



# प्रतिभूति मुद्रणालय

## SECURITY PRINTING PRESS

(भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड की इकाई)

(A unit of Security Printing and Minting Corporation of India Limited)

(भारत सरकार के पूर्ण स्वामित्वाधीन / Wholly owned by Government of India)

टकसाल कंपाउण्ड, सैफाबाद, हैदराबाद / Mint Compound, Saifabad, HYDERABAD-500 063

E-mail: spp.hyd@spmcil.com

GSTIN: 36AAJCS6111J1Z9

Ph: 040-23253602

Website: <http://spphyderabad.spmcil.com>

CIN No. U22213 DL 2006 GOI 144763

Fax: 040-23456687

### **PRE-QUALIFICATION BID DOCUMENT**

**(PQB)**

*Not Transferable*

*Security Classification: **Security Item***

### **PRE-QUALIFICATION BID (PQB) NOTICE FOR PROCUREMENT OF POLY CARBONATE (PC) INLAYS FOR MANUFACTURING OF ID1 SMART CARDS, QUANTITY : 360,000 NOS.**

**PQB No. SPPH/A-II/E-234/INLAY/2023**

**Date : 02-12-2023**

This PQB Document contains **27** Pages.

Details of Contact person in SPP, Hyderabad regarding this tender:

**Name & Designation:-**

Kishor P Khandekar, Manager & Head Materials

**Address for communication:-**

Security Printing Press,  
Mint Compound, Saifabad,  
Hyderabad – 500 063,  
Telangana, India.

**Contact details:-**

Tel. : (+) 91-040-23253-607/611

Fax : (+) 91-040-2345 6687

Email : spp.hyd@spmcil.com; purchase.spph@spmcil.com

**Note:** The word “SPMCIL” in this SBD hereinafter is referred to as “Security Printing Press, Hyderabad, a unit of SPMCIL”.

## 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.

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# प्रतिभूति मुद्रणालय

## SECURITY PRINTING PRESS

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CIN No. U22213 DL 2006 GOI 144763

Fax: 040-23456687



### SECTION - I : NOTICE INVITING PQB

**PQB No. SPPH/A-II/E-234/INLAY/2023**

**Date : 02-12-2023**

1. Sealed Pre-Qualification Bids are invited from eligible and qualified bidders for supply of following goods:-

| S.No. | Brief Description of Goods/ Services                             | Quantity (with unit) | Remarks        |
|-------|--|----------------------|----------------|
| 1     | Poly Carbonate (PC) inlays for manufacturing of ID1 Smart cards. | 360,000 nos          | Not Applicable |

|   |   |
|---|---|
| Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security item etc.)      | Pre-Qualification Bid (PQB)<br>National Competitive Bidding   |
| Security Classification   | Security Item   |
| Authority in whose favour all Tender related financial instruments (FD, DD, Banker's Cheque etc) are to be made | Security Printing Press, Hyderabad (A unit of SPMCIIL).   |
| Schedule for receipt of PQB documents:  | <b>From 02-12-2023 to 02-01-2024; 10:45 am.</b>   |
| Place of sale of tender documents   | Not Applicable  |
| Closing date and time for receipt of tenders  | On <b>02-01-2024 at 10:45:00 IST</b>  |
| Place of receipt of tenders   | Tender box at Administration Office Gate of Security Printing Press, Hyderabad  |
| Time and date of opening of tenders   | On <b>02-01-2024 at 11:00:00 IST</b>  |
| Place of opening of tenders   | Administration Block, SPP, Hyderabad  |
| Nominated Person/ Designation to Receive Bulky Tenders  | M.Sharath Rajan, Asst.Manager(Materials)<br>Email: <a href="mailto:purchase.spph@spmciil.com">purchase.spph@spmciil.com</a> |
| Officer to be contacted for clarifications/help:  |   |

2. Eligibility to participate as per Government of India's Public Procurement (Preference to Make in India) Order 2017 (as amended/ revised) and Ministry of Finance, Department of Expenditure, Public Procurement Division's Orders (Public Procurement 1, 2 and 3) F.No.6/18/2019-PPD dated 23rd/ 24th July 2020 (or any further amendments thereof) regarding eligibility of bidders from neighbouring countries shall apply to this tender.

