

**SECURITY PRINTING PRESS**

A Unit of Security Printing & Minting Corporation of India Limited (Wholly owned by Government of India)

Mint Compound, Saifabad, Hyderabad-500063

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CIN: U22213DL2006GOI144763

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| PR Number | PR Date | Indenter | Department |
|-----------|------------|-------------|------------|
| 10029167 | 13.09.2022 | N V Subbaya | PRINTING |

Not Transferable

Security Classification: NON-SECURITY

TENDER DOCUMENT FOR PURCHASE OF: SNOW WHITE MAPLITHO PAPER IN REEL FORM GSM 75

**Tender Number: 6000018137/SPPH/A-II/E-172/2023/4749,
Dated: 10.03.2023**

This Tender Document Contains 43 Pages.

Details of Contact person in SPMCIL regarding this tender:

Name: Kishor Pundlikrao Khandekar
Designation: Manager (Materials)
Address: SPPH (Security Printing Press, Hyd)
India

Disclaimer

The information contained in this Bid Document or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Security Printing and Minting Corporation Limited (hereafter referred as the “Purchaser”) or any of its employees or associated agencies, is provided to Bidder(s) on the terms and conditions set out in this Bid Document and such other terms and conditions subject to which such information is provided.

This Bid Document is not an agreement and is neither an offer nor invitation by the Purchaser to the prospective Bidder(s) or any other party hereunder. The purpose of this Bid Document is to provide the Bidder(s) with information to assist them in the formulation of their proposal submission. This Bid document does not purport to contain all the information Bidder(s) may require. This Bid document may not be appropriate for all bidders, and it is not possible for the Purchaser to consider particular needs of each Bidder. Each Bidder should conduct its own investigation and analysis, and should check the accuracy, reliability, and completeness of the information in this document and obtain independent advice from appropriate sources.

Information provided in this Bid Document to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Purchaser, its employees and other associated agencies accept no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

This Bid document and ensuing bids; communications and Contracts would alone determine the legal and commercial relationship between the bidders/ contractors and the Purchaser. No other Government or Purchaser’s document/ guidelines/ Manuals including its Procurement Manual (which are for internal and official use of its officers), have any locus standii in such a relationship. These documents/ guidelines/ Manuals therefore should not be cited or referred in any legal or dispute resolution or grievance redressal proceedings.

The Purchaser, its employees and other associated agencies make no representation or warranty and shall have no liability to any person, including any Bidder under any law,

statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Bid Document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Bid Document and any assessment, assumption, statement or information contained therein or deemed to form part of this Bid Document or arising in any way for participation in this Bid Stage.

The Purchaser, its employees and other associated agencies also accept no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder(s) upon the statements contained in this Bid Document.

The Purchaser may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this Bid Document.

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.

The Bidder(s) shall bear all its costs associated with or relating to the preparation and submission of their Bids including but not limited to preparation, copying, postage, delivery fees, expenses associated with any submission of samples, demonstrations or presentations which may be required by the Purchaser or any other costs incurred in connection with or relating to their Bids. All such costs and expenses will remain with the Bidder(s) and the Purchaser shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder(s) in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

This disclaimer forms an integral part of the Bid document and shall supplement but not supplant the provision of the Bid Document.

Section1: Notice Inviting Tender (NIT)

6000018137 /SPPH/A-II/E-172/2023

10.03.2023

(SPMCIL's Tender SI No.)

(Date)

1. Sealed tenders are invited from eligible and qualified tenderers for supply of following goods & services:

| Sch d. No. | Brief Description of Goods/services | Quantity (with unit) | Earnest Money (In Rupee) | Remarks |
|--|---|----------------------|---|--|
| 1 | Paper Maplitho, 75 GSM RMSP000097 | 30.000 MT | 141000.00INR | LATE QUOTATIONS WILL NOT BE ACCEPTED |
| 2 | Snow White Maplitho Paper Reels-50CM wid RMSP000431 | 10.000 MT | | LATE QUOTATIONS WILL NOT BE ACCEPTED |
| Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.) | | | TWO-BID National Competetive Bid | |
| Dates of sale of tender documents: | | | From to during office hours. | |
| Place of sale of tender documents | | | NOT APPLICABLE | |
| Closing date and time for receipt of tenders | | | 11.04.2023 10:45:00 | |
| Place of receipt of tenders | | | MSTC E-TENDERING PORTAL | |
| Time and date of opening of tenders | | | 11.04.2023 11:00:00 | |
| Place of opening of tenders | | | ADMIN BLOCK, SPP, HYDERABAD | |
| Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.21.1 of GIT) | | | Sharath Rajan M Assistant Manager (MM) | |

2. Description of material: Procurement of Snow white Maplitho Paper in reel form 75 GSM, Reel width of 43 cms, Qty: 30 MT & 50 cms, Qty: 10 MT as per Section VII Technical Specifications.

3. Validity of tenders should be for 120 days from the date of opening Tenders.

4. In the event of any of the above-mentioned dates being declared as a holiday/ closed day for the purchase organisation, the tenders will be received/ opened on the next working day at the appointed time.

5. The tender documents are not transferable.

6. Earnest Money Deposit is exempted for MSEs as defined in MSE Procurement Policy issued by Department of MSME, or start-ups as recognized by Dept. of Promotion of Industry and Internal Trade (DPIIT) provided that the tendered item is listed in registration certificate. Also the firm needs to provide a proof regarding current registration which should be valid on the date of Tender opening.

7. The bidder, their affiliates, or subsidiaries # including subcontractors or suppliers for any part of the contract # should not stand declared ineligible/ blacklisted/ banned/ debarred by any Government Agency anywhere in the world, for participating in its tenders, under that country#s laws or official regulations. A declaration to this effect shall be submitted by the bidder in the Tender Form (Section X).

8. Undersigned confirms that the required goods mentioned above are not available on GeM as per #GeM - Availability Report and Past Transaction Summary# (GeM -AR&PTS). This unique ID is

a. mentioned in para 1 above or



Tender Number:6000018137

b.It is not possible to extract GeM - AR&PTS report due to urgency or non-functioning of GeM at that time or due to non-availability of internet connection

Sd/-

(Kishor P. Khandekar)
Manager(Materials) & CPSO
For Chief General Manager,
Security Printing Press,
Saifabad, Hyderabad, Telangana - 500 063
Ph.No.040 - 23253621 / 23253611
FAX: (+) 91-40-2345 6687
Email: spp.hyd@spmcil.com

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.....

(Name Designation, Adress telephone number etc
of the officer signing the document)

For and on behalf of

.....



Tender Number:6000018137

Section II: General Instructions to Tenderers (GIT) **General Instructions Applicable to all type of Tenderers**

Please click here or refer to the following link for further details on the instructions of GIT
<https://spmCIL.com/uploaddocument/GIT/new.pdf>

The Bidders are advised to go through the GIT & understand the instructions.

The Bidders are requested to download all the pages by clicking the above said link and submit the same duly stamped and signed by authorized signatory along with tender document failing which the bid is liable for rejection.

Section III: Specific Instructions to Tenderers (SIT)

The following Special Instructions to Tenderers will apply for this purchase. These special instructions will modify/ substitute/ supplement the corresponding General Instructions to Tenderers (GIT) incorporated in Section II. The corresponding GIT clause numbers have also been indicated in the text below:

In case of any conflict between the provision in the GIT and that in the SIT, the provision contained in the SIT shall prevail.

(Clauses of GIT listed below include a possibility for variation in their provisions through SIT. There could be other clauses in SIT as deemed fit.)

| Sr No | GIT Clause No. | Topic | SIT Provision |
|-------|----------------|--|---|
| 02 | 3.4 | ELIGIBLE GOODS AND SERVICES (ORIGIN OF GOODS) | All goods and services to be supplied shall have their origin in India. |
| 05 | 9 | TIME LIMIT FOR RECEIVING REQUEST FOR CLARIFICATION OF TENDER DOCUMENTS | A tenderer requiring any clarification or elucidation on any issue of the tender documents may take up the same with SPP Hyd in writing or by fax/e-mail/post. SPP Hyd will respond in writing to such request provided the same is received by SPP Hyd not later than 21 days prior to the prescribed date of submission of tender. In case the clarifications are not given by SPP Hyd in stipulated time frame then the bidder must strictly follow the tender terms and conditions. |
| 07 | 11.2 | TENDER CURRENCY | INR. Supplier is requested to quote price within 2 Decimal place. Quotation with price quote beyond 2 decimal place is ignored. |
| 11 | 14 | PVC CLAUSE & FORMULA | No price variation will be permitted |
| 14 | 18.4, 18.5 | EARNEST MONEY DEPOSIT (EMD) | Applicable (Please refer Sec-VI) |
| 15 | 19 | TENDER VALIDITY | 120 days |
| 21 | 43 | PARALLEL CONTRACTS | Applicable (Please refer Sec-VI) |



Tender Number:6000018137

Section IV: General Conditions of Contract (GCC)

Please click here or refer to the following link for further details on the instructions of GCC.
<https://spmCIL.com/uploaddocument/GCC/new.pdf>.

