

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	03-10-2026 15:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	04-10-2026 15:00:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Finance
विभाग का नाम / Department Name	Department Of Economic Affairs
संगठन का नाम / Organisation Name	Security Printing And Minting Corporation Of India Limited (spmci)
कार्यालय का नाम / Office Name	3rd Floor Tower G World Trade Centre Nauroji Nagar
शिकायत निवारण के संपर्क विवरण / Contact details of Grievance redressal	HOD Email id : ram.sahai@gov.in Buyer Email id: gem.igmk@spmci.com
वस्तु श्रेणी / Item Category	Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Security Supervisor , Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard , Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Armed Security Guard
अनुबंध अवधि / Contract Period	1 Year(s)
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है / Do you want to show documents uploaded by bidders to all bidders participated in bid?	No

बिड विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	2
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	2
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Single Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	7 Days
Payment Timelines	Payments shall be made to the Seller within 30 days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	500000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	3.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से

बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

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

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

लाभार्थी /Beneficiary :

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

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
-------------------------------	-----

एमएसई खरीद वरीयता/MSE Purchase Preference

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

ट्रेड्स भुगतान संबंधी विवरण/TReDS Payment Details

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

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for

Relaxation.

4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.

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

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

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope Of Work For the Service:[1789125579.pdf](#)

Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Security Supervisor (4)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Security Supervisor
Category of Skills	Highly Skilled
Gender	No Preference
Duty Hours in a day	8
Qualification	Secondary School
Ex Servicemen	Yes
Age Limit	Up to60 years
Years of Experience	0 – 3 years
Additional Requirements for the Security Personnel	NA

विवरण/ Specification	मूल्य/ Values
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	West Bengal
एडऑन /Addon(s)	

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

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

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	VISAL V PRABHU	700053,India Govt Mint, Alipore Kolkata , West Bengal	4	- Tenure/ Duration of Employment (in months) : 12 - Basic Pay (Minimum daily wage) : 1094 - Provident Fund (INR per day) : 69.2307 - EDLI (INR per day) : 2.8846 - ESI (INR per day) : 0 - EPF Admin charge (INR per day) : 2.8846 - Bonus (INR per day) : 0 - Optional Allowance 1 (in Rupees) : 0 - Optional Allowance 2 (in Rupees) : 0 - Optional Allowance 3 (in Rupees) : 0 - Number of working days in a month : 26

Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard (44)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Unarmed Security Guard
Category of Skills	Skilled
Gender	No Preference
Duty Hours in a day	8
Qualification	Secondary School
Ex Servicemen	Yes
Age Limit	Up to 60 years
Years of Experience	0 - 3 years
Additional Requirements for the Security Personnel	NA
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	West Bengal
एडऑन /Addon(s)	

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

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

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents
परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
----------------	---	-------------	--	---

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	VISAL V PRABHU	700053,India Govt Mint, Alipore Kolkata , West Bengal	44	• Tenure/ Duration of Employment (in months) : 12 • Basic Pay (Minimum daily wage) : 1008 • Provident Fund (INR per day) : 69.2307 • EDLI (INR per day) : 2.8846 • ESI (INR per day) : 0 • EPF Admin charge (INR per day) : 2.8846 • Bonus (INR per day) : 0 • Optional Allowance 1 (in Rupees) : 0 • Optional Allowance 2 (in Rupees) : 0 • Optional Allowance 3 (in Rupees) : 0 • Number of working days in a month : 26

Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Armed Security Guard (22)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Armed Security Guard
Category of Skills	Highly Skilled
Gender	No Preference
Duty Hours in a day	8
Qualification	Secondary School
Ex Servicemen	Yes
Age Limit	Up to60 years
Years of Experience	0 – 3 years
Additional Requirements for the Security Personnel	NA

विवरण/ Specification	मूल्य/ Values
Is Geographical presence of the Service Provider registered office is required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	West Bengal
एडऑन /Addon(s)	

