

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	30-10-2025 11:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	30-10-2025 11:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	75 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Chemicals And Fertilizers
विभाग का नाम/Department Name	Department Of Fertilizers
संगठन का नाम/Organisation Name	Rashtriya Chemicals And Fertilizers Limited (rcf)
कार्यालय का नाम/Office Name	Rcf Ltd Thal Unit Alibag
वस्तु श्रेणी /Item Category	Custom Bid for Services - CONTRACT FOR GIFT CARD SERVICES FOR EMPLOYEES AT RCF THAL FOR ONE YEAR
समान श्रेणी/Similar Category	Gift Vouchers Service
अनुबंध अवधि /Contract Period	1 Year(s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	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 दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3

बिड विवरण/Bid Details	
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	H1-Highest Priced Bid Elimination
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	3 Days
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	150000

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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(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.

लाभार्थी /Beneficiary :

SENIOR ENGINEER
RCF LTD THAL UNIT ALIBAG, Department of Fertilizers, Rashtriya Chemicals and Fertilizers Limited (RCF), Ministry of Chemicals and Fertilizers
(Aishwarya Dilip Ghodke)

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within $L1+X\%$	15

1. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within $L-1+ 15\%$ of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
2. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within $L-1+ 15\%$ of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
3. 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.
4. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:
 - i. If number of technically qualified bidders are only 2 or 3.
 - ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
 - iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
 - iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
 - v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

PRICE BREAKUP - [1760593001.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of Work:[1760593015.pdf](#)

Payment Terms:[1760593027.pdf](#)

GEM Availability Report (GAR):[1760593037.pdf](#)

Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:[1760593056.pdf](#)

Custom Bid For Services - CONTRACT FOR GIFT CARD SERVICES FOR EMPLOYEES AT RCF THAL FOR ONE YEAR (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	CONTRACT FOR GIFT CARD SERVICES FOR EMPLOYEES AT RCF THAL FOR ONE YEAR
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
एडऑन /Addon(s)	

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	अतिरिक्त आवश्यकता /Additional Requirement
1	Prashant Atmaram Mhatre	402208,RCF LTD, THAL UNIT, TAL - ALIBAG, RAIGAD	1	N/A

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

1. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

ATC- 1: Scanned signed stamped copy of

- GST clauses Annexure-V
- Restrictions under Rule 144(xi) of the General Financial rules (GFR) 2017 Annexure-XI/ XIA.

(Please print the documents on bidder's letter head with duly filled, signed and stamped by appropriate authority) and signed stamped copy corrigendum's for subject tender uploaded on tender (GeM) portal.

- ATC- 2 :** Scanned signed stamped copy of
- i. Instruction For Bidders & MSME bidders Annexure- IA
 - ii. General Terms & Conditions (GTC) Annexure- I
 - iii. Scope Of Work, Annexure- II
 - iv. Pre-Qualification Criteria (PQC) Annexure- XII
- ATC- 3 :** Scanned signed stamped copy of
- i. Techno-commercial Bid / Check-list Annexure- III
 - ii. Undertaking on Vendor Letter Head Annexure- IIIA
 - iii. Disciplinary Action Clauses Annexure- IV
 - iv. HSE requirements / Instructions Annexure - VI
 - v. Public Procurement (Preference to Make in India) Annexure- X
- ATC- 4 :** Scanned signed stamped copy of
- i. Vendor Details Update Form (VDU) along with necessary documents Annexure- IX
 - ii. GATE-PASS FORMAT Annexure - XIV
 - iii. Declaration of Status of Debarment Listing/ Blacklisting/ Holiday Listing Annexure - XVIA
 - iv. Undertaking about common Directors/ Partners/ Interest in other associated units/ companies Annexure - XVIB
 - v. Integrity pact with signed, stamp and date- Annexure - XIII
 - vi. Similar completed work order as per PQC and other PQC documents requested in scope of work, mentioned in tender document.

The Scope of the contract will be as follows:-

1. Service provider shall provide Gift cards to employees with Name & Emp. No. of employee as mentioned in the tender.
2. The Gift Card should be non-transferable and suitably pin protected.
3. Initially Service provider will have to provide Gift Cards free of cost to all employees. In case of issue of duplicate Gift Card, the charges will be paid by as per mutually agreed terms.
4. RCF shall provide detail list of employees which shall consist of Name and required detail of employee and amount to be credited.
5. Service provider shall credit amount specified by RCF Ltd. HR Dept. to employee on their card.
6. RCF employees shall use these Gift cards at various affiliates/merchants/outlets/vendor. Payment to affiliates/merchants/outlets/vendor shall be made by service provider as per their mutual agreement. Service provider may deduct service charge from affiliates/merchants/outlets/vendor as per their mutual agreement.
7. RCF shall make the payment of amount credited by service provider as per agreed payment terms.
8. The list of affiliates/merchants/outlets/vendor of various localities shall be provided by the Service provider. In addition, the Service provider has to add the list given by RCF Ltd. of affiliates/merchants/outlets/vendor. Service provider has to ensure that affiliates/merchants/outlets/vendor shall accept the cards. Management may update the list of affiliates/merchants/outlets/vendor from time to time.
9. The notification of all the transactions on the Gift Card to be furnished through

- ough electronic means through Email/Mobile SMS to our employees.
10. All necessary support and help will be provided by Vendor in connection with marketing employees which are located out of Mumbai and Maharashtra.
 11. RCF Ltd. desires pre-paid Gift Cards in electronic pre-paid form and does not desire employees to be spending cash/money and claiming reimbursement in any form. The Gift Card should be directly accepted at the bonafide Gift Card outlets without the need for the employee to handle any cash with regard to these transactions.
 12. Acceptance of the Gift Card provided will be at the risk and cost of the service provider including any related legal consequences.
 13. The successful Bidder, who will be awarded the contract, should ensure smooth functioning of the scheme in respect of delivery of Gift Cards.
 14. The bidder has to ensure tie up with merchants or payment aggregators/gateways for acceptance of Gift Card with contractual/legal responsibility on merchant/service provider for acceptance of Gift Card.
 15. Bidder shall comply with regards to the Master Direction on Issuance and Operation of Prepaid Payment Instruments by RBI issued from time to time. These instruments do not permit cash withdrawal.
 16. Bidder should have a system to support for Query Resolution of employees.