The Bidders are advised to go through the GCC & understand the conditions.

The Bidders are requested to download all the pages by clicking the above said link and submit the same duly stamped and signed by authorized signatory along with tender document failing which the bid is liable for rejection.

Section V: Special Conditions of Contract (SCC)

The following Special Conditions of Contract (SCC) will apply for this purchase. The corresponding clauses of General Conditions of Contract (GCC) relating to the SCC stipulations have also been incorporated below. These Special Conditions will modify/ substitute/ supplement the corresponding (GCC) clauses.

Whenever there is any conflict between the provision in the GCC and that in the SCC, the provision contained in the SCC shall prevail.

(Clauses of GCC listed below include a possibility for variation in their provisions through SCC. There could be other clauses in SCC as deemed fit)

| SI.No | GCC Clause No. | Topic | SCC Provision |
|-------|----------------|----------------------------|--|
| 02 | 6.1, 6.3 & 6.5 | PERFORMANCE BOND/ SECURITY | Successful bidder has to submit 3% of total value of the contract as Security Deposit (Please refer Sec-VI). |
| 09 | 16.2, 16.4 | WARRANTEE CLAUSE | Warranty applicable for 3 months from date of last supply. |
| 10 | 19.3 | OPTION CLAUSE | Applicable (Please refer Sec-VI) |
| 11 | 20.1 | PRICE ADJUSTMENT CLAUSE | No Price Adjustment Allowed. |
| 12 | 21. | TAXES AND DUTIES | 08 Digit HSN code for material and 06 digit SAC code for service should be provided. GST% should also be mentioned for the item. GST registration number of the firm should also be mentioned. |
| 13 | 22. | TERMS AND MODE OF PAYMENTS | 100% payment after receipt and acceptance of the material by consignee as mentioned in delivery schedule. |
| 14 | 24.1 | QUANTUM OF LD | Applicable |
| 16 | 33.1 | RESOLUTION OF DISPUTES | GCC clause 33.2, venue of all arbitration will be Hyderabad. |

Section VI: List of Requirements

| Schedule No. | Breif Description of goods and services (Related Specifications etc. are in Section-VII) | Accounting Unit | Quantity | Amount of Earnest Money | Remark |
|--------------|--|-----------------|----------|-------------------------|--------------------------------------|
| 1 | RMSP000097 Paper Maplitho, 75 GSM | MT | 30.000 | 141000.00IN R | LATE QUOTATIONS WILL NOT BE ACCEPTED |
| 2 | RMSP000431 Snow White Maplitho Paper Reels-50CM wid | MT | 10.000 | | LATE QUOTATIONS WILL NOT BE ACCEPTED |

Note: Continued from SIT & SCC

2. Description of material: Procurement of Snow white Maplitho Paper in reel form GSM 75, Reel width 43 cms, Qty: 30 MT & 50 cms width, Qty: 10 MT as per Section VII Technical Specifications.

3. Required Delivery Schedule:

- (i) First lot of 10 MT of 43 cm width reels should be supplied within 30 days from the date of placement of Purchase Order/Notification of Award of Contract.
- (ii) Second lot of 10 MT of 43 cm width reels and 10 MT of 50 cm width reels should be supplied within 90 days from the date of placement of Purchase Order/ Notification of Award of Contract but strictly after the supply of 1st lot.
- (iii) Third lot of 10 MT of 43 cm width reels should be supplied within 240 days from the date of placement of Purchase Order/ Notification of Award of Contract but strictly after the supply of 2nd lot.

4. SPPH reserves the right to change the delivery schedule as per the requirement. Only the firms agreeing to the above mentioned delivery schedule, will be considered for this tender.

5. All the copies of tenders shall be complete in all respects with all their attachment/ enclosures duly numbered and signed on each and every page.

6. The Earnest Money Deposit (EMD) should be furnished in any one of the following forms:-

- (a) Account Payee Demand Draft or
- (b) Fixed Deposit Receipt or
- (c) Bankers Cheque.

6.1 The demand draft, fixed deposit receipt or banker's cheque shall be drawn on any scheduled commercial bank in India in favor of Security Printing Press, Hyderabad.

6.2. The Earnest Money Deposit shall be valid for a period of 45 days beyond the final tender validity period.

6.3. Earnest Money Deposit is exempted for MSEs as defined in MSE Procurement Policy issued by Department of MSME, or start-ups as recognized by Dept. of Promotion of Industry and Internal Trade (DPIIT) provided that the tendered item is listed in registration certificate. Also the firm needs to provide a proof regarding current registration which should be valid on the date of Tender opening.

7. The Public Procurement Policy for MSEs order 2012 and amendment orders issued from time to time are applicable.

8. In compliance of public procurement policy for MSEs order 2012, in tender participating MSEs quoting price within price band of L1+15% will be allowed to supply a portion upto 25% of the requirement by bringing down their price to L1 where L1 is non-MSE firm. Further out of this requirement of 25% procurement from MSEs, 4% is earmarked for units owned by Schedule Caste/Schedule Tribes and 3% reservation for women. In case, no SC/ST and no women owned MSE is a responsive tenderer then whole 25% procurement shall be made from responsive MSE fulfilling the above mentioned conditions.

9. MSE firms owned by Schedule Caste / Schedule Tribes entrepreneurs should produce documentary evidence of the same at the time of submitting offer. No claim will be admitted after opening of tender.

10. Relaxation of Norms for Micro & Small Enterprises (MSEs) and Startups: Pre-Qualification Criteria in respect to Prior Turnover and Prior Experience may be relaxed for MSEs and Startups as per GOI guidelines subject to meeting of Quality and Technical Specifications.

11. As per Public Procurement Policy (PPP) for Micro & Small Enterprises (MSEs) Order, 2012 issued vide Gazette Notification dated 23.03.2012 by Ministry of Micro, Small and Medium Enterprises of Gov. of India, MSEs must be registered with any of the following in order to avail the benefits / preference available vide Public Procurement Policy MSEs Order, 2012. a) District Industries Centers (DIC) b) Khadi and Village Industries Commission (KVIC) c) Khadi and Village Industries Board d) Coir Board e) National Small Industries Corporation (NSIC) f) Directorate of Handicraft and Handloom g) Any other body specified by Ministry of MSME (MoMSME) h) Udyog Aadhaar Acknowledgment / Udyog Aadhaar Memorandum issued by MoMSME.

12. MSEs participating in the tender must submit valid & authorized copy of certificate of registration with any one of the above agencies. In case of bidders submitting DIC registration certificate shall attach original notarised copy of the DIC certificate. The MSE's Bidder to note and ensure that nature of services and goods / items manufactured mentioned in MSEs certificate matches with the nature of the services and goods / items to be supplied as per Tender or otherwise cannot be considered for exemption.

13. Traders / resellers / distributors / authorized agents will not be considered for availing benefits under PP Policy 2012 for MSEs as per MSE guidelines issued by MoMSME.

14. The registration certificate issued from any one of the above agencies must be valid as on Bid closing date of the tender. Bidder shall ensure validity of registration certificate in case bid closing date is extended. The MSEs who have applied for registration or renewal of registration with any of the above agencies / bodies, but have not obtained the valid certificate as on close date of the tender, are not eligible for exemption / preference.