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

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

अतिरिक्त विशिष्टि दस्तावेज /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	VISAL V PRABHU	700053,India Govt Mint, Alipore Kolkata , West Bengal	22	- Tenure/ Duration of Employment (in months) : 12 - Basic Pay (Minimum daily wage) : 1094 - Provident Fund (INR per day) : 69.2307 - EDLI (INR per day) : 2.8846 - ESI (INR per day) : 0 - EPF Admin charge (INR per day) : 2.8846 - Bonus (INR per day) : 0 - Optional Allowance 1 (in Rupees) : 0 - Optional Allowance 2 (in Rupees) : 0 - Optional Allowance 3 (in Rupees) : 0 - Number of working days in a month : 26

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

1. **Generic**

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

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

2. **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

S P M CORPORATION OF INDIA LIMITED

. 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**

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

S P M CORPORATION OF INDIA LIMITED
Account No.
40721855110

IFSC Code
SBIN0000205
Bank Name
State Bank of India
Branch address
New Alipore, Kolkata
.

Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

8. **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.

9. **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.

10. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

S P M CORPORATION OF INDIA LIMITED
Account No.
40721855110
IFSC Code
SBIN0000205
Bank Name
State Bank of India
Branch address
New Alipore, Kolkata

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

11. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

1. Terms and Conditions:

Guidelines of GIT and GCC will be applicable to this bid for additional terms and conditions as per the links given below at any stage to avoid any conflict at later stage.

General Instruction to Tenderer (GIT): <https://igmkolkata.spmcil.com/wp-content/uploads/2024/05/GIT.pdf>

2. Delivery Period:

The service is to be started within 7 days from the date of issue of Contract. The Contract will be valid for a period of Twelve(12) months from the date of issue of contract.

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 (**Annexure-I**) Document. Also the participating bidder must submit duly filled, sealed & signed **Annexure II** & documents as per **Annexure III** in their letter head attached under Specification Document.

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 **8736 Man days**, in any one of the last five years ending on 31.03.2026.

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 i.e: Valid labour license, PSARA License, Copies of Purchase Orders & their Completion Certificates etc 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 31.03.2026, should be at least **Rs.1.18 Crores** 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) a) The net worth of the Bidder should not be negative on 31.03.2026 and also
b) Should not have eroded by more than 30% in the last three years, ending on 31.03.2026.

Note:-

- (i) For net worth erosion calculation of last three(3) years ending on 31.03.2026, audited balance sheet of last three(3) financial years i.e. 2023-24, 2024-25 & 2025-26 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) For MSEs and Start-ups (registered for the tendered item) all financial criteria shall be exempted.

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:

Being a Non-Split-able or non-dividable bid, the MSE quoting price within price band L1 + 15% will be awarded full/complete supply of total tendered value provided they agree to match the L1 price, considering spirit of policy for enhancing the Govt. procurement from MSE.

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

- (i) All goods and services to be supplied and provided for the contract shall have the origin in India or in the countries with which the Government of India has trade relations.
- (ii) The word "origin" incorporated in this clause means the place from where the goods are mined, cultivated, grown, manufactured, produced or processed or from where the goods & service are arranged.

16. Special Condition:

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

17. GST Return:

Supplier should file the GST return for outward supplies in time. In case of any loss to India Government Mint, Kolkata by way of their failure to file GST Returns in time India Government Mint, Kolkata reserves the right to withhold the payment of GST for further supplies till production of evidence. Any liability which will be borne by supplier.

18. Consignee:

On the consignment please mention the following details:

Gross Weight :

1	Entire Tender Document Duly Seal & Signed on every page including Scope of work (Annexure-I) 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	Proof of EMD(scanned copy) as applicable or any exemption certificate
4	Documentary evidence towards PAN & GST Registration Certificate
5	Sealed & Signed Declaration (Annexure -II attached in technical specification)
6	Documentary/undertaking against Make in India Status i.e. being a Class I/ Class II supplier with details of percentage.
7	Submitted valid labour license & documentary evidence toward registration with PSARA ACT 2005.