3. Please note that SPMCIIL reserves its right to grant Purchase preferences in accordance with Government of India's Public Procurement (Preference to Make in India) Order 2017 (as amended/ revised) and Public Procurement Policy for Micro and Small Enterprises (MSEs) Amendment Order, 2018 (as amended/ revised).

4. Interested bidders may obtain further information about this requirement from the above office. They may also visit our website <https://www.spphyderabad.spmciil.com> for further details.

5. Tenderer may also download the tender documents from the website mentioned above and submit their tender by utilizing the downloaded document, the bidder must not make any changes to the contents of the documents, except for filling the required information. A certificate to this effect must

be submitted by the bidder in the Tender Form (Section-III).

6. Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are dropped on or before the closing date and time indicated in the Para 1 above in the tender box located at the address given below, failing which the tenders will be treated as late and rejected. Tenders may also be sent through post at the address as below. However, Purchaser will not be responsible for any postal lapses or delays in receipt of the documents.

7. 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.

8. The tender documents are not transferable.

9. 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-III).

10. Content of Bid Documents: The PQB document includes:-

| Section      | Description                                     |
|--------------|---|
| Section-I    | Notice inviting PQB                             |
| Section-II   | Eligibility Criteria                            |
| Section-III  | Tender Form                                     |
| Section-IV   | General Instructions for the bidders            |
| Section-V    | Application for Pre-qualification               |
| Section-VI   | Vendor Details                                  |
| Section-VII  | Form of Manufacturer's Authorization letter     |
| Section-VIII | Format for details of Key Personnel             |
| Section-IX   | Letter of Authority for attending a Bid Opening |

Sd/-  
(Kishor P Khandekar)  
Manager & Head Materials  
for Chief General Manager

**Address for dropping the tender documents:**  
Security Printing Press, Administration Block,  
Mint Compound, Saifabad,  
Hyderabad – 500063 (T.S)

## **SECTION-II: ELIGIBILITY CRITERIA**

1.) The Bidder firm should meet following eligibility criteria to qualify in the Pre-Qualification bid:

**(a) Experience and past performance:** The Bidder (Manufacturer or principal of authorized representative) should have manufactured and supplied at least 144,000 nos of Poly Carbonate (PC) Inlays 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.

The credentials regarding experience and past performance as per eligibility criteria submitted by bidder will be verified to the extent required.

**(b) Capability, equipment and manufacturing facilities:** The bidder firm/manufacturer must have an annual capacity to manufacture and supply at least 144,000 nos of Poly Carbonate (PC) Inlays for manufacturing of ID1 Smart Cards. (An undertaking should be submitted along with the Bid to this effect). The bidder should indicate the following information regarding capacity:-

- i. Name of the machine utilized to supply the quoted product.
- ii. The number of the machine being utilized for the production and the capacity of each machine.
- iii. Total Annual Capacity of the Manufacturer.
- iv. Supply order 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 Committee or through a third party Technical Consultancy/ Inspection agencies to ensure that the firm is/are identified and capable to manufacture/develop and supply the item/ material/ product as required.

**(c) Financial standing:**

- i. The average annual financial turnover of the Bidder firm during last three years i.e., 2020-2021 2021-2022 & 2022-23 should be atleast INR 1,49,52,960/- as per the annual report (audited balance sheet and profit & loss account) of above period 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 firm should not have suffered any financial loss for more than one year during the last three years ending FY 31-03-2023.
- iii. (a) The net worth of the bidder should not be negative as on 31.03.2023. (b) The net worth of the firm should not have eroded by more than 30% in the last three years ending 31-03-2023.

2. All financial standing data should be certified by certified accountants e.g. Chartered Accountant / Cost Accountant. The bidder has to submit copies of audited financial documents (Balance Sheets, Profit & Loss account statements etc) or Audited Annual reports in support of clause no.1(c) above.

3. 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. All the data pertaining to above eligibility criteria should be of principal manufacturer and must be certified by the authorized signatory of the bidder firm.

4. The bidder shall provide the details of the ownership of the company and details of owners/directors along with complete addresses of the owners/directors and their other activities. If the company is owned by another company similar details of the owner should be provided. The details are to be provided as per the format given in Section-VIII (Format for submission of Key Personnel details with Annexure-I & II). Also inform who is the ultimate beneficial ownership of the bidding firm along with the details such as address, age, parentage, passport details etc of shareholding.