15. Make in India order 2017 and its amendment orders issued from time to time are applicable.

16. Important instructions for "Local Supplier":

a) Minimum Local Content: The local content requirement to categorize a supplier as 'Class-I Local Supplier'/'Class-II Local Supplier'/'Non-Local Supplier' shall be as defined in the Para"2" of the Order No. P-45021/2/2017-PP(BE-II) dated 04th June,2020 issued by Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry, Government of India.

b) Verification of Local Content:

i) The 'Class-I local supplier'/'Class-II local supplier' at the time of tender, bidding or solicitation shall be required to indicate percentage of local content and provide self-certification that the item offered meets the local content requirement for 'Class-I local supplier'/'Class-II local supplier', as the case may be. They shall also give details of the location(s) at which the local value addition is made.

ii) In cases of Procurement for a value in excess of Rs.10 Crores, the 'Class-I local supplier'/'Class-II local supplier' shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage (%) of local content.



17. The successful bidder will be issued the Notification of Award of Contract.

18. Security Deposit: The successful bidder will be required to pay 3% of the tendered value within 21 days from the date of placement of Notification of Award of Contract to Security Printing Press, Hyderabad, India as a Performance Security. The Performance Security has to be submitted in one of the following forms:-

a) Account Payee Demand Draft / Fixed Deposit Receipt drawn on any commercial bank in India in favor of Security Printing Press, Hyderabad.

b) Bank Guarantee issued by a Commercial Bank in India in the prescribed form as provided in Section XV of this tender document.

18.1 Performance Bond/Security Deposit shall be valid for 60 days beyond the complete conclusion of the contractual obligations including warranty period to the complete satisfaction of both the BIDDER and SPP.

18.2. Upon submission of the Performance security, the Purchase Order shall be issued to the firm within 7 days. The payment will start only after submission of the performance security.

19. Payment terms : 100% payment after receipt & acceptance of material by consignee as mentioned in Delivery schedule.

NOTE: SPPH GST No. 36AAJCS6111J1Z9 should be mentioned in all the tax invoices and bills.

20. OPTION CLAUSE: The Purchaser reserves the right to increase the ordered quantity by 25% at any time, till final delivery date of the contract even though the quantity ordered initially has been supplied in full before the last date of Delivery Period

21. LICENSES AND PERMITS : Wherever applicable, the successful bidder shall ensure himself and also satisfy the Chief General Manager, Security Printing Press, Hyderabad, a Unit of Security Printing And Minting Corporation of India Limited, that the successful bidder possesses the legal licence / permit to use a particular product / process /design / patent. The successful bidder shall be held responsible for all the civil/criminal and tortuous consequences arising from any claim from any third party in this regard.

22. RISK PURCHASE: (a) If the supplier after submission of tender and due acceptance of the same i.e. after issue of Notification of Award of Contract fails to abide by the terms and conditions of these tender documents, or fails to supply the deliverables as per delivery schedule given or at any time repudiates the contract, the purchaser shall have the right to:

i: Invoke the Security-cum-Performance Guarantee if deposited by the supplier and procure stores/services from other agencies at the risk and consequence of the supplier. The cost difference between the alternative arrangement and supplier tendered value will be recovered from the supplier along with other incidental charges, including taxes, insurance etc.

(b) For all the purpose the Notification of Award of contract will be considered acceptance of tender and formal contract pending signing of agreement. Supplier has to abide by all the terms and conditions of tender

c) In case of procurement through alternative sources and if procurement price is lower, no benefit on this account will be passed onto the supplier.

Required Delivery Destination: Security Printing Press, Mint Compound, Saifabad, Hyderabad-500063, Telangana

23. Mode of transport: By road through a registered common carrier only. All the deliveries shall be accompanied with the E-Way Bill as per government norms.

24. It may be noted that the price is not to be quoted in Technical bid. It shall only be quoted in Price bid. Non-adherence to this shall make tender liable for rejection.

25. Tenders shall be submitted in parts as below:

PART - I: TECHNO-COMMERCIAL BID:

- (i) Earnest Money Deposit
- (ii) The bidder should submit details of Experience and Past Performance, Financial Standings etc., as per Section IX. Bidder should also provide Documentary Proof (relevant PO copies, invoices etc.)
- (iii) The bidder should submit Section X: Tender form by filling up the form and affixing their company's official stamp and signing.
- (iv) The bidder should submit HSN code and GST percentage as applicable. Mentioning the Price anywhere in the Techno-commercial Bid will lead to disqualification of the firm from the tender evaluation process.
- (v) The bidder should submit Section XII: Vendor details by filling up the form and affixing their company's official stamp and signing.
- (vi) The bidder should submit GST certificate, Bank Account Details and Cancelled Blank Cheque (Photo Copy).
- (vii) Manufacturer's Authorization Form as per Section XIV of tender document (if applicable).
- (viii) The bidder should furnish details viz., full postal address, email address and contact person of their manufacturer if applicable.
- (ix) The bidder should provide the financial standings of the principal manufacturer like Balance Sheet, Profit & Loss account statement, Income statement etc. in English language only, duly certified by the Chartered Accountants (CA) in India.
- (x) The bidder should submit acceptance of all section of this tender document (GIT, SIT, SCC, GCC, Quality control requirements, Tender form etc.) and affix office stamp of their company and put signature on each page of tender document.
- (xi) The bidder should submit detailed technical offer as per technical specifications given in Section VII and list of requirement given in Section VI of this tender document and also submit Specifications Compliance Certificate.
- (xii) The firm has to submit the following undertakings/ declarations:-
 - (a) Non-Blacklist Declaration - The firm should not have been blacklisted /debarred for dealing by Government of India/State Government / PSU / SPMCIL / RBI / BRBNMPL / BNPMIPL in any manner and an undertaking should be submitted along with the Bid to this effect.
 - (b) The firm should submit the following undertaking "we agree to withdraw all the deviations, if any, unconditionally and accept the terms and conditions of the tender document including the technical specifications."
 - (c) The firm should submit the following undertaking that "the information given in the documents are correct and the bidder is aware that in case any information provided is found to be false at a later stage, SPP reserves the right to reject/disqualify the bidder at any stage of the tendering process without assigning any reason".
 - (d) Local Content:- The firm has to submit declaration/undertaking regarding their Percentage, Class and status of Local Content.

PART - II - PRICE BID:

The bidder shall quote the prices strictly as per the proforma given in Section-XI of the tender document. Rates quoted should be on firm price basis. Vague offers like duties as applicable will not be considered.

26. Opening of Tenders and Evaluation:

In the First stage, the Techno-Commercial bids will be opened at the prescribed time and date. These bids shall be scrutinized and evaluated by the competent committee/ authority with reference to the parameters prescribed in the tender document. Subsequently, in the Second stage the Financial/ Price bids of only the technically acceptable offers (as decided in the first stage) shall be opened for further scrutiny and evaluation. Finally the bidder whose quotation as in the Price Bid for the supply of the tendered quantity is lowest i.e. total of all line items after considering all the applicable taxes and duties on F.O.R. Security Printing Press, Hyderabad basis shall be issued the Notification of Award of Contract.

27. LIQUIDATED DAMAGES: Subject to GCC clause 28, if the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame(s) incorporated in the contract, SPMCIL shall, without prejudice to

other rights and remedies available to SPMCIL under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the 0.5% percent (or any other percentage if prescribed in the SCC) 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% (or any other percentage if prescribed in the SCC) of the delayed goods' or services' contract price(s). During the above mentioned delayed period of supply and/or performance, the conditions incorporated under GCC sub-clause 24 above shall also apply. In all such cases GST would also be applicable on LD.

28. Parallel Contract: The Purchaser reserves the right to place 100% quantity on lowest qualified bidder. However, the Purchaser also reserves the right to place parallel contracts on maximum of two firms, without any prejudice to the capacity of the L1 bidder, as given below.

(i) The rate quoted by L1 bidder will be counter offered to L2 bidder, without prejudice to the capacity of the L1 bidder and if agreed orders shall be placed in the ratio of L1:L2 = 70:30 of the total tendered quantity. In case of non-acceptance of the counter offer by L2 bidder, a similar offer shall be made to L3, L4 and so on at the sole discretion of the purchaser.

(ii) However, purchaser also reserves the right to place the order for the 100% tendered quantity on the lowest qualified bidder in case any of the L2, L3 and so on does not accept L1 rates.

29. Tender cancellation : The Chief General Manager, Security Printing Press, Hyderabad, India reserves the right to accept in part or in full any tender or reject any tender without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of contract, without incurring any liability, whatsoever to the affected tenderer or tenderers.

