



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-500 004**

E-mail: spp.hyd@spmcil.com

GSTIN: **36AAJCS6111J1Z9**

Ph: 040-23253621

Website: <https://spphyderabad.spmcil.com> CIN No. U22213 DL 2006 GOI 144763

Fax: 040-23456687

Not Transferable

Security Classification: Non-Security

TENDER DOCUMENT FOR PURCHASE OF:
POLYCARBONATE SHEETS / ROLLS

Tender No. SPPH/PUR/E-226/6000019160/2025, dated 21-02-2025

This Tender Document Contains **40** pages.

Details of Contact person in SPMCIL regarding this tender:

Name, Designation : Kishor P.Khandekar, Manager & Head(Materials)

Address : Security Printing Press, Mint Compound, Saifabad, Hyderabad

Phone, Fax, email : 040-23253607/621

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



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 standi 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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Ph: 040-23253621

Website: <https://spphyderabad.spmcil.com> CIN No. U22213 DL 2006 GOI 144763

Fax: 040-23456687

SECTION I: NOTICE INVITING TENDER (NIT)

Tender No: SPPH/PUR/E-226/6000019160/2025, dated 21-02-2025

1. Sealed tenders are invited from eligible and qualified tenderers for supply of the following:-

Schedule No.	Brief Description of Goods/Services	Quantity (with unit)	Earnest Money	Remarks
1	PC NON-LASER OVERLAY	1613 kgs	INR 530,000/- (Rupees Five Lakhs Thirty Thousand only) EUR 6,200/- (EUR Six Thousand Two Hundred only) USD 5,900/- (USD Five Thousand Nine Hundred only)	-
2	PC SHEET FOR OFFSET PRINTING	7162 kgs		
3	PC LASER OVERLAY	2133 kgs		
4	PC NON-LASER OVERLAY - 50 Micron	1092 kgs		
Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)		Two-Bid (Technical bid + Price bid) International Competitive Bid (ICB)		
Security Classification		Non-Security		
Authority in whose favour all tender related financial instruments (FD, DD, Banker's cheque etc) are to be made		Security Printing Press, Hyderabad, Unit of SPMCIL.		
All Financial Instruments to be payable at:		Payable at Hyderabad		
Place & Schedule of Pre-bid Conference		Conference Hall, Security Printing Press, Hyderabad on 07-03-2025 @ 15:00 hrs		
Queries for Pre-bid Conference		By an email to spp.hyd@spmcil.com & purchase.spph@spmcil.com on or before 03-03-2025 .		
Closing date and time for receipt of tenders		On or before 05-04-2025 @ 10:45 hrs		
Place of receipt of tenders		Admin Block, Tender box, Security Printing Press, Hyderabad		
Time and date of opening of tenders for Technical bid. Details of Opening of Price bid will be intimated later on.		05-04-2025 @ 11:00 hrs		
Place of opening of tenders		Admin Block, Security Printing Press, Hyderabad		
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.1 of GIT)		Shri Kishor P.Khandekar, Manager & Head (Materials), Security Printing Press, Hyderabad. Tel: 040-23253607/621;		
Officer to be contacted for clarifications/help:		Email: spp.hyd@spmcil.com ; purchase.spph@spmcil.com		



2. Description of material: Procurement of Polycarbonate Sheets/Rolls, Qty: 12000 kgs.
3. 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.
4. Please note that SPMCIL 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).
5. Interested tenderers may obtain further information about this requirement from the above office issuing the documents. They may also visit our website <https://spphyderabad.spmcil.com> for further details.
6. Tenderer may also download the tender documents from the website mentioned above and submit its 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 X).
7. 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 above. However, Purchaser will not be responsible for any postal lapses or delays in receipt of the documents.
8. 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.
9. The tender documents are not transferable.
10. 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).
11. Bidders are requested to attend a pre-bid conference for clarification on technical specifications and commercial conditions of the Tenders, on the time, Date and Place mentioned in Para 1 above, Participation in the Pre-bid conference is restricted to prospective bidders who have been invited to participate in the tender or who have purchased the tender documents. Participation is not mandatory, however, in case a bidder chooses not to participate (or fails to do so) in the pre-bid conference, it would be assumed that



they have no issues regarding the Technical/ commercial specifications/ conditions.