Other Important Terms :-

1. The duration of contract period will be of One year.
2. The consumption of Gift Card benefit is pertaining to Thal Unit, The Gift Card against the quantity of 1270 nos. mentioned shall be delivered with Details of List of Employees and Value Shared with PO awarded vendor
3. The order may be placed +/- 10% basis. The quantity/value of order may increase/ decrease at the time actual delivery of the Gift Cards.
4. The party shall deliver the total quantity of 1270 nos. (approx.) of Gift Cards in single lot (as per denominations mentioned as per list shared with the awarded vendor) at M/s Rashtriya Chemicals & Fertilizers Ltd ,Thal Unit, Alibag, Raigad, Maharashtra -402208.
5. Vendor should delivered gift cards within a Three months from issue of work order.

- GST as applicable will be payable on service charges if any and not on contract price.

NOTE: If terms mentioned in Annexure-II, Annexure-IIA of the tender document are contradicting with the terms and conditions mentioned in General Terms and Conditions Annexure-I & IA of the tender document, then terms and conditions mentioned in Annexure-II, Annexure-IIA shall prevail.

NOTE- ERA shall be carried out after price bid opening as per Gem modalities with H-1 bidder elimination.

A. PREQUALIFICATION CRITERIA

The bidders shall upload following pre-qualification documents along with their offer as per mentioned in PART-I of e-tender:

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1. Bidder should have Experience of having successfully completed work order for similar services of providing electronic Gift Cards to PSU's or any other Organizations /Reputed Organization (listed companies) during last seven years ending last day of month previous to the one in which offers are invited should be fulfilling either of the following :-

Minimum value of completed work must be as follows:

- a) Three similar completed works each costing not less than the amount equal to **Rs. 20.50 Lakh each**, OR
 - b) Two similar completed works each costing not less than the amount equal to **Rs. 25.63 Lakh each**, OR
 - c) One similar completed works costing not less than the amount equal to **Rs. 41.00 Lakh each**.
2. Performance/ completion certificate/ minutes of meeting/ payment invoice/ payment advice/ certified invoices/ any other document indicating completed work for above jobs from organization where the work order was executed. Bidder shall submit self-attested copies of work orders as detailed above.
 3. Bidder should have valid license issued by RBI for issuance of electronic enabled Gift Cards and shall have to provide proof. **OR**
Bidder or the consortium partner should have valid license issued by RBI for issuance of electronic enabled gift cards and shall have to provide proof.

A memorandum of understanding be executed with the card issuer so as to have a remedy in law if the card issuer or the co-branding partner fails to perform its obligations or an indemnity cum undertaking may be obtained from the card issuer granting the compliance of the terms and conditions and obligations under the tender.
 4. Copy of partnership deed/proprietorship /Memorandum and article of association, certificate of incorporation.
 5. All the bidders have to submit the Average annual financial turnover Rs. 15.37 Lakh of last three financial years (i.e. FY 2021-22, 2022-23, 2023-24) issued by CA with membership number, seal, signed and with UDIN or CA audited financial statements/ profit loss for each of the last three financial years.

cial years.

Average annual financial turnover during the last three years, ending 31 st March of the previous financial year (i.e. FY 2021-22, 2022-23, 2023-24) should be at least Rs. 15.37 Lakh. In case the date of constitution/incorporation of the bidder is less than three years old, the average annual financial turnover in respect of the completed financial years after the date of constitution shall be taken into account. In this case, the financial turnover during last financial year/ the average financial turnover during preceding two financial years should be at least Rs. 15.37 Lakh

6. All the bidders have to submit the Net worth certificate of last three financial years (i.e. FY 2021-22, 2022-23, 2023-24) issued by CA with membership number, seal, signed and with UDIN or CA audited financial statements/ balance sheets for each of the last three financial years.

The net worth of the Bidder firm should not be negative on 'The Relevant Date'. It means the net worth of the Bidder should not be negative in the balance sheet of last financial year. AND

Net Worth of bidder should not have eroded by more than 30% (thirty percent) in the last three years, ending on 'The Relevant Date'. It means the net worth of last financial year should not be less than 70% compared to the 3rd last financial year.

In case the date of constitution/ incorporation of the bidder is less than 3 years old, the following will be applicable:

- (i) The Net Worth in each of these years should not be negative.
- (ii) Net Worth in respect of the immediate previous financial year should not have eroded

more than 30 per cent than that of its previously audited financial statement. In case the Bidder has completed financial statements of only preceding year, the clause of net worth erosion will not be applicable.

"The Relevant Date" means 31-03-2024 for block of FY 2021-22, 2022-23, 2023-24."

7. Copy PAN Details, GST Registration details.
8. Submission of Integrity Pact (Annexure-XIII) of NIT with date and sign, stamp on each page. Straight away rejection due to non- submission of complete Integrity Pact.

If bids are received with Integrity Pact minor shortfalls (without date, sign and stamp) then same shall be sought from bidder in short fall (SFD) rounds of tendering.

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अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and

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

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

---धन्यवाद/Thank You---