30. Fall Clause: If the supplier reduces its price or sells or even offers to sell the contracted goods, following conditions of sale similar to those of the contract, at a price lower than the contract price, to any person or organisation during the currency of the contract, the contract price will be automatically reduced with effect from that date for all the subsequent supplies under the contract and the contract amended accordingly. Any violation of the fall clause would be considered a serious misdemeanor under clause of the GIT and action, as appropriate, would be taken as per provision of that clause.

31. Termination of Contract: Security Printing Press, Hyderabad reserves the right to terminate the contract at any stage by giving one week's notice. No claim whatsoever shall lie against the SPMCIL on account of such termination of the contract or variation in the quantity.

32. Cancellation of Contract for Default: Without prejudice to any other remedy for breach of contract, like removal from the list of registered supplier, by written notice of default sent to the supplier, the contract may be terminated in whole or in part:

(i) If the supplier fails to deliver any or all of the stores within the time period(s) specified in the contract, or any extension thereof granted.

(ii) If the supplier fails to perform any other obligation under the contract within the period specified in the contract or any extension thereof granted.

33. Termination of Contract for Convenience: After placement of contract, there may be some unforeseen situation compelling SPMCIL to cancel the contract. In such a case, a suitable notice is to be sent to the supplier for cancellation of the contract, in whole or in part, for its (SPMCIL#s) convenience, inter alia, indicating the date with effect from which the termination is to become effective. Depending on the merits of the case, the supplier may have to be suitably compensated on mutually agreed terms for terminating the contract. Suitable provisions to this effect are to be incorporated in the tender document as well as in the resultant contract.

34. Any dispute in the matter will be under Hyderabad (Telangana) Jurisdiction only.

35. No revised quotation will be permitted during the validity of the tender.

36. No conditional tender shall be accepted.



Tender Number:6000018137

Section VII: Technical Specifications

Schedule 1 & 2:

Snow White Maplitho Paper in Reel form GSM 75, Reel width 43 cms (or) 50 cms

Specifications:

Attached as Annexure-A

Note: Tenderer's attention is drawn to GIT clause 17 and GIT sub-clause 10.1.

The tenderer is to provide the required details, information, confirmations, etc accordingly, failing which the tender is liable to be ignored. Prospective bidders shall comply with the feature specifications (including Warrantee Obligations) and submit a #Specification Compliance Certificate# with their Technical Bid.

ANNEXURE –A

SPECIFICATION No: SPP IP/TP 01

Rev. : 01

Pages : 02

Date : 03/12/2019.

Specification: Snow White Maplitho Paper in Reel form GSM 75, Reel width 43 cms (or) 50cms

The paper should be suitable for printing by wet offset and dry offset printing processes. The papers must be able to withstand mechanical stress during and after printing operations, cutting, slitting etc. The paper surface should be smooth, uniform and without any problem of picking, fluff etc. The surface should be absolutely flat without any dust/depression. It should be free from pinholes, tear marks, specs and thread marks with uniform thickness in machine and cross direction. The paper should be compatible for multi-colour web offset printing and subsequently it should be able to run smoothly on inkjet/ laser printers.

1. Substance : 75 +/-3
2. Caliper : 0.1mm +/-0.01mm
3. Breaking Length : MD 3700 metres (min)
CD 2850 metres (min)
4. Opacity : 80% to 90%
5. Cobb (GSM) : 28 Max. on both sides
6. Moisture Content : 5 to 6%
7. Sizing : Evenly Sized with PVA
8. Bursting Strength : 0.91 Kg/Sq. cm (min)
9. Smoothness (Bendsten) : 120 ml/min Max.
10. Shade : SNOW WHITE
11. Reel Core Diameter : 76 mm
12. Reel Dia : 90 cms
13. Reel width : 43 cms (or) 50 cms
14. ASH : 5% Max.

15. Double Fold (Nos) : MD 15 (min)
CD 12 (min)
16. Tear factor : MD 50 (min)
CD 55 (min)
17. ISO-Brightness : 80 (min)
18. Wax pick : 14 A (min)
19. Winding : Reels should be wound tightly without any bulking.
20. Joint : Reel shall not have more than two joints. Paper shall have butt joint (i.e. edge to edge without over-lapping) and shall be joined by a 5 cms width self-adhesive coloured Cello Tape. This is to facilitate joint to pass through the press without posing any problem. Joint shall be indicated by coloured flag visible on outer edge.
21. Core : The reels are to be supplied on paper core. Core should be strong enough to withstand the strain of Reels in transportation and unloading.
22. Runnability/printability/
Performance : Paper should not break during use on printing machine and it should show good printability.
23. Packing : Suitable wooden plugs on both sides of core to be given, five ply cover of suitable width of corrugated board shall be used on circumference and both side edges of reels to withstand sufficient impact of handling during transit. The side of reels shall be protected by three ply thick card board protective disc kept on both sides of reels and at least two layers of corrugated Kraft paper and one layer of polythene sheet and finally in suitable moisture resistant packing. A label showing the manufacturer's name, date of manufacturing, lot no, weight description of paper, and shall be pasted outside the packing and above the top sheet of each reel.

For every lot supply of Map Litho Paper, the manufacturer should submit test report of all the parameters of the paper from their Laboratory.

24. Others : The paper should be UV inactive/OBA free.

Manager (T.O.)
Security Printing Press,
Hyderabad.

Section VIII: Quality Control Requirements

Pre-Despatch Inspection:-

- a) Security Printing Press, Hyderabad will conduct a Pre-Despatch Inspection at the manufacturer's premises for examination of the material before despatch to Security Printing Press, Hyderabad.
- b) The supplier shall communicate the readiness of the material for inspection at least 07 days (30 days in case of foreign supplier) prior to the scheduled date of dispatch as per the Purchase Order, in order to enable Security Printing Press to depute its representatives for the inspection at the manufacturer's premises. The details of the representatives deputed shall be conveyed in advance to the supplier.
- c) The supplier shall ensure that all the equipment necessary for testing of the parameters of the material are calibrated and in working condition made available at the place of inspection, If adequate test equipment is not available then the same shall be reported in the inspection report.
- d) Before the firm invites for PDI at the manufacturer's work site, the firm should ensure that all test are conducted and lab reports should be kept ready for inspection.
- e) If the PDI test results are found ok, then the Dispatch Clearance Certificate will be issued by SPP representative.
- f) All expenses towards travel, boarding and lodging and other miscellaneous expenditure and daily allowances shall be borne by the purchaser.
- g) The right for waiving the Pre Dispatch Inspection is reserved with the Chief General Manager of Security Printing Press, Hyderabad, India and the supplier shall despatch the material only after getting the certificates of waiver of PDI, in the event of inspection is not contemplated.
- h) All the above points under Pre-Despatch Inspection are in addition to Para 9 of Section IV : General Condition of Contracts of the tender document.

Note : "The Dispatch Clearance Certificate" is not final acceptance of the material.

- i) In case the PDI is waived off, the supplied material may be allowed inside Security Printing Press, Hyderabad on the manufacturer's test report subject to testing at Security Printing Press, Hyderabad or any Govt. / PSU laboratories.
 - j) After the Pre-Despatch Inspection from the discretion of the inspecting officials as per the inspection report the material may be despatched to Security Printing Press, Hyderabad. However, the material shall be tested at Security Printing Press, Hyderabad or at any Govt. / PSU laboratories.
 - k) If the test results are not found ok at SPP, Hyderabad or any Govt. / PSU laboratories as per technical specifications then the entire lot will be rejected.
 - l) On receipt of the lot, the material supplied will be inspected for conformity of technical specification at SPP, Hyderabad or any Govt. / PSU laboratories.
 - m) The runnability test will be done only after complying all the technical specifications as mentioned in the tender.
 - n) If the material got rejected, then lifting of rejected material will be allowed only after supply of good material in lieu of the rejected lot.
 - o) If material supplied against replacement got rejected, then the firm has to lift all the rejected material and contract/Purchase order will be terminated as per tender terms and conditions of tender.
 - p) If the material accepted by user section after conformity of technical specifications / runnability of the material, then payment of that lot will be processed accordingly.
- Further if any rejection is there in accepted lot due to runnability problem in utilizing remaining quantity of material, the quantity equal to rejected material should be replaced by good material by the supplier.

Section IX: Qualification/Eligibility Criteria

Eligibility Criteria for supply of Snow white maplitho paper 75 GSM, Reel width 43 cms & 50 cms.

The Bidder should meet the following eligibility criteria to qualify:

(1) Experience and past performance: The bidder firm should have manufactured and supplied at least 16 MT of Snow white maplitho paper or similar material to any organisation in any one year during last five years.