12. EMD amount mentioned in Section VI – List of Requirements shall be furnished in one of the following forms: a) Account Payee Demand Draft or b) Fixed Deposit Receipt or c) Banker's cheque or d) Bank Guarantee e) Online transfer; in acceptable form, otherwise the tender will not be accepted in any case. The demand draft, fixed deposit receipt or banker's cheque shall be drawn on any scheduled commercial bank in India, in favour of Account and place of payment specified in the Para 1 above. In case of bank guarantee, the same is to be provided from/confirmed by any scheduled commercial bank in India as per the format specified under Section XIII in these documents.

Sd/-

Kishor P.Khandekar
Manager & Head (Materials)
for General Manager & HOD

Address for dropping tender documents:-

Security Printing Press,
Admin Block,
Mint Compound, Saifabad,
Hyderabad – 500 004
Telangana State, India.



SECTION II: GENERAL INSTRUCTIONS TO TENDERER (GIT)

General Instructions applicable to all types of Tenders

Please click here or refer to the following link for further details on the instructions of GIT

<https://www.spmcil.com/spmcil/UploadDocument/GIT.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.



SECTION III: SPECIAL 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.)

GIT Clause No.	Topic	Modify/ Substitute/ Supplement	SIT Provision
6.1	The tender documents includes:	Modify	SIT 1 (Mentioned below)
8	Pre-bid Conference	Modify	SIT 2 (Mentioned below)
9	Time limit for receiving request for clarification of Tender documents	Modify	SIT 3 (Mentioned below)
10.1	The Technical bid to be submitted by Tenderer shall contain the following documents, duly filled in, as required:	Modify	SIT 4 (Mentioned below)
11.2	Tender Currency	Modify	SIT 5 (Mentioned below)
12.2, 33, 36.1	Schedule wise evaluation	-	Not applicable
14.4 to 14.7	Exchange Rate Variation (ERV)	-	Not applicable
16.2 a) to c)	Documents Establishing Tenderer's Eligibility and Qualifications	Modify	As per Section-IX: Qualification/ Eligibility Criteria
18.4, 18.5	Earnest Money Deposit (EMD)	Modify	SIT 6 (Mentioned below)
19	Tender Validity	Modify	SIT 7 (Mentioned below)
20.4	Number of Copies of Tenders to be submitted	Modify	Bidder shall submit their tender in one set in "original".
20.8	Two Bid System	Modify	SIT 8 (Mentioned below)
43	Parallel Contracts	-	Not applicable
44.3	Integrity Pact	-	Not applicable

SIT-1 (GIT 6.1): The tender document includes:-

<u>Section</u>	<u>Description</u>
I	: Notice Inviting Tender (NIT)
II	: General Instructions to Tenderers (GIT)
III	: Special Instructions to Tenderers (SIT)
IV	: General Conditions of Contract (GCC)
V	: Special Conditions of Contract (SCC)
VI	: List of Requirements
VII	: Technical Specifications



VIII	:	Quality Control Requirements
IX	:	Qualification/ Eligibility Criteria
X	:	Tender Form
XI	:	Price Schedule
XII	:	Vendor Details
XIII	:	Bank Guarantee Form for EMD
XIV	:	Manufacturer's Authorization Form
XV	:	Bank Guarantee Form for Performance Security
XVI	:	Contract Form
XVII	:	Letter of Authority for attending a Bid Opening
XVIII	:	Proforma of Bills for Payments
XIX	:	NEFT Mandate

SIT-2: Pre-bid Conference

The Pre-bid Conference will be held on **07-03-2025 @ 15:00 hrs** at SPP, Hyderabad. The prospective bidders interested to participate in this tender are requested to attend the Pre-bid Conference for clarifications on the tender at Security Printing Press, Hyderabad. The queries of Pre-bid conference if any, shall reach to GM & HOD, SPPH (spp.hyd@spmCIL.com & purchase.spph@spmCIL.com) on or before **03-03-2025** in writing by email.