Note: Bidders have to provide date and designation along with seal of the Director/Key persons as per the prescribed pro-forma while submitting their details. All information should be neatly typed on the prescribed pro-forma.

5. Bidder firm shall submit copy of PAN card and GST registration certificate.

6. Other Eligibility requirements for the Bidders:-

- (i) The application should be submitted in English Language. The authenticated copies of the documents in support of the applicant's claims must be submitted in English language.
- (ii) The bidder shall indicate/ certify that authorized signatory is competent and legally authorized to submit the tender and/ or to enter into legally binding contract.
- (iii) Manufacturers/ manufacturers under license or their authorized dealers who are exclusively appointed by the principal manufacturer to represent them in the country shall be eligible to apply or to take part in the bid. One manufacturer can authorize only one agent/ dealer. There can be only one bid from: The principal manufacturer directly or through one Indian agent on his behalf.
- (iv) Principal manufacturer should meet all the Qualifying/Eligibility Criteria. In case, the authorized agent is submitting the tender documents, they shall also submit necessary details of key personnel as per Section: VIII (Format for submission of Key Personnel details) and declarations as per Annexure-I and II for Security clearance.
- (v) Manufacturer's Authorization Letter: In case the bidder firm 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, Hyderabad, a unit of SPMCIL. The bidder shall submit the Manufacturer's Authorization Letter to this effect as per the standard form provided under Section VII: Manufacturers' Authorization Letter in this document.
- (vi) Names of organization(s)/ firm(s) with address and telephone numbers, fax numbers, email address to which they have manufactured and supplied subject material indicating the details and quantities supplied annually during the last five years.
- (vii) An undertaking on Rs.100/- denomination NJSP paper from the domestic bidder(s) regarding their "declaration of no change in Board of Directors/Key persons" since the last security clearance granted to them, shall be submitted with the PQB document, if applicable.

**7. Following declaration/ undertakings shall be submitted along with the offer/ bid document duly sealed and signed by authorized signatory of bidders as well as Principal Manufacturer (if any):**

- a) Blacklisting: A declaration is to be submitted by the bidder firm that the firm has not been blacklisted/ debarred by any government agency/ PSU/ any reputed organization.
- b) The bidder shall undertake not to reveal the technical specifications of the tendered item contained in the main tender document to any third party.
- c) The bidder shall undertake not to supply subject material to any other party/ country and that it will be responsible to maintain secrecy, security and exclusivity in case contract awarded to them.
- d) Undertaking that the operations of the company in Pakistan/China, if any, should be suitably firewalled from the contract/operations in India and no employee who has previously worked or been posted in Pakistan/China and No Pakistani/Chinese national or a person of Pakistani/Chinese origin should be engaged by the company for this project.
- e) Undertaking that the product/service supplied by the bidders to India should be exclusive and this product/service should not be supplied by the bidders to other countries.
- f) The Companies should effectively safeguard the production and supplies by including unique taggants, wherever feasible.

- g) Undertaking that “A designated security agency may conduct periodic security audits apart from emergency inspections of the production facilities/transport arrangements, if needed”.
- h) The bidder should inform to Security Printing Press, Hyderabad, regarding criminal case(s), if any, registered against the company, owner, promoter, supplier, Principal Manufacturer or any of its directors after the issue of contract.
- i) Undertaking that if the company/bidder firm is found indulging in acts inimical or prejudicial to India’s national security or interest, the licence/tender/contract shall be liable to termination.
- j) Undertaking that the production facilities and transport of the raw material should be adequately secured to prevent pilferage and/or to circumvent threats from anti-national elements.
- k) Any change in the Board of Directors, promoters or location of the company, it would be obligatory on the part of the bidder/ contracted company to inform Security Printing Press, Hyderabad for seeking fresh security clearance.
- l) If Government of India does not clear the new Director(s) from the security angle, the firm shall be obliged to remove that director immediately from the board, failing which the procuring agency would reserve the right to forthwith terminate the contract with the firm. Further, the bidder firm must give commitment to compensate the procuring agency for loss, if any, on account of director(s) who does not secure a security clearance from the Government of India and due to any termination of the contract on this account.
- m) Undertaking that “We agree to withdraw all deviations, if any, unconditionally and accept all the terms and conditions of the PQB and abide by it”.
- n) 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, Security Printing Press, Hyderabad reserves the right to reject/ disqualify the bidder at any stage of the tendering process without assigning any reason”.
- o) At a later stage, if the bidder found guilty during the tendency of tender and contract period, suitable action including blacklisting will be initiated by the purchaser.
- p) Undertaking that the authorized signatory is competent and legally authorized to submit the tender and/or to enter into legally binding contract.
- q) For respective obligations of the two parties with respect to the raw materials, including their destruction at the risk and cost of the supplier, that remained unutilized in the event of foreclosure of a contract.
- r) It is mandatory for the bidder/ supplier to inform to Security Printing Press, Hyderabad, regarding any changes in management control or ownership of the company/ operator(s)/ executing the project failing which suitable action shall be initiated.