-

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

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

Email: purchase.igmk@spmcl.com

अस्वीकरण/Disclaimer

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

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.

7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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

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

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

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

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

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

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

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

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

Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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

---धन्यवाद/Thank You---

Hiring of Security Service at Old Mint Silver Refinery Cell, Strand Road, Kolkata for 12 Months

1. Ex-servicemen Security Supervisor: 4 Persons

Category of Personnel: Ex- Serviceman security supervisor - 04 persons

Working Days in a week: 6

Seller registered add: District: Kolkata

No. of service days in a month: 26 days

Scope of Work (For security Supervisor)

1. The Security Supervisor In-Charge on duty on behalf of the Security Agency shall be responsible for providing security and vigilance of Old Mint Silver Refinery Cell, Strand Road, Kolkata premises during day and night. The above mentioned number of security personnel is approximate and it can be decreased or increased as per the requirement of the location and as decided by the Principal Employer.

2. Security (Supervisor) shall be responsible for overall supervision of the security arrangements at old Mint SR Cell premises. He shall also be responsible for proper deployment of security personnel, proper co-ordination and planning in order to ensure smooth execution of security operation at the above designated place.

3. Security (Supervisor) shall be responsible for making duty roster in consultation with the contractor for all security personnel (Armed/Unarmed) to ensure deployment at all 19 duty posts on 24X7 basis as bellow:

- i. Security Supervisor: 1 Post
- ii. Armed Security Personnel (Gunman): 6 Posts
- iii. Un-armed Security Personnel: 12 Posts

4. The firm shall specify/designate a Supervisor as **Security In-Charge** of all security personnel deployed by them. The firm shall also specify/designate other supervisors as **Security In-Charge on duty** in absence of the Security In-charge, accordingly the firm shall designate other supervisors as Security In-Charge as per their hierarchy/seniority. The Supervisor, who is the Overall In-Charge designated by the firm will be the single contact person, who will co-ordinate/communicate with the Mint Authority and other stake holders of IGMK as per direction of the Mint Authority.

5. No security personnel shall be engaged with any illegal/unauthorized/un-lawful activity (i.e. forming groups/unions/trading/any other activity which may adversely affect the image of the organization or jeopardise the function of the I.G. Mint, Kolkata). The Security In-Charge supervisors on behalf of the firm shall ensure the same. The firm will also ensure the same to avoid such activities in Mint premises.

6. The Security In-charge/duty In-Charge shall be responsible for all day-to-day activities of the security personnel, preparing and sending of **Schedule Security Reports** to IGMK Managements as per direction of the IGMK Authorities.

2. Ex-servicemen Un-Armed Security Guard: 44 Persons

Category of Personnel: Ex- Serviceman Un armed security guard- 44 persons

Working Days in a week: 6

Seller registered add: District: Kolkata

No. of service days in a month: 26 days

Scope of Work (For Security Guards)

1.The Security Agency shall be responsible for providing security and vigilance of Old Mint Silver Refinery Cell, Strand Road, Kolkata premises during day and night. The above mentioned number of security personnel is approximate and it can be decreased or increased as per the requirement of the location and as decided by the Principal Employer.

3. Ex-servicemen Armed Security Guard: 22 Persons

Category of Personnel: Ex- Serviceman Armed Security Guard - 22 persons

Working Days in a week: 6

Seller registered add: District: Kolkata

No. of service days in a month: 26 days

Scope of Work (For Security Guards)

1.The Security Agency shall be responsible for providing security and vigilance of Old Mint Silver Refinery Cell, Strand Road, Kolkata premises during day and night. The above mentioned number of security personnel is approximate and it can be decreased or increased as per the requirement of the location and as decided by the Principal Employer.

COMMON TERMS AND CONDITIONS FOR ALL ABOVE SECURITY PERSONNEL

1.The security personnel shall maintain visitors' register, issue of visitor passes and various records as required by the Principal Employer and as per statutory requirement. Security personnel shall be fully responsible for checking the incoming and outgoing cars, two wheelers, three wheelers, tank trucks and all other vehicles that enter the Principal Employer's premises.