SIT-3: Clarification of Tender Documents:-

A bidder requiring any clarification or elucidation on any issue of the tender documents may take up the same with SPP, Hyderabad in writing or by fax/e-mail/post. SPP, Hyderabad will respond in writing to such request provided the same is received by SPP Hyderabad not later than 21 days prior to the prescribed date of submission of tender. In case the clarifications are not given by SPP, Hyderabad in stipulated time frame then the bidder must strictly follow the tender terms and conditions.

SIT-4: Submission of Tender

Part 1: Technical Bid (First Envelope)

- (i) Earnest Money Deposit: {INR 5,30,000/-} {USD 6,200/-} {EUR 5,900/-}
- (ii) Power of Attorney/Authorization with the seal of company indicating that authorized signatory is competent and legally authorized to submit the tender and/ or to enter legally binding contract.
- (iii) The Eligibility Criteria for the tender is given in Section-IX- Qualification/ Eligibility Criteria. The bidder has to submit the desired documents and relevant documentary proof in support of relevant clauses mentioned in above section.
- (iv) Technical Offer as per Technical Specifications mentioned as per Section-VII and List of requirement as per Section-VI of the tender document.
- (v) Seal and signed tender document by authorized signatory of the bidder firm as a token of acceptance of all sections/ terms and conditions of this tender document (GIT, SIT, GCC, SCC, List of requirement, Technical Specifications & Quality Control Requirement etc)
- (vi) Copy of Pan Card & GST certificate (for indigenous bidder)
- (vii) Tender Form: As per Section X of the tender document
- (viii) Vendor details: As per Section XII of the tender document
- (ix) Manufacturer's Authorization Form: As per Section XIV of the tender document, if applicable.

Part 2: Price Bid (Second Envelope)

- (i) The bidder shall quote their prices strictly as per the proforma given in Section-XI of the tender document (separate for foreign and indigenous bidders). No additional/extra item with price shall be included other than that of Section XI.



- (ii) The offer should be tendered as per the details mentioned below:-
- Total Cost of the items on FOB & CIF/CIP basis.
 - Total CIF & CIP cost up to the Hyderabad Airport/Mumbai Seaport or nearest port, India.
- (iii) The insurance and freight charges from respective country to Final destination should not be added to the FOB price of the items in any manner.

Note:

- Each envelope containing bids shall be superscribed as Technical bid and Price bid separately as the case may be for “**Procurement of Poly Carbonate Sheets/Rolls, Qty: 12000 kgs**”. The sealed envelopes shall be again put in another envelope and superscribed as tender for “**Procurement of Poly Carbonate Sheets/Rolls, Qty: 12000 kgs**” by mentioning the due date of tender opening.
- If the tender is not submitted as per above format, offer/bid/tender will be liable for rejection.
- Late tenders shall not be accepted. Bidder shall submit their offer only on prescribed form. Tenders by fax/email shall not be accepted. Tenders by Post/hand/courier received on or before the due date and time shall be accepted. Postal delay/delay by courier services etc shall not be condoned, whatsoever reason may be.

SIT 5: Tender currency:

- The domestic bidders should quote in Indian Rupees (INR) only.
- Foreign bidders should quote either in INR/EUR/USD. Foreign Bidders are allowed to quote price (and get paid) in RBI's notified basket of foreign currencies - US Dollar or Euro or Pound Sterling or Yen etc., in addition to the Indian Rupees - except for expenditure incurred in India (including agency commission if any) which should be stated in Indian Rupees.
- Bidders are requested to quote price within two decimal places only. Quotation with price quote beyond two decimal places will be ignored.
- The quoted prices in different currency all such quoted prices of the responsive bidders will be converted to a single currency viz., Indian Rupees for the purpose of equitable comparison and evaluation, as per the B.C selling exchange rates established by State Bank of India for similar transactions, as on the date of tender opening.