8. Bidders have to furnish stipulated documents in support of fulfillment of PQB Criteria. Non-submission or incomplete submission of above required documentary evidence may lead to rejection of offer.

9. Purchaser may visit the bidder’s manufacturing facilities at any time during the tendency of tender and contract for verification, if required.

**10. 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.

#### **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 may be 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 III: 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 understand 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-IV: GENERAL INSTRUCTION FOR THE BIDDERS**

### **1. Eligible Tenderers**

1.1 Subject to provisions in following paras in this section, this invitation for tenders is open to all suppliers who fulfill the eligibility criteria specified in these documents. Please refer to Section II: Qualification/ Eligibility Criteria.

1.2 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-III).

1.3 Unless otherwise stipulated in the NIT/ SIT, Joint Ventures/ Consortiums shall not be considered in this Tender.

1.4 Under Public Procurement (Preference to Make in India) Order 2017 (as amended/ revised from time to time) any Nodal Ministry for its items may issue directions to exclude bidders from a country from eligibility for its procurement as measure of reciprocity of such action by that country against Indian Suppliers. For this purpose, a supplier or bidder shall be considered to be from a country if (i) the entity is incorporated in that country, or ii) a majority of its shareholding or effective control of the entity is exercised from that country; or (iii) more than 50% of the value of the item being supplied has been added in that country. Indian suppliers shall mean those entities which meet any of these tests with respect to India.

1.5 Ministry of Finance, Department of Expenditure, Public Procurement Division, Orders (Public Procurement 1, 2 and 3) F.No.6/18/2019-PPD dated 23rd/ 24th July 2020 (or any further amendments thereof) regarding eligibility of bidders from specified countries shall be applicable to this tender. Salient features of this are:

- (i) Any bidder from a country which shares a land border with India (excluding countries as listed on the website of Ministry of External Affairs, to which the Government of India has extended lines of credit or in which the Government of India is engaged in development projects) will be eligible to bid in this tender only if the bidder is registered with the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT). The bidders shall enclose following certificate in this regard:  
“We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; and solemnly certify that we are not from such a country or, if from such a country, we are registered with the Competent Authority (copy enclosed). We hereby certify that we fulfil all requirements in this regard and are eligible to be considered.”
- (ii) In tenders for Turnkey contracts including Works contracts, the successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is similarly registered with the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT). In such cases the bidders shall enclose following certificate:  
“We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries,; and solemnly certify that we are not from such a country or, if from such a country, we are registered with the Competent Authority (copy enclosed) and we will not subcontract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. We hereby certify that we fulfil all requirements in this regard and are eligible to be considered.”
- (iii) “Bidder” (including the term ‘tenderer’, ‘consultant’ or ‘service provider’ in certain contexts) means any person or firm or company, including any member of a consortium or

joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.

- (iv) “Bidder from a country which shares a land border with India” for the purpose of this Order means: -
- (a) An entity incorporated, established, or registered in such a country; or
  - (b) A subsidiary of an entity incorporated, established, or registered in such a country; or
  - (c) An entity substantially controlled through entities incorporated, established, or registered in such a country; or
  - (d) An entity whose beneficial owner is situated in such a country; or
  - (e) An Indian (or other) agent of such an entity; or
  - (f) A natural person who is a citizen of such a country; or
  - (g) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.
- (v) The beneficial owner for the purpose of (III) above will be as under:
- (a) In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.
  - (b) Explanation:
    1. “Controlling ownership interest” means ownership of or entitlement to more than twenty-five per cent. of shares or capital or profits of the company.
    2. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership.
    3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
    4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official.
    5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
- (vi) An Agent is a person employed to do any act for another, or to represent another in dealings with third person.