2.Deployed manpower will comply working hours of 8 hours regularly and if somebody fails to report at duty vendor will provide necessary replacement immediately.

3.The Security Agency shall keep liaison with the Police / Local Authorities and Fire Brigade in order to get timely assistance from them in case of an emergency.

4.The Security Agency shall provide suitable number of extra security personnel for providing relief on weekly offs & holidays to the above said number of security personnel. Such leave / weekly off relief shall be provided by the Security Agency without any extra cost to the Principal Employer. Security Agency shall engage required number of security personnel towards relief duty and shall not resort to extending on overtime basis. In case the Security Agency is found to handle duties without the services of additional personnel for relief, the component of 28.98% in the salary shall be deducted from the wages by the Principal Employer.

5.The Security Agency shall be responsible for providing its security personnel with uniforms, socks, boots and rain protective equipment. The pattern of uniform to be supplied by the Security. Agency shall be of different pattern from that given by the Principal Employer to its employees. Further, the Security Agency shall issue photo identity cards to the security personnel on its own name and trading style. The Principal Employer may refuse entry into its premises to any personnel of the Security Agency not bearing such identity card or not being dressed in uniform. Torch lights including replacement for torch cells for night patrolling shall be provided by the Principal Employer.

6. No personnel of the Security Agency shall leave the said locations in the premises of the Principal Employer where they have been deployed, without the permission of the Security In-charge on duty. The Principal Employer shall always have the right and liberty to do surprise inspection at its sites.

7. Personnel provided by the Security Agency as security personnel shall be male and age of personnel should be in accordance with Scope of work enclosed in the tender document. All security personnel should be physically fit, energetic and shall have a basic knowledge of firefighting and first aid.

8. Police verification of antecedents of the personnel engaged for security service shall be submitted by the Security Agency within 15 days from the date of commencement of this agreement.

9. The Security Agency shall arrange for maintenance of registers / books and forms as are found necessary for the efficient performance of the security work undertaken herein. A duty register indicating the names of the Security Personnel on duty shall be available for inspection at all times at the said locations. The Principal Employer agrees to supply such registers / books and forms as are required.

10. In order to strengthen security as also to monitor the work of the security personnel on duty, the Principal Employer may introduce equipment and or gadgets as may be considered necessary by the Principal Employer. The Security Agency's security personnel shall use such equipment and / or gadgets and shall also extend full cooperation in ensuring their successful introduction / use.

11. The Security Personnel employed by the Security Agency and provided to the Principal Employer shall be the employees of the Security Agency and not of the Principal Employer, and they shall work under the supervision and control of the Supervisor Security In-Charge on behalf of Security Agency. Agency alone shall have the right to take disciplinary action against any personnel engaged / employed by it while no right whatsoever shall vest in any such personnel to raise any dispute and / or any claim whatsoever against the Principal Employer. The Principal Employer shall under no circumstances be deemed or treated as the employer in respect of any personnel engaged / employed by the Security Agency for any purpose whatsoever, nor would the Principal Employer be liable for any claims whatsoever, of any such personnel. The Principal Employer shall not be liable for any obligations / responsibilities, contractual, legal otherwise, towards the Security Agency's employees directly or indirectly, in any manner whatsoever. The employees of the Security Agency rendering services under this agreement shall not be entitled to claim from I.G. Mint, Kolkata for employment, salary / wages, damages, compensation or anything arising from their deployment by the Security Agency for rendering the said services.

12. Any of the Security personnel provided by the Security Agency whose work or conduct if found unsatisfactory by the Principal Employer shall be replaced immediately at no cost

to the Principal Employer. The Security Agency undertakes to rotate the personnel periodically.

13. The Principal Employer agrees to permit the Security personnel to use telephone to facilitate the security work and to keep in touch with the Security Agency for the purpose of communications connected with security work.

