contract, the IGM KOLKATA reserves the right to discontinue the contract without assigning any reasons thereof.

### **13. Hiring of 01 no. of Mali/ Gardner for Old Silver Mint, Strand Road for 12 Months**

Skill category : Unskilled

Number of working days : 26 days in a month

TYPE OF FUNCTION : others

LIST OF PROFILES : Mali/ Gardner Helper

EDUCATION QUALIFICATION : Not required

SPECIALIZATION : Not required

DISTRICT : KOLKATA

#### **Scope of Work:-**

1. Monitoring of lawn of all plants and garden spaces.
2. Watching and feeding plants.
3. Trimming trees, bushes and shrubs.
4. Fertilizing and manuring lawns.
5. Weeding garden and keeping green space and walkways clean of dirt and litter.
6. Upkeeping of existing plants and flowers.
7. Installing seasonal flowers designs.

The gardener /mali employed must be adept in use of landscaping equipment, viz mowers, trimmers, fertilizer while following safety and health regulations. Cost of all gardening tools, seasonal flowers, seeds, lawn mowers, hedge cutter etc be provided by this Mint.

Further, he may be assigned to other gardening works as per requirement

## **SPECIAL TERMS AND CONDITIONS:**

1. That the Agency shall be responsible to provide immediate replacement for any Mali/Gardner Helper who is not available on duty at the place of posting for any emergency and pressing reasons.
2. Before placing any candidate at IGMK the candidate has to appear for an interview to any authorised official of IGMK and only upon he/she being found suitable, shall be posted at IGMK. The Competent Authority of this Mint shall have the right to replace any staff of the agency by any other suitable person in case the staff is not discharging its services properly. The decision of the Competent Authority of This Mint shall be final and the Agency shall comply with the same at the earliest.
3. That the Agency shall not engage any sub-contractor or transfer the contract to any other person.
4. The names of the workers appointed/employed by the agency shall be made known to the Authorities with their Identity card/employment number, before commencing deployment. The frequent changes in the manpower deployed will not be allowed, the changes will be allowed only with the prior specific approval of Competent Authority of I.G. Mint, kolkata.
5. The clearance of the local police with regards the antecedents of the persons deployed by it will be obtained by the agency before deployment of the personnel and submit to the office. Only then the personnel will be allowed to report for the duty.
6. The Agency shall claim their commission in the form of Service Charges only for providing services at a rate quoted by it in the tender document.
7. In case the contractor/agency leaves the job before completion of the period of contract, IGM KOLKATA shall be entitled to forfeit the security money deposited by the contractor/agency for the execution of this contract. The same shall be over and above the liquidated damages suffered on such account by IGM KOLKATA, if any which shall be recovered as lawful dues.
8. It shall be the responsibility of the Contractor/agency to comply with all labour laws/regulations applicable with respect of its staff working under the arrangement. The Contractor /agency shall further undertake to indemnify IGM KOLKATA of any liability incurred by it on account of non-adherence to labour laws/regulations by it.
9. The Mali/Gardner Helper should have effective working skills.
10. The agency has to pay the minimum wages to their employee as per notification issued by the office of CLC, New Delhi and other amount as per applicable statutes.
11. In case of any subsequent changes in minimum wage by central government issued by Office of CLC(C), New Delhi or subsequent revision of EPF, ESI etc it will be accordingly amended/paid on claim by the vendor. However, no change in admin/service charge will be permissible.

\*Note: This order is subject to any subsequent Amendment in any applicable laws/statutes and the same will be amended accordingly, if required.

12. The remuneration of the deployed staff must be credited to their bank account by the successful agency/bidder latest by 7th of next month. Otherwise suitable action will be initiated as per extant applicable rules / laws.

13. The successful bidder shall be responsible for compliance of all statutory provisions relating to minimum wages, provident fund , ESIC, Bonus etc. in respect of the persons deployed by it in IGM, kolkata for the service delivery.

14. The successful bidder shall be responsible for regular & upto date updation of EPF & ESIC contribution of the deployed personnel.

15. Successful bidder shall be required to submit following documents along with the monthly invoices/bills-

a) Original Tax invoice duly stamp & signed and signed copy of Purchase order.

b) Proper attendance sheet duly stamp & signed.

c) Proper wages sheet duly stamp & signed.

d) Proper EPF & ESIC statement duly stamp & signed.

e) EPF payment confirmation receipt duly stamp & signed.

f) ESIC transaction details duly stamp & signed.

g) Payment sheet with bank online sheet.

16. The agency deploying the outsource staff will have valid labour license.

17. The firm/ Service provider would ensure that all their workers would be skilled through Recognition of Prior Learning (RPL) within two months from the date of commencement of work under the project, at the cost of the service provider/vendor.

Note: If any of the terms & conditions mentioned above is not found fulfilled during the work contract, the IGM KOLKATA reserves the right to discontinue the contract without assigning any reasons thereof.

## **COMMON TERMS & CONDITIONS FOR ALL ABOVE MANPOWER**

1. The whole contract for all above Outsource Manpower will be awarded to a single firm.
2. The successful firm should provide 2 sets for uniform to all the outsourced staffs as below:
  - i. For Outsource Fork Lift Drivers and Electricians : Uniform colour code shall be "Maroon" Cotton shirt/T-shirt (for Mens) and T-shirt/Kurti/Saree (for Women) with print word written as "Outsourced Staff".
  - ii. For Outsource 1 CGM PA, 10 Data Entry Operators, 02 Pharmacists, 02 Civil Engineer : Uniform colour code shall be "Dark Blue" Cotton shirt/T-shirt (for Mens) and T-shirt/Kurti/Saree (for Women) with print word written as "Outsourced Staff".
  - iii. For all other Outsource Staff such as 10 Office Helper/MTS, 07 Kitchen Assistant, 05 Cooks, 01 Barber, 01 Washerman, 06 Sweepers, 01 Mali : Uniform colour code shall be "Red" Cotton shirt/T-shirt (for Mens) and T-shirt/Kurti/Saree (for Women) with print word written as "Outsourced Staff".
3. Outsourced personnel are require to attend office for 08:30 hours in a day including 30 minutes interval for lunch. Since accordingly they should complete 48 hours of duty in a week with strict compliance of Mint official timings. Any deviation will lead to deduction as per India Government Mint, Kolkata decision.

**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 valid labour license	

## 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.