SIT 6: Earnest Money Deposit:

- The Earnest Money Deposit has to be submitted as mentioned in the Section VI, List of requirements. The EMD shall be valid for a period of 45 days beyond Bid Validity i.e. $180+45 = 225$ days after the date of opening of tender. Any short validity, the tender shall be treated as unresponsive.
- The earnest money shall be furnished in one of the following forms:
 - Account Payee Demand Draft or
 - Fixed Deposit Receipt or
 - Banker's cheque or
 - Bank Guarantee
 - Online transfer
- The demand draft, fixed deposit receipt or banker's cheque shall be drawn on any scheduled commercial bank in India, in favour of Security Printing Press, Unit of SPMCIL, payable at Hyderabad. The firms who are currently registered as Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by department of Micro, Small and Medium Enterprises (MSME) or Start-ups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT) may be exempted from submitting the EMD on producing valid



certificate. The certificate should clearly indicate validity of the certificate (Valid upto xxxxxx) otherwise, certificate will not be considered for exemption of EMD.

SIT 7: Tender Validity

- (i) The tender shall remain valid for acceptance for a period of 180 days after the date of tender opening prescribed in the tender document. Any tender valid for a shorter period shall be treated as unresponsive and rejected.
- (ii) In exceptional cases, the bidders may be requested by SPP, Hyderabad to extend the validity of their tender upto a specific period. Such request(s) and response thereto shall be communicated to bidders. The bidders who agree to extend the tender validity, are to extend the same without any change or modification of their original tender and they are also to extend the validity period of the EMD accordingly.
- (iii) In case the day upto which the tenders are to remain valid falls on/ subsequently declared a holiday or closed day for SPP, Hyderabad, the tender validity shall automatically be extended upto the next working day.
- (iv) Compliance with the clauses of Tender document: Bidder must comply with all the clauses of this tender document. In case there are any deviations, these should be listed in a chart form without any ambiguity along with justification.

SIT 8: Two-bid System:

- (i) Technical bid:- In the first instance, the Qualification Criteria mentioned in the Sec-IX: Qualification/Eligibility Criteria and technical part of the bid will be considered for evaluation. The offers/bids will be scrutinized and evaluated by the committee/authority with reference to parameters prescribed in the eligibility criteria (Sec-IX) and technical acceptance of the bids will be on basis of Technical Specifications offered by the bidders as per the Sec-VII technical specifications and Sec-VI List of requirement and acceptance of all terms & conditions of the tender document.
- (ii) Price bid:-In the second stage, only technical acceptable offers will be opened for further scrutiny and evaluation. The Price bid evaluation will be total value wise i.e. total of all schedules shall be considered and other details are as follows:-
 - a) In case of Indigenous offer, the prices quoted shall be compared on FOR SPPH basis which includes all taxes, duties, packing and forwarding charges, freight, insurance etc as per the price schedule.
 - b) In case of Foreign offer, the bidder will be required to quote on FOB as well as CIF basis. SPPH reserves the right to place order either on FOB or CIF (whichever is beneficial). The CIF price will be multiplied by the exchange rate between Indian Rupees and the quoted Foreign Currency, prevailing as on the date of opening of the price bid. The applicable rate will be "BC selling rate" of State Bank of India. Basic Customs Duty (BCD) @ 10% on CIF Value, Social Welfare Surcharge (SWS) @ 10% on Basic Customs Duty and IGST @ 18% on CIF Value + BCD + SWS will then be added to the converted CIF price of INR. On this net price, 1% of CIF Value will be added towards charges for port clearance and forwarding charges and estimated average inland freight up to destination to arrive at the total landed price of the item.
 - c) For the purpose of comparison, the total FOR price of indigenous offer shall be compared with total landed/ FOR price of imported offer. For foreign bidders 1% shall be added over CIF cost quoted by bidder as port handling / transportation charges from destination port to Security Printing Press, Hyderabad and customs duty, Social welfare surcharge and GST shall be considered at actuals.



SECTION IV: GENERAL CONDITIONS OF CONTRACT (GCC)

General Conditions of Contract applicable to all types of Tenders

Please click here or refer to the following link for further details on the instructions of GCC.

<https://www.spmcil.com/spmcil/UploadDocument/GCC.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.