2. The bidder shall provide testimony in support of the requirements given in Section II-Eligibility Criteria, wherever applicable, failing which the PQB will be summarily rejected without further correspondence.

3. Only those bidders, who will be found eligible in the Pre-Qualification Bid and Security Cleared by Government of India, will be issued tender documents and detailed specifications. Such bidders shall be asked to submit the EMD/Bid Security Declaration along with the techno-commercial bids valid for a period of 120 days from the last date of submission of the techno-commercial bid.

4. **Payment terms:** 100% payment within 30 days after receipt and acceptance of the material by consignee as mentioned in delivery schedule which will be indicated in main tender document.

5. The applications as per enclosed format are to be submitted in a sealed cover **super-scribing** on the top of the cover “**Pre-Qualification bid document for the manufacture and supply of Poly Carbonate (PC) Inlays for manufacturing of ID1 Smart Cards, Qty: 360,000 nos**” due date and time as per Section 1 (NIT) along with the tender number and to be submitted to the Chief General Manager,

Security Printing Press, Hyderabad - 500 063, Telangana, India.

6. Applications received after the due date and time shall be summarily rejected. The responsibility to submit PQB before the due date and time rests with Bidder and Security Printing Press, Hyderabad, will not entertain any explanation/ reason for late submission.

7. Security Printing Press, Hyderabad, will not be responsible for any kind of delay in submission of bids.

8. Whenever there is any change in the Board of Directors, promoters or location of the company, it would be obligatory on the part of the Bidder/ contracted company to inform Security Printing Press, Hyderabad, for seeking a fresh security clearance.

9. Parallel Contract:- (a) 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 one or more firms without any prejudice to the capacity of the L1 bidder, as given below. The provision of parallel contract is as under:-

(i) Bidder firm should not quote for less than 25% of the tender quantity; otherwise their offer would be considered as unresponsive. However, the evaluation will be made based on eligibility criteria.

(ii) 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.

(iii) However, purchaser also reserves the right to place Purchase Order for the 100% tendered quantity on the lowest qualified bidder.

(iv) In case of only one eligible bidder, the quantity will be allocated on the basis of quoted quantity or 100% of the tendered quantity, whichever is less.

(b) Purchase Preference shall also be considered as per Govt. of India MSE Policy & Make in India Policy orders and accordingly the quantity will be splitted.

10. 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, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid 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 product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for 25%(selected by Buyer) percentage of total quantity.

11. Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted.

12. The bidder firm/Principal Manufacturer should confirm the possession of adequate material security arrangements to protect the integrity of the security features and should have written security plan for their storage and accounting.

13. The successful bidder(s) shall give Performance Security of ten percent of the respective order value which will be intimated to them after getting qualified in Pre-Qualification Bid.

14. The representative of bidders who wish to attend the bid opening, shall carry a duly filled-in Section-IX: Letter of Authority for attending bid opening.



**SECTION - V: APPLICATION FOR PRE-QUALIFICATION**

**PQB No. SPPH/A-II/E-234/INLAY/2023**

**Date : 02-12-2023**

**Manufacture and Supply of Poly Carbonate (PC) Inlays for manufacturing of ID1 Smart Cards,  
Qty: 360,000 nos.**

1. Name and address of the company/firm/organization: .....

2. Is the company/ firm/ organization manufacturing and supplying Poly Carbonate (PC) Inlays for the last five years? If yes, please specify the below details:-

| S.No. | Year | Supplied quantities of above material (in nos) | Supplied to (Organization name) |
|-------|------|--|---------------------------------|
| (i)   |      |  |                                 |
| (ii)  |      |  |                                 |
| (iii) |      |  |                                 |
| (iv)  |      |  |                                 |
| (v)   |      |  |                                 |

If not, specify since when you are in business of manufacturing and supplying of above material .....

3. The production capacity of the Bidder firm to manufacture and supply subject material:

(a) Installed capacity: .....

(b) Production capacity: .....

4. The annual capacity of the bidder/manufacturer to manufacture and supply the subject material

.....