Note: 'Startups and Micro and Small Enterprises' are exempted from Experience and Past Performance Criteria as per the MSE Policy.

(2) Capability-Equipment & Manufacturing Facilities: The bidder firm must have an annual capacity to Manufacture and supply at least 16 MT of Snow white maplitho paper.

The bidder should indicate the following information regarding capacity and performance:-

- i) Name of the machine utilized to supply the quoted product.
- ii) The number of machines being utilized for the production and the capacity of each machine.
- iii) Total Annual Capacity of the manufacturer.
- iv) Supply orders in hand and proportionate capacity to supply quoted amount.

Note: At the discretion of the purchaser, the Capacity/Capability Assessment/Verification of bidder/ manufacturer firm(s) might be undertaken by Tender Evaluation Committee or through a third party Technical Consultancy/ Inspection agencies to ensure that the firm is/are identified and capable to supply the item/material/product as required.

(3) Financial Standing:

i. The average annual financial turnover of the Bidder during the last three years ending 31.03.2022 should be more than Rs. 28,06,144/-. Audited balance sheet and profit & loss account statements for the last three financial years ending 31.03.2022 duly authenticated by a Chartered Accountant/ Cost Accountant in India or equivalent in other countries.

Note: 'Startups and Micro and Small Enterprises' are exempted from 'Average Annual Turnover' as per MSE Policy.

ii. The Bidder should not have suffered any financial loss for more than one year during the last three financial years ending on 31.03.2022.

iii. (a) The net worth of the bidder should not be negative as on 31.03.2022.

(b) The net worth of the bidder firm should not have eroded by more than 30% in the last three financial years ending 31.03.2022.

(4) Earnest Money Deposit

(5) The bidder has to submit their Pan card, GST Certificate, Bank Account Details.

(6) The bidder has to submit acceptance of all section of this tender document (GIT, SIT, SCC, GCC, Quality control requirements, Tender form, etc.) and affix office stamp of their company and put signature on each page of tender document.

(7) Undertakings:-

(i) Bidder should give undertaking that, #We/ the Principle Manufacturer have not been blacklisted/ debarred for dealing with any Govt. Organization/ Public Sector Undertaking (PSU)/ SPMCIL/ Reputed organization in the past.#

(ii) Bidder should give undertaking that, #We agree to withdraw all the deviations, if any, unconditionally and accept all the terms and conditions of the tender document including the technical specifications.#

(iii) Bidder should give undertaking that the information given in the documents are correct and the Bidder is aware that in case any information provided is found to be false at a later stage, SPP reserves the right to reject/disqualify the bidder at any stage of the tendering process without assigning any reason.

(iv) The bidder has to submit Local Content undertaking as per Make in India Policy.

(8) The bidder shall provide names of Organization(s)/ Firm(s) with address and telephone numbers, Fax numbers, E-mail address to which manufacturer has supplied similar type of subject material in past.

(9) All experience, past performances and capacity / capability related data should be certified by authorized signatory of the bidder firm. The credentials regarding experience and past performance to the extent will be verified by Security Printing Press, Hyderabad. The bidder has to submit self attested copies of Purchase Orders issued by Customers and corresponding performance certificates.

(10) All financial standing data should be certified by Chartered Accountants (CA). The bidder has to submit a copy of audited financial documents (Balance sheets, Profit & Loss account statement, etc), or Audited Annual reports in support of clause no. 1(c) of tender document.

(11) The bidder has to submit Power of Attorney/ Authorization indicating that authorized signatory is competent and legally authorized to submit the tender and / or enter into legally binding contract.

(12) Manufacturer Authorization Letter:- In case the bidder firm/ bidder offers to supply subject material which is manufactured by some other firm, the bidder has to be duly authorized by the manufacturer of the stated material to quote for and supply the same to Security Printing Press, a unit of SPMCIL. The bidder shall submit the manufacturer's authorization letter to this effect as per the standard format provided under Section XIV of this tender document.

(13) Decision on finalization of tender will be taken based on the documents submitted along with the tender. All documents must be submitted as per tender requirement failing which offers will be liable for rejection and no further correspondence will be made/ entertained for clarifications after opening of the tender.

(14) All the pages submitted are to be required & sealed by Authorized Signatory failing which tender shall be treated as unresponsive.

(15) The tender is for manufacturers and suppliers who have proven capacity, capability and experience. This is not a Development Order.

Note:

(i) The criteria for Capability, Equipment and Manufacturing facilities as well as financial loss and net worth under the financial standing eligibility criteria (above) shall be applicable to all the bidder firms including MSEs & Startup firms.

(ii) In case, of if newly developed firms (newly developed sources during this 3-year period of Development Commitment) who have completed the Development Orders of SPPH with +/-5% tolerance, participate in this tender, then 20% out of the total required quantity i.e., 8 MT of tender shall be reserved for newly developed firms subject to matching L1 rate.

(iii) Newly developed firms of SPPH for this material are exempted from the above eligibility criteria 1(a) i.e. Experience & Past Performance.

(iv) If the rates quoted by a newly developed firm are lower than L1 rates of already developed firms - and its performance is considered reliable capable and satisfactory, Tender Evaluation Committee may take a decision to place an order upto 50% on such newly developed firms.

(v) Micro and Small Enterprises, Startups are relaxed from the above eligibility criteria for point 1(a) Experience and past performance and 1(c)(i) Average Annual turnover as per Policy circular no. 1(2)(1)2016-MA dated 10th March 2016 issued by Government of India, Ministry of Micro Small & Medium Enterprises, New Delhi.

(vi) Applicability to #Make in India#: Bidders (manufacturer or principal of authorised representative) If the product is being manufactured in India under a license from a foreign manufacturer who holds intellectual property rights and where there is a technology collaboration agreement/ transfer of technology agreement for indigenous manufacture of a product developed abroad with clear phased increase in local content, and who while meeting all other criteria above, except for any or more of sub-criteria in Experience and Past Performance above, would also be considered to be qualified provided: i) their foreign manufacturer who holds intellectual property rights, meets all the criteria above without exemption, and ii) the Bidder submits appropriate documentary proof for technology collaboration agreement/ transfer of technology agreement for indigenous manufacture of a product developed abroad with clear phased increase in local content. iii) the bidder (manufacturer or principal of authorised representative) furnishes along with the bid a legally enforceable undertaking jointly executed by himself and such foreign Manufacturer for satisfactory manufacture, Supply (and erection, commissioning if applicable) and performance of #The Product# offered including all warranty obligations as per the general and special conditions of contract.

(vii) Relaxation may also be given under Order No P-45021/2/2017-B.E.-II dt: 15.06.2017 for Public Procurement (Preference to Make in India) issued by Ministry of Commerce and Industry, Department of Industry and Internal Trade (Public Procurement Section), and Order No 6/18/2019-PPD dt: 23.07.2020 for prior registration on procurement from bidders from a country or countries on ground of Defence of India and national Security, issued by Ministry of Finance, department of Expenditure (Public Procurement Division).

(viii) Bidders have to furnish stipulated documents in support of fulfilment of Eligibility Criteria. Non-submission or incomplete submission of above required documentary evidence may lead to rejection of offer.

(ix) For Existing successful Past Suppliers: In case the bidder (manufacturer or principal of authorised representative) who is a successful past supplier of #Snow white maplitho paper# in at least one of the recent past three procurements, who do not meet any or more of requirements above, would also be considered to be qualified in view of their proven credentials, for the maximum quantity supplied by him in such recent past. (This clause is not applicable for Security Items as notified by Government of India from time to time.)

(x) Joint Ventures and Holding Companies: Credentials of the partners of Joint ventures cannot (repeat cannot) be clubbed for the purpose of compliance of PQC in supply of Goods/Equipment, and each partner must comply with all the PQC criteria independently. However, for the purpose of qualifying the Financial Standing Criteria, the Financial Standing credentials of a Holding Company can be clubbed with only one of the fully owned subsidiary bidding company, with appropriate legal documents proving such ownership.

16. CONDITIONS FOR MICRO AND SMALL ENTERPRISES (MSEs)

(i) As per Public Procurement Policy (PPP) for Micro & Small Enterprises (MSEs) Order, 2012 issued vide Gazette Notification dated 23.03.2012 by Ministry of Micro, Small and Medium Enterprises of Gov. of India, MSEs must be registered with any of the following in order to avail the benefits / preference available vide Public Procurement Policy MSEs Order, 2012.