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)

GCC Clause No.	Topic	Modify/ Substitute/ Supplement	SCC Provision
6.1, 6.3 & 6.5	Performance Bond/ Security	Modify	SCC-1 (Mentioned below)
9	Inspection and Quality Control	Modify	SCC-2 (Mentioned below)
16.2, 16.4	Warrantee Clause	Modify	SCC-3 (Mentioned below)
19.3	Option Clause	-	Applicable
21	Taxes and Duties	Modify	SCC-4 (Mentioned below)
22	Terms and Mode of payments	Modify	SCC-5 (Mentioned below)
24.1	Quantum of LD	-	Applicable
33.1	Resolution of Disputes	-	Contractual disputes for resolution through arbitration to the India International Arbitration Centre (IIAC), New Delhi

SCC-1 : Performance Bond/Security:

- (i) The successful bidder will be required to pay 5% 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:-
- Account Payee Demand Draft / Fixed Deposit Receipt drawn on any commercial bank in India in favor of Security Printing Press, Hyderabad.
 - Bank Guarantee issued by a Commercial Bank in India in the prescribed form as provided in Section XV of this tender document.
 - Performance Security can also be submitted through online payment. The following are the Bank Account Details of Security Printing Press, Hyderabad:-

Beneficiary name	Security Printing Press, Hyderabad – Collection account
Account No	201003481418
IFSC Code	INDB0000004
Bank Name	Indusind Bank
Branch address	1-8-448, Sardar patel road, Begumpet, Secunderabad - 500 003

- (ii) 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.



- (iii) 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

SCC-2: Inspection and Quality Control:

Pre-Despatch Inspection:-

At the discretion of the General Manager & HOD, Security Printing Press, Hyderabad (unit of SPMCIL), pre-despatch inspection will be carried out by officials from SPPH as detailed in Section VIII (Quality Control Requirement).

SCC-3: Warrantee Clause

Warrantee applicable for three (3) months from the date of last supply.

SCC-4: Taxes and Duties:

- (i) 08 Digit HSN code for material should be provided. GST% should also be mentioned for the item. GST registration number of the firm should also be mentioned.
- (ii) If the tenderer fails to include taxes & duties in tender no claim thereof will be considered by purchaser afterwards.
- (iii) Tax deduction at source as per Income tax Act 1961 will be deducted as the extent of rules and rates.

SCC-5: Terms and Modes of Payment:

1. For Indigenous supplier:

- (i) 100% payment after receipt and acceptance of material by SPPH as per delivery schedule mentioned in Sec-VI.
- (ii) Income Tax will be deducted to the extent of rules.
- (iii) SPPH GST No. 36AAJCS6111J1Z9 should be mentioned in all the tax invoices and bills

2. For Foreign supplier:

- (i) 100% payment after receipt and acceptance of material by SPPH as per delivery schedule mentioned in Sec-VI through Direct Bank Transfer (DBT) basis.
- (ii) The following bank details to be provided:-
 - a) Beneficiary Name:
 - b) Account Number
 - c) Bank Name
 - d) IFSC code
 - e) Branch & Address

GCC-24.1: Quantum of L.D:

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 ½% 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 23.4 above shall also apply. In all such cases GST would also be applicable on LD.



SECTION VI: LIST OF REQUIREMENTS

Schedule No.	Brief description of goods and services (Related specifications etc. are in Section VII)	Quantity	Accounting unit	Amount of Earnest Money (INR)	Place of Delivery for GST purpose
1	PC NON-LASER OVERLAY	1613	kgs	INR 530,000/- EUR 6,100/- USD 5,900/-	-
2	PC SHEET FOR OFFSET PRINTING	7162	kgs		
3	PC LASER OVERLAY	2133	kgs		
4	PC NON-LASER OVERLAY - 50 Micron	1092	kgs		

1. Description of material: Procurement of Polycarbonate Sheets/Rolls, Qty: 12000 kgs.

2. Required Terms of Delivery:-

(a) Delivery Schedule:-

Schedule no.	Material	Thickness	Size	Quantity (kg)	Pre-Production sample (kg)	1 st lot (kg)	2 nd lot (kg)
1	PC NON-LASER OVERLAY	75	130mm Width; 500 mm max diameter	1613	200	706	707
2	PC SHEET FOR OFFSET PRINTING	100	Sheet cutting size will provide to vendors at the time of placement of PO	7162	400	3381	3381
3	PC LASER OVERLAY	100	130mm Width; 500 mm max diameter	2133	200	966	967
4	PC NON-LASER OVERLAY - 50 Micron	50	130mm Width; 500 mm max diameter	1092	200	446	446