5. Financial details for last three years (to be certified by independent CA)

| S.No. | Financial Year | Annual Turnover (in.....) | Profit/Loss (in.....) | Net worth (in.....) | Remarks |
|-------|----------------|---------------------------|-----------------------|---------------------|---------|
| (i)   |                |                           |                       |                     |         |
| (ii)  |                |                           |                       |                     |         |
| (iii) |                |                           |                       |                     |         |

6. Checklist for submission of all the documents as per PQB requirement:

| S. No. | Description  | Submitted/Not Submitted | Page no. |
|--------|--|-------------------------|----------|
| 1      | Documentary evidence towards Experience as per Clause no.1(a) of Section-II.   |                         |          |
| 2      | Documentary evidence towards Capacity as per Clause no.1(b) of Section-II.   |                         |          |
| 3      | Documentary evidence towards Financial data as per Clause no.1(c) of Section-II viz., audited Balance Sheets & Profit & Loss account statements for the years 2020-21, 2021-22 & 2022-23 of Bidder and Manufacturer duly authenticated by a Chartered Accountant.  |                         |          |
| 4      | Power of attorney for signing the bid document as per Clause no.6 (ii) of Section-II.  |                         |          |
| 5      | Names of organization(s)/ firm(s) with address and telephone numbers, fax numbers, email address to which they have supplied subject material indicating the details and quantities supplied annually during last five years as per Clause no.6 (vi) of Section-II.  |                         |          |
| 6      | Declarations/Undertakings duly signed and stamped as per Clause no.7 of Section-II.  |                         |          |
| 7      | Duly filled Section-III: Tender Form with authorized seal and signature  |                         |          |
| 8      | Duly filled Section-V: Application for PQB with authorized seal and signature  |                         |          |
| 9      | Duly filled Section-VI: Vendor Details with authorized seal and signature  |                         |          |
| 10     | Duly filled in Section-VII: Manufacturer's Authorization letter with authorized seal and signature (if applicable)   |                         |          |
| 11     | Details of the ownership of the company and details of owners/directors along with complete address of the owners/directors and their other activities as per Section-VIII along with Annexure-I & II.   |                         |          |
| 12     | Local Content Undertaking: The 'Class-I Local Supplier/Class-II Local Supplier' at the time of bid 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 at which the local value addition is made. |                         |          |
| 13     | Complete PQB document with authorized seal and signature   |                         |          |

(Signature of Authorized Person)

Name

Designation

Date

Seal of the company

## **SECTION VI: 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):  
.....

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- VII: 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 authorize 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 authorization 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-VIII: FORMAT FOR DETAILS OF KEY PERSONNEL**

Proforma for application for security clearance in currency sector/ e-passport Inlays  
(All fields are mandatory)

I. Details in respect of applicant company:

| Sl. No. | Name of the Company | Registration number with date | Registered office address and correspondence address | Previous name of the company, if any | Products/services offered | Details of earlier approvals, if any (ref.no. and date) |
|---------|---------------------|-------------------------------|--|--------------------------------------|---------------------------|---|
|         |                     |                               |  |                                      |                           |   |
|         |                     |                               |  |                                      |                           |   |

II. Details in respect of Foreign Collaborator, if any:

| Sl. No. | Name of foreign collaborator in respect of the products / services being offered in India. | Registration number with date | Registered office address and correspondence address | Previous name of the company, if any | Type of collaboration with the applicant company viz. technical / financial / product patent / manufacturing etc. | Address of production of the product / service offered to applicant company, if applicable |
|---------|--|-------------------------------|--|--------------------------------------|---|--|
|         |  |                               |  |                                      |   |  |
|         |  |                               |  |                                      |   |  |

III. Details in respect of Board of Directors of the applicant company:

| Sl. No. | Full names of directors in BoD of the applicant company | Present position held and since when (date) | Date of birth | Parentage (Father/mother name) | Present and permanent address | Nationality | Passport no. and date of issue, if any | Contact address and telephone number |
|---------|---|---|---------------|--------------------------------|-------------------------------|-------------|--|--------------------------------------|
|         |   |   |               |                                |                               |             |  |                                      |
|         |   |   |               |                                |                               |             |  |                                      |

IV. Details of share-holders of the applicant company (All firms/companies/entities/individuals having shareholding more than 10% or controlling stake in applicant company):

| Sl. No. | Full names of Individual / company | Parentage (name of father / mother) in case of individuals, and beneficial owner in case of companies | Date of birth in case of individuals, and registration number in case of companies | Permanent address / present address in case of individuals, and registered office and correspondence address in case of companies | Present position held, in any in the applicant company | Nationality, in case of individual (if holding dual nationality, both must be clearly mentioned) / country of registration (in case of company) | % of shares held in the company |
|---------|------------------------------------|---|--|---|--|---|---------------------------------|
|         |                                    |   |  |   |  |   |                                 |
|         |                                    |   |  |   |  |   |                                 |