- a) District Industries Centers (DIC)
- b) Khadi and Village Industries Commission (KVIC)
- c) Khadi and Village Industries Board
- d) Coir Board
- e) National Small Industries Corporation (NSIC)
- f) Directorate of Handicraft and Handloom
- g) Any other body specified by Ministry of MSME (MoMSME)
- h) Udyog Aadhaar Acknowledgment / Udyog Aadhaar Memorandum issued by MoMSME.

(ii) MSEs participating in the tender must submit valid & authorized copy of certificate of registration with any one of the above agencies. In case of bidders submitting DIC registration certificate shall attach original notarised copy of



the DIC certificate. The MSE's Bidder to note and ensure that nature of services and goods / items manufactured mentioned in MSEs certificate matches with the nature of the services and goods / items to be supplied as per Tender.

(iii) Traders / resellers / distributors / authorized agents will not be considered for availing benefits under PP Policy 2012 for MSEs as per MSE guidelines issued by MoMSME.

(iv) The registration certificate issued from any one of the above agencies must be valid as on Bid closing date of the tender. Bidder shall ensure validity of registration certificate in case bid closing date is extended.

(v) The MSEs who have applied for registration or renewal of registration with any of the above agencies / bodies, but have not obtained the valid certificate as on close date of the tender, are not eligible for exemption / preference.

(vi) Relaxation of Norms for Micro & Small Enterprises (MSEs): Pre-qualification criteria with respect to Prior Turnover and Prior experience is relaxed for Micro & Small Enterprises as per GOI guidelines subject to meeting of quality and technical specifications.

17. CONDITIONS FOR START-UP COMPANIES

(i) Start-up Enterprises: Requirements of prior experience and turnover would be relaxed for Start-up enterprises as recognised by Department for Promotion of Industry and Internal Trade (DPIIT), subject to their meeting the quality and technical specifications. Such Start-ups maybe either MSE or otherwise.

(ii) Subject to meeting of Quality and Technical Specifications, SPP may consider allowing the participation of "Start up" companies with capability to execute the supply / services, as per technical specifications / perform the job as per scope of work specified in the tender and subject to meeting extant & relevant guidelines of Government of India. This should be confirmed and substantiated in the technical bid.

(iii) The bidder who intends to participate as "Start up" company should enclose the Certificate of Recognition issued by Department of Industrial Policy and Promotion, Ministry of Commerce & Industry, Govt. of India during submission of Technical bid.

(iv) Pre-qualification criteria with respect to Prior Turnover and Prior experience is relaxed for Start up Enterprises as per GOI guidelines subject to meeting of quality and technical specifications.

(v) However, there may be circumstances like procurement of items / services related to public safety, health, critical security operations and equipment, etc wherein SPP reserves the right to not consider relaxation of Prior Turnover and Prior Experience for Start up Companies as per GOI guidelines.

(vi) Start up Companies who are also registered as MSEs and wish to avail the benefits as applicable to MSE, shall submit relevant documents covered under Conditions for Micro and Small Enterprises elsewhere in this tender.

Section X: Tender Form

Date.....

To

.....
.....
.....

(complete address of SPMCIL)

Ref: Your Tender document No. dated

We, the undersigned have examined the above-mentioned tender enquiry document, including amendment No. -----, dated ----- (*if any*), the receipt of which is hereby confirmed. We now offer to supply and deliver..... (*description of goods and services*) in conformity with your above referred document for the sum shown in the price schedule(s), attached herewith and made part of this tender.

If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements.

We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of GCC clause 6, read with modification, if any, in Section V – “Special Conditions of Contract”, for due performance of the contract.

We agree to keep our tender valid for acceptance for a period upto -----, as required in the GIT clause 19, read with modification, if any in Section-III – “Special Instructions to Tenderers” or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender upto the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We confirm that in case of downloaded Tender Document, we have not changed/edited its contents. We realise that in case any such change is noticed at any stage including after the award of contract, we would be liable to action under clause 44 of the GIT.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We also solemnly declare as under:

1. MSMEs Status:

Having read and understood the Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 (as amended and revised till date), and solemnly declare the following:

- (a) Company /Partnership Firm /Proprietary Concern / Society/Trust / NGO/Others (Please Specify):.....
- (b) Micro/ Small / Medium Enterprise/ SSI/ Govt. Deptt. / PSU/ Others:....
- (c) Name of MSME Registering Body (NSIC/ DIC/ KVIC/KVIB etc.):.....
- (d) MSME Registration no. (with copy of registration):.....
- (e) Udyog Aadhaar Memorandum no.....
- (f) Whether Proprietor/ Partner belongs to SC/ ST or Women category.
(Please specify names and percentage of shares held by SC/ST Partners):.....

2. Make in India Status:

Having read and understood the Public Procurement (Preference to Make in India PPP_MII) Order, 2017 (as amended and revised till date) and related notifications from the relevant Nodal Ministry/ Department, and solemnly declare the following:

- (a) Self-Certification for category of supplier:

- Class-I Local Supplier/
- Class-II Local Supplier/
- Non-Local Supplier.

- (b) We also declare that

There is no country whose bidders have been notified as ineligible on reciprocal basis under this order for offered product, or

We do not belong to any Country whose bidders are notified as ineligible on reciprocal basis under this order.

3. Restrictions on procurement from bidders from a country or countries, or a class of countries under Rule 144 (xi) of the General Financial Rules 2017

Having read and understood the Order (Public Procurement No. 1) issued vide F.No.6/18/2019-PPD dated 23rd July 2020 (and its amendments if any) by Department of Expenditure, Ministry of Finance under the above provision and solemnly declare the following:

We do not belong to any Country whose bidders are notified as ineligible under this order

4. Debarment Status: Please state whether business dealings with you currently stand suspended/ banned by any Ministry/ Deptts. of Government of India or by any State Govt:

Yes (with period of Ban)

No, We, solemnly declare that neither we nor any of our affiliates or subsidiaries – including subcontractors or suppliers for any part of the contract – do not stand declared ineligible/ blacklisted/ banned/ debarred by any Government Agency anywhere in the world, for participating in its tenders, under that country’s laws or official regulations.

5. Penalties for false or misleading declarations: I/we hereby confirm that the particulars given above are correct and complete and also undertake to advise any future changes to the above details. We understood that any wrong or misleading self-declaration by us would be violation of code of Ethics and would attract penalties as mentioned in this tender document, including debarment.

.....
(Signature with date)

.....
(Name and designation)

Duly authorized to sign tender for and on behalf of

.....
.....

Section XI: Price Schedule

OFFER FORM for Tender No 6000018137/SPPH/A-II/E-172/2023/4749, dated 10-03-2023

Date of opening: **11-04-2023**; Time 11:00 hrs

(This proforma is to be used only for offers of indigenous goods by Indian Bidders. All prices to be in Indian Rupees)

We hereby certify that we are established firm of manufacturers / authorised agents of M/s..... with factories at which are fitted with modern equipment and where the production methods, quality control and testing of all materials and parts manufactured or used by us are open to inspection by the representative of Security Printing Press, Hyderabad.

We hereby offer to supply the following items at the prices indicated below:

| Schedule No | Description | Specification | Unit | Qty | Total Price per unit (In Indian Rupees) See table below for Break-up of Price | Total value of offer (in Indian Rupees) | Terms of Payments | Delivery Period | Gross weight and dimensions of package per unit |
|-------------|---|---|-----------|-----------|---|---|---|--|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 1 | Snow white maplitho paper 75 GSM, 43 cms width | As per Section VII: Technical Specifications, Annexure - A. | MT | 30 | | | 100% payment after receipt and acceptance of the material by consignee as mentioned in delivery schedule. | As mentioned in Section - VI: List of Requirements | |
| 2 | Snow white maplitho paper 75 GSM, 50 cms width | | | 10 | | | | | |

Break-up of Price in Column -6 (In Indian Rupees)

| Ex-Factory Price after considering input GST credit available to vendor | Name of Manufacturer/ OEM | Country of Origin | 8 digit HSN Code | GST % (incl GST Cess if any) with Break-up of CGST/ STGST/ UTGST/ IGST | Per Unit GST Total | Packing & Forwarding in detail | F.O.R. Station of Despatch Price | Freight (& Insurance charges) upto Destination | FOR SPPH Price |
|---|---------------------------|-------------------|------------------|--|--------------------|--------------------------------|----------------------------------|--|----------------|
| A | B | C | D | E | F | G | H | I | J |
| | | | | | | | | | |
| | | | | | | | | | |

1. **Scope of Supply:** (Cost break-up of the quoted cost, showing inter-alia costs of all the concomitant Installation/ Commissioning/ Training/ Technical Support/ incidental services/ software/ accessories, considered necessary to make the proposal self-contained and complete must be indicated here.)