14. In the event of any theft / pilferage of the materials or properties of the Principal Employer, the Security Agency shall submit report and actively assist the Principal Employer if the Principal Employer decides necessary to report such incidents to the police and follow up the same and, if it is referred to any Court of law, until the case is closed or discharged.

15. The designated officer of the Principal Employer shall be the person authorized by the Principal Employer to give instructions concerning the security arrangements. Similarly, the Security Agency shall report all matters to the said Officer of the Principal Employer.

16. The Security Agency shall indemnify the Principal Employer for any damage or loss of product or materials or property arising from any act of negligence of the security personnel. The Principal Employer's decision in regard to the amount of loss / damage suffered is final and shall be entitled to deduct the amount of loss / damage suffered by the Principal Employer from the amount payable to the Security Agency or resort to such course of action as deemed fit by the Principal Employer to recover the same from the Security Agency.

17. If at any time, the Security Agency fails to fulfil its obligations of providing Security Personnel and / fails to carry out security work satisfactorily. (the decision of the designated Officer of the Principal Employer in that behalf being final and binding on the Security Agency) in terms of and under this agreement the Principal Employer will have the right to make suitable alternative arrangement and the cost of the same shall be reimbursed by the Security Agency, failing which the Principal Employer shall deduct the same from the amount payable to the Security Agency. Any amount still remaining payable shall be recovered through appropriate measure as deemed fit by the Principal Employer.

18. In the event of any dispute arising between the parties, the decision of the designated officer of the Principal Employer shall be final and binding on the Security Agency.

19. Should the Security Agency commit any breach of any of the terms and conditions hereof and/or family neglect to carry out instructions issued by the Company from time

to time, it shall be open and lawful for the Company to terminate the Contract forthwith without assigning any reason thereof and can get the work done by any person(s) or through any other agency or Security Agency and the Security Agency shall have no right to claim any compensation whatsoever on this account. In such case, Principal Employer will have all the right to appropriate any outstanding dues from the Security Agency from the Security deposit held with the Company as per clause 21 above and/or from any other payment due to the Security Agency. Principal Employer will have absolute right to forfeit the security deposit in case the Security Agency terminates the contract before completion of 12 months of contract or if the Security Agency fails to discharge obligations under this agreement.

20. The Security Agency shall obtain all registration / permission / licence etc. which are required under any labour or other legislation for providing the services under this agreement.

21. The Security Agency undertakes to comply with the applicable provisions of all welfare legislations and more particularly with the New labour Codes, w.e.f 21st November, 2025 and other rules/laws notified by Union/State Govt. time to time whichever is applicable, for carrying out the purpose of this Agreement. The Security Agency shall further observe and comply with all Government laws concerning employment of staff employed by the Security Agency and shall duly pay all sums of money to such staff as may be required to be paid under such laws. It is expressly understood that the Security Agency is fully responsible to ascertain and understand the applicability of various Acts, and take necessary action to comply with the requirements of law.

22. The Security Agency and its security personnel shall comply with all safety, security and general discipline instructions and unreservedly use all gadgets, systems and equipment for the efficient discharge of the contractual duties and obligations.

23. Security personnel are strictly banned from use of any kind of Narcotics drugs / Alcohol /smoking etc. inside yard or enter inside yard in such conditions.

24. The work shall be inspected by the Officer-in-Charge, his authorized representative or any other third party deputed by the Officer-in-Charge. Officer-in-Charge will have full liberty to impose penalties for the violation of any of the agreement clauses.

25. In case of any 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.

26. The entire contract is to be executed with Option clause.

27. 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.

28. Security agency must have licensed under section 7 of the PSARA ACT, 2005.

29. Security agency should have combative dress code.

30. The remuneration of the deployed Security Guards 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. Further, the firm shall also submit monthly bills within 15 days of the next months, failing which penalty charges shall be deducted from the monthly bills as per applicable norms/rules/at the discretion of IGMK Authorities. However, the firm may submit justification/explanation for the delay and may claim for weaving off the penalty. For the case IGMK Authority have sole discretion to consider the justification for weaving off penalty.