V. (A). Ultimate beneficial owner(s) / company (ies) / organization(s) of the applicant company:

| Sl. No. | Name of the Ultimate beneficial owners / companies / organizations | Address of the company / individual / organisation | Date of birth and passport details in case ultimate beneficial owner is an individual | Registration number with date in case of ultimate beneficial owners is company / organization | Address of registered office, in case of ultimate beneficial owner is company / organization |
|---------|--|--|---|---|--|
|         |  |  |   |   |  |
|         |  |  |   |   |  |

V. (B). Ownership structure chart depicting the link between applicant company and ultimate beneficial owner / company / organization.

- VI. Self-declaration regarding presence / operation in China / Pakistan (if any) as below:
- (i) Whether the applicant company or its parent company (ultimate beneficial owner) or associates companies or subsidiary companies / holding companies are having presence / operation or supplied / supplying products / services related to currency / passport in China / Pakistan? Yes / No.
  - (ii) If yes, following details may be provided:
    - a. Name and address of the company(s) having operation in China / Pakistan.
    - b. Details of its establishment in Pakistan / China.
    - c. Details of its business activities being carried out in Pakistan / China including the past business relation of last five years.
    - d. Description of products/ services.
    - e. Any collaboration or technical tie-up with a company or organization in China / Pakistan, details if any.
- VII. Details of criminal cases, if any, against the company / director(s) as per annexure.
- VIII. Whether the applicant company has been blacklisted/fined/debarred for its business operations in currency sector by any Government agency in India and abroad in last five years. If yes, provide details.
- IX. Self- declaration by the applicant company:
- a. I hereby undertake that any of the product(s)/service(s) offered to India, have not been sourced from Pakistan / China.
  - b. I hereby undertake to source items to be supplied to India from security cleared firms only (this is applicable for all items requiring security clearance).

(Signature)

Note: The above self-declaration is to be filled and signed by the authorized signatory of the company.



Self-declaration for Company and Director(s) for whom security clearance is sought

a. Name, address and registration number of the Company:

b. Name and address of Owners, Promoters and Directors of the company:-

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

c. Is the company owners (in case of proprietorship firm)/ directors listed above, the subject of any

1. Preventive detention proceedings under  
Public Safety Act/ National Security Act etc. : Yes/No

2. Criminal investigation in which charge sheet  
has been filed : Yes/No

d. If, Yes, Please provide following details

1. Case / FIR number :

2. Detention / warrant number, if any, :

3. Police station / district / agency :

4. Sections or law under which case(s) has/have been filed :

5. Name and place of the court :

e. The above mentioned details are in respect of both India and any other foreign country.

( Signature )

Note: The above self-declaration is required to be filled and signed by the authorized signatory of the company.

| Sl No | Question   | Answer<br>(Yes or No)<br>if yes, give |
|-------|--|---------------------------------------|
| 1     | Whether your company has supplied a similar product to Pakistan and/or China?  |                                       |
| 2     | Whether your Company has any operations in Pakistan and/or in China?   |                                       |
| 2.1   | If you have any operation with the above countries. Nature of Operation, details like year of operation, volume in terms of quantity and value, number of people involved.   |                                       |
| 2.2   | Whether it is joint venture or 100% ownership?   |                                       |
| 3     | If you have any operations with the above country, how you will firewall the operations from Government of India?  |                                       |
| 3.1   | Certified that any employee of the company who have previously worked in above countries or posted in above countries or any Pakistani/Chinese national or person of Pakistani/Chinese origin, in any capacity will NOT be engaged for this project. |                                       |
| 3.2   | Exclusive raw material/ processes to be used for this product for supply to India.   |                                       |

In addition to the above, you are also requested to submit an undertaking that this product is exclusive and design/ parameter/ specification will be exclusive for India.

**SECTION- IX: LETTER OF AUTHORITY FOR ATTENDING BID OPENING**

The Chief 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<br>Officer authorized to sign the bid<br>Documents on behalf of the bidder |      |                     |

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.

2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not produced.