2. Taxation Details:

- a) PAN number
- b) Type of GST Registration (Registered, Unregistered, Composition, SEZ, RCM etc.)
- c) GSTIN number
- d) Registered Address as per GST registration and Place of Delivery for GST Purpose
- e) Contact Names, Nos. & email IDs for GST matters (Please mention primary and secondary contacts)

.....

3. It is hereby certified that we have understood the General and Special Instructions to Tenderers (GIT and SIT), and also the General and Special Conditions of Contract (GCC and SCC) attached to the tender and have thoroughly examined specifications/ Quality Control Requirements and other stipulations in Section VII & VIII – Technical Specifications and Quality Control Requirements; and

are thoroughly aware of the nature of stores required and our offer is to supply stores strictly in accordance with the requirements and according to the terms of the tender. We agree to abide solely by the General and Special Conditions of Contract and other conditions of the tender in accordance with the tender documents if the contract is awarded to us.

4. We hereby offer to supply the stores detailed above or such portion thereof, as you may specify in the acceptance of tender at the price quoted and agree to hold this offer open for acceptance for a period of ---- days from the date of opening of tender (i.e., upto ---), We shall be bound by the communication of acceptance despatched within the prescribe time.

5. Earnests Money/Bid Guarantee for an amount equal to is enclosed in form of -----
(form and reference number, date) as per the Tender Documents.

Dated.....

Signature and seal of *Manufacturer/Bidder*

Note:

- (i) The Bidder may prepare their own offer forms as per this proforma.
- (ii) No change in the proforma is permissible.
- (iii) No erasures or alternations in the text of the offer are permitted. Any correction made in the offer shall be initialed by the bidder.
- (iv) Figures in Columns 5 to 7 (both inclusive) and in Break-up of price in column 6, should be in both figures and words.
- (v) This Section should not bring in any new Technical Parameter that has not been mentioned in the Technical Bid.

Section XII: Vendor Details

The tenderer should furnish specific details mentioned below. In case a question/ issue does not apply to a tenderer, the same should be answered with the remark “not applicable”.

Wherever necessary and applicable, the tenderer shall enclose certified copy as documentary proof/ evidence to substantiate the corresponding statement.

In case a tenderer furnishes a wrong or misleading answer against any of the under mentioned question/ issues, its tender will be liable to be ignored.

1. Vendor/ Contractor particulars:

- (a) Name of the Company:.....
- (b) Corporate Identity No. (CIN):
- (c) Registration if any with SPMCIL:
- (d) Complete Postal Address:
- (e) Pin code/ ZIP code:
- (f) Telephone nos. (with country/area codes):
- (g) Fax No.: (with country/area codes):
- (h) Cell phone Nos.: (with country/area codes):
- (i) Contact persons /Designation:
- (j) Email IDs:

2. Taxation Details:

- (a) PAN number:
- (b) Type of GST Registration (Registered, Unregistered, Composition, SEZ, RCM etc.):
.....
- (c) GSTIN number:
- (d) Registered Address as per GST registration and Place of Delivery for GST Purpose:
.....
- (e) Contact Names, Nos. & email IDs for GST matters (Please mention primary and secondary contacts):



SECURITY PRINTING AND MINTING
CORPORATION OF INDIA LIMITED

We solemnly declare that our GST rating on the GST portal / Govt. official website is NOT negative / blacklisted during the last three financial years.

.....
(Signature with date)

.....
.....

(Full name, designation & address of the person duly authorized sign on behalf of the tenderer)

For and on behalf of
.....

.....
(Name, address, and stamp of the tendering firm)

Section XIII: Bank Guarantee Form for EMD

BANK GUARANTEE FOR BID GUARANTEE (ON BANK'S LETTERHEAD WITH ADHESIVE STAMP)

Ref

Date

Bank Guarantee No

To,

(Insert Name & Address of the Purchaser)

Dear Sir,

Whereas (Hereinafter called the "Tenderer") has submitted its bid numbered dated for the supply of(Hereinafter called the "tender") against 's *(insert name of Purchaser)* (hereinafter called as the 'Purchaser') tender enquiry No. opened on Know all persons by these presents that we of (hereinafter called the "Bank") having our registered office at are bound unto the Purchaser, in the sum of for which payment will and truly be made forthwith, on demand by the Purchaser, without demure to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this..... day of20...

The conditions of this obligation are —

- (1) If the Tenderer withdraws or amends, impairs, or derogates from the tender, in any respect within the period of validity of this tender.
- (2) If the Tenderer or anyone employed by it or acting on its behalf (whether with or without the knowledge of the Tenderer) breaches any of the provisions of the pre-bid/ Pre-contract Integrity Clause.
- (3) If the Tenderer having been notified of the acceptance of his tender by Purchaser during the period of its validity:-
 - a) Fails or refuses to furnish the performance security for the due performance of the contract.
 - b) Fails or refuses to accept/ execute the contract.

We undertake to pay Purchaser up to the above amount, upon receipt of its first written demand, without Purchaser having to substantiate its demand, provided that in its demand Purchaser will note that the amount claimed by it, is due to it owing to the occurrence of one or more or all the above conditions, specifying the occurred condition(s). We agree that the decision of the Purchaser, whether above conditions have occurred, shall be final and binding on us.

This guarantee will remain in force for a period of (*insert the period of validity plus 45 days, in words and figures*) days after the date of (*insert date of tender opening*) and any demand in respect thereof should reach the Bank not later than the above date.

Date
Place

Signature
(*Printed Name*)
(*Designation*)

Witnesses

(*Bank's Common Seal*)

Section XIV: Manufacturer's Authorization Form

To

.....
.....
(Name and address of SPMCIL)

Dear Sirs,

Ref. Your Tender document No....., dated

We,, who are proven and reputable manufacturers of (name and description of the goods offered in the tender) having factories at....., hereby authorise Messrs..... (name and address of the agent) to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred tender enquiry documents for the above goods manufactured by us.

We further confirm that no supplier or firm or individual other than Messrs. (name and address of the above agent) is authorized to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred tender enquiry documents for the above goods manufactured by us.

We also hereby extend our full warranty, as applicable as per clause 16 of the General Conditions of Contract read with modification, if any, in the Special Conditions of Contract for the goods and services offered for supply by the above firm against this tender document.

Yours faithfully,

.....
.....
[Signature with date, name, and designation]

for and on behalf of Messrs.....

[Name & address of the manufacturers]

Note: This letter of authorisation should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.

Section XV: Bank Guarantee Form for Performance Security

PROFORMA OF BANK GUARANTEE FOR CONTRACT PERFORMANCE GUARANTEE BOND

(ON BANK'S LETTERHEAD WITH ADHESIVE STAMP)

Ref

Date

Bank Guarantee No

To,

(Insert Name & Address of the Purchaser)

Dear Sir,

1. Against contract vide Notification for Award of the Tender No dated covering supply of (hereinafter called the 'contract') entered into between the *(insert name of Purchaser)* (herein after called as the Purchaser) and M/s., (here in after called the 'Contractor'), this is to certify that, at the request of the Contractor, we *(name of the bank)*, are holding in trust in favour of the Purchaser, the amount of *(write the sum here in words)*, to indemnify and keep indemnified the Purchaser, against any loss or damage that may be caused to, or suffered by the Purchaser, by reason of any breach by the Contractor of any of the terms and conditions of the said contract and/or in the performance thereof. We agree that the decision of the Purchaser, whether any breach of any of the terms and conditions of the said contract and/or in the performance thereof has been committed by the Contractor; and the amount of loss or damage that has been caused or suffered by the Purchaser, shall be final and binding on us, and the amount of the said loss or damage shall be paid by us, forthwith on demand and without demur to the Purchaser.