31. The Employees' State Insurance Act, 1948 and The Employee's Compensation Act, 1923

- The Contractor shall ensure compliance with the provisions of The Employees' State Insurance Act, 1948 and Schemes framed thereunder so as to ensure coverage of its employees drawing wages as defined under Section 2(22) of Act, 1948 not exceeding Rs. 21,000/-per month. This wage ceiling limit is subject to revision as may be notified by central government from time to time.

Contractor shall obtain registration under ESIC having 17-digit unique identification number and shall ensure Employee Enrolment Procurement of Non-Consultancy Services and Insured Person Mapping either with previously allotted ESI Number or registration as new employee including UAN Seeding, Aadhar Seeding, generation of e-Pehchan card, etc.

Contribution Rate & Timeline:

- Contractor shall contribute employers' share at the rate of 3.25% in respect of every employee and deduct employees' contribution at the rate of 0.75% from gross monthly wages and shall pay these contributions at the above specified rates to the ESI Corporation on or before 15th of the following wage month.
- The above rate of contribution is subject to revision as may be notified by central government from time to time.

If the contract labour deployed by contractors is drawing wages exceeding prescribed wage ceiling limit under Employees' State Insurance Act, 1948 which is at present Rs. 21,000/- per month, in such event the Contractor shall cover its employees under the provisions of Employees' Compensation Act, 1923 for the entire duration of contract including revision / renewal, if any.

- The above wage ceiling limit under The Employees' State Insurance Act, 1948 is subject to revision as may be notified by central government from time to time.

Contractor shall at his costs obtain an Insurance Policy under Employee's Compensation Act, 1923 covering its employees either in name or by no. of lives secured and renew or amend the same as the case may be from time to time during the currency of contract. The policy shall be kept alive at all times during the periodicity of the contract.

- The Contractor shall not deploy its employees at the establishment / factory of IGMK without having obtained a valid insurance policy under the Employee's Compensation Act, 1923 wherever applicable.

The abovementioned policy obtained by the Contractor shall necessarily include the following details:

- a. Name of the IGMK Factory/Establishment
- b. Number of lives / Names of insured categorized as per their skill category
- c. Wages earned by each category of employees of the Contractor
- d. Title of Policy should specifically refer as Policy under Employee's Compensation Act, 1923
- e. Periodicity / Validity Period of the Policy

- A copy of above referred policy, its amendment or renewal, as the case may be, shall be submitted by the Contractor with IGMK, prior to commencement of job or as and when

due upon production of which the premium towards such policy will be reimbursed to the Contractor at actuals on one-time basis.

32. All calculation of wages for the above manpower to be outsourced is based on minimum wages and VDA as per CLC rates vide G.O.I, Ministry of Labour & Employment File No. 1/6(1)/2025-LS-II Dated 30/03/2026.

33. 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.

34. 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.

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

36. 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.

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

38. The names of the personnel 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 personnel deployed will not be allowed, the changes will be allowed only with the prior specific approval of Competent Authority of I.G. Mint, Kolkata.

39. 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.

40. 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.

41. 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/Compensation plan statement duly stamp & signed.
- e) EPF payment confirmation receipt duly stamp & signed.
- f) ESIC/Compensation plan transaction details duly stamp & signed.
- g) Payment sheet with bank online sheet.

42. 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.

43. Delivery Schedule: The service is to be started within 30 days for next 12 months.

44. Payment Terms: Payment will be made on monthly basis after submission of bills along with all relevant documents of statutory compliance by the firm.

45. Security Guard (Armed/ Unarmed) must be medically fit in all respects including vision and hearing at the time of deployment. Medical fitness of Security Guard will be considered as per medical fitness certificate from Government Registered Medical Practitioners with qualification not less than

M.B.B.S, as produced for verification by their employer, i.e., the contractor. The Certificate should specify that the individual is fit medically & physically to handle worst situation & able to perform night duties.

46. Age of the Security Guard (Armed/Unarmed) at the time of first deployment should not be above 55 years.