2. We *(name of the bank)*, further agree that, the guarantee herein contained, shall remain in full force and effect, for sixty days after the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period whichever is later, i.e. till

....., (hereinafter called the 'said date') and that if any claim accrues or arises against us **(name of the bank)**, by virtue of this guarantee before the said date, the same shall be enforceable against us
..... **(name of the bank)**, notwithstanding the fact that the same is enforced within six months after the said date, provided that notice of any such claim has been given to us, **(name of the bank)**, by the Purchaser, before the said date. Payment under this bond of guarantee shall be made promptly, upon our receipt of notice to that effect, from the Purchaser.

3. It is fully understood that this guarantee is effective from the date of the said contract and that we **(name of the bank)**, undertake not to revoke this guarantee during its currency, without the consent in writing of the Purchaser.

4. We undertake to pay to the Purchaser, any money so demanded, notwithstanding any dispute or disputes raised by the Contractor, in any suit or proceeding pending before any Court or Tribunal, relating thereto, our liability under this present, being absolute and unequivocal. The payments so made by us under this bond, shall be a valid discharge of our liability for payment thereunder, and the Contractor shall have no claim against us, for making such payments.

5. We..... **(name of the bank)**, further agree that the Purchaser shall have the fullest liberty, without affecting in any manner our obligations hereunder, to vary any of the terms and conditions of the said contract, or to extend time of performance by the Contractor, from time to time, or to postpone for any time or form, time to time, any of the powers exercisable by the Purchaser, against the said Contractor and to for bear or enforce any of the terms and conditions relating to the said contracts and we..... **(name of the bank)**, shall not be released from our liability under this guarantee, by reason of any such variation or extension being granted to the said Contractor, or for any forbearance and/or omission on the part of the Purchaser, or any indulgence by the Purchaser towards the said Contractor, or by any other matter or thing whatsoever, which under the law relating to sureties, would, but for this provision, have the effect of so releasing us from our liability under this guarantee.



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6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor.

Date

Place

Signature

(Printed Name)

(Designation)

Witnesses

(Bank's Common Seal)

Section XVI: Contract Form

(Address of SPMCIL's office issuing the contract)

Contract No..... dated.....

This is in continuation to this office' Notification of Award No..... dated

1. Name & address of the Supplier:

2. SPMCIL's Tender document No..... dated..... and subsequent Amendment No....., dated..... (If any), issued by SPMCIL

3. Supplier's Tender No..... dated..... and subsequent communication(s) No..... dated (If any), exchanged between the supplier and SPMCIL in connection with this tender.

4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as part of this contract:

- (i) General Conditions of Contract;
- (ii) Special Conditions of Contract;
- (iii) List of Requirements;
- (iv) Technical Specifications;
- (v) Quality Control Requirements;
- (vi) Tender Form furnished by the supplier;
- (vii) Price Schedule(s) furnished by the supplier in its tender;
- (viii) Manufacturers' Authorisation Form (if applicable for this tender);
- (ix) SPMCIL's Notification of Award

Note: The words and expressions used in this contract shall have the same meanings as are respectively assigned to them in the conditions of contract referred to above. Further, the definitions and abbreviations incorporated under Section – V - 'General Conditions of Contract' of SPMCIL's Tender document shall also apply to this contract.

5. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:

(i) Brief particulars of the goods and services which shall be supplied/ provided by the supplier are as under:

| Schedule No. | Brief description of goods/ services | Accounting unit | Quantity to be supplied | Unit Price (in Rs.) | Total price |
|--------------|--------------------------------------|-----------------|-------------------------|---------------------|-------------|
| | | | | | |

Any other additional services (if applicable) and cost there of:

Total value (in figure) _____ (In words) _____

(ii) Delivery schedule

(iii) Details of Performance Security

(iv) Quality Control

(a) Mode(s), stage(s), and place(s) of conducting inspections and tests.

(b) Designation and address of SPMCIL's inspecting officer

(v) Destination and despatch instructions

(vi) Consignee, including port consignee, if any

(vii) Warranty clause

(viii) Payment terms

(ix) Paying authority

.....

(Signature, name, and address of SPMCIL's authorized official)

For and on behalf of.....

Received and accepted this contract

(Signature, name, and address of the supplier's executive duly authorized to sign on behalf of the supplier)

For and on behalf of

(Name and address of the supplier)

.....

(Seal of the supplier)

Date:

Place:

**Section XVII: Letter of Authority for attending a
Pre-bid Conference/ Bid Opening**
(Refer to clause 24.2 of GIT)

The General Manager

Unit Address

Subject: Authorization for attending bid opening on _____ (date)
in the Tender of _____.

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of _____ (Bidder) in order of preference given below.

| Order of Preference | Name | Specimen Signatures |
|---|------|---------------------|
| I. | | |
| II. | | |
| Alternate Representative | | |
| Signatures of bidder or Officer authorized to sign the bid Documents on behalf of the bidder. | | |

Note:

1. Maximum of two representatives will be permitted to attend pre-bid conference/ bid opening. In cases where it is restricted to one, first named representative will be allowed to attend. Alternate representative will be permitted when regular representatives are not able to attend.
2. In case of pre-bid conference, self-attested copy of proof of purchase of Bid documents, in the name of the bidder must be enclosed with this authorization, without which entry would be refused. Bid documents would be available for sale at the site also.
3. Permission for entry to the hall where even is held may be refused in case authorization as prescribed above is not produced.

Section XVIII: Proforma of Bills for Payments
(Refer Clause 22.6 of GCC)

Name and Address of the Firm.....

Bill No..... Dated.....

Purchase order.....No.....Dated.....

Name and address of the consignee.....

| S.No. | Authority for purchase | Description of Stores | Number or quantity | Rate Rs. P. | Price per Rs. P. | Amount |
|-------|------------------------------|--------------------------|-----------------------|----------------|---------------------|--------|
| | | | | | | |
| Total | | | | | | |

1. GST/ CGST/ SGST/ UTGST/ IGST Amount
2. Freight (if applicable)
3. Excise Duty (if applicable)
4. Packing and Forwarding charges (if applicable)
5. Others (Please specify)
6. PVC Amount (with calculation sheet enclosed)
7. (-) deduction/Discount
8. Net amount payable (in words Rs.)

Dispatch detail RR No. other proof of despatch.....

Dated.....(enclosed)

Inspection Certificate No.....Dated.....(enclosed)

Place and Date

Received Rs.....

Rupees).....

We solemnly certify that:

- a. Goods and Services Tax (GST) charged on this Bill is not more than what is payable under the provision of the relevant Act or the Rules made there under.

b. Goods on which GST has been charged have not been exempted under the GST Act or the rules made there under and the charges on account of GST on these goods are correct under the provisions of that Act or the Rules made there under.

c. We are registered with above indicated GSTIN as dealer in the State where in their Billing address is located for the purpose of GST.

d. This bill form / invoice is not a replacement for the GST invoice. The proper GST invoice as per requirements of GST rules has been sent to the Purchaser as and when deliveries are made to the consignee.

e. that the payment being claimed is strictly in terms of the contract and all the obligations on the part of the supplier for claiming that payment has been fulfilled as required under the contract.

Revenue stamp

Signature and of Stamp Supplier

Section XIX: NEFT Mandate
(Refer clause 22.2 of GCC)

From: M/s.

Date:

To:

(Insert Name and Address of Purchaser's Paying Authority as per NIT Clause 1)

Sub: NEFT payments

We refer to RBI's NEFT scheme. Our mandate SPMCIL for making payments to us through the above scheme to our under noted account.

NATIONAL ELECTRONIC FUNDS TRANSFER MANDATE FORM

| | | |
|-----|-----------------------------------|--|
| 1. | Name of City | |
| 2. | Bank Code No. | |
| 3. | Branch Code No. | |
| 4. | Bank's Name | |
| 5. | Branch Address | |
| 6. | Branch Telephone / Fax No. | |
| 7. | Supplier's Account No. | |
| 8. | Type of Account | |
| 9. | IFSC code for NEFT | |
| 10. | IFSC code for RTGS | |
| 11. | Supplier's name as per Account | |
| 12. | MICR Code No. | |

In Lieu of Bank Certificate to be obtained as under, please attach a bank cancelled cheque or photocopy of a cheque or front page of your bank passbook issued by your bank for verification of the above particulars.



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I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I have read the option intimation letter and agree to discharge responsibility expected of me as a participant under the scheme.

Date

Signature of the Customer

Certified that the above particulars are correct as per our record.

Stamp and
Signature of authorized
official of the bank