Note:

- (i) Firm has to supply Pre-Production Sample within 60 days from the date of issue of NAC/Purchase Order.
- (ii) Firm has to supply 1st lot within 90 days from the date of issue of Purchase Order.
- (iii) Firm has to supply 2nd lot within 360 days from the date of issue of Purchase Order. (The delivery schedule of 2nd lot is tentative and the same will be confirmed as per requirement)

(b) Destination and Preferred mode of Transportation:-

- (i) For Foreign supplier:- The delivery shall be by Air/Sea on FOB/CIF/CIP basis. The foreign supplier shall deliver the stores ordered on FOB port of shipment or CIF/CIP on Hyderabad Airport/Seaport.
- (ii) For Indigenous supplier:-The delivery shall be on FOR SPP, Hyderabad basis by Road/Rail.

(c) Delivery Instructions:-



Sl. No	Description	Submitted/ Not Submitted	Page no.
1	Earnest Money Deposit		
2	Documentary evidence towards Experience and Past Performance as per Clause no.1 of Section-IX.		
3	Documentary evidence towards Capability as per Clause no.2 of Section-IX.		
4	Documentary evidence towards Financials as per Clause no.3 of Section-IX.		
5	Undertakings/Declarations as per Clause no.4 of Section-IX		
6	Compliance of Technical Specifications with authorized seal and signature of the firm.		
7	Manufacturer's Authorization letter if applicable		
8	Tender document with authorized seal and signature of the bidder as an acceptance of all terms & conditions.		
9	Tender Form: As per Section X of the tender document		
10	Vendor details: As per Section XII of the tender document		
11	Pan Card & GST Certificate		
12	8 digit HSN Code and GST percentage of subject material		
13	Bank Account Details and Cancelled Cheque		
14	Power of Attorney/Authorization for signing on tender documents		
15	Complete postal address & contact person details of the bidder and manufacturer.		

Note: The price is not to be quoted in Technical bid. Any non-adherence shall make offer liable for rejection.

7. The bidder has to submit checklist as per format given below along with Price bid:-

Sl. No	Description	Submitted/ Not Submitted	Page no.
1	Price bid to be submitted as per Section-XI of the tender document.		

8. The item tendered shall be suitable for the climatological conditions prevailing in Hyderabad, Telangana, India.

9. Security Printing Press, Hyderabad, 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.

10. Security Printing Press, Hyderabad reserves the right to call for any additional information from the bidders apart from the details asked for in this tender, in the interests of the organisation and for finalisation of the tender. This condition is binding on all the bidders without any dispute.

11. The contents of this document are the absolute property of the General Manager & HOD, Security Printing Press, Hyderabad, India, and any information/part of this tender document should not be disclosed to any other persons who are not connected with this transaction. In case any firm doing so with some vested interests, such firms are liable for prosecution and this condition is binding on the tenderers.



SECTION VII: TECHNICAL SPECIFICATIONS

Attached as Annexure-A

Specifications of Polycarbonate Sheets & Overlays

S No	Specification	Unit	Method	Printing Core Sheet	Laser/Non Laser Over Lays
				SPPH	SPPH
1	Material Type			Polycarbonate (PC), non-recycled.	Polycarbonate (PC), non-recycled.
2	Density	g/cm ³	ISO 1183	1.29 to 1.34	1.20 to 1.29 g/cm ³
3	Thickness Tolerance	%	ISO 4593	±7.5%	±7.5%
4	Surface Roughness (Ra) (Top & Bottom Side)	Microns	ISO 4287 / 4288	<11 µm	<11 µm
5	Gloss Level (60°) (Top & Bottom side)	Digit	ISO 2813	<30	<15
6	Color			Opaque white	Transparent
7	Tensile Strength	Mpa	ISO 527-1,3	≥ 50 MPa	>50.0 MPa
8	Thermal Shrinkage	%	IEC 60674-2	<0.5% on both side	< 0.5%
9	Vicat Softening Temperature	°C	ISO 306	148±5 °C	148±5 °C
10	Glass Transition Temperature	°C		150°C	
11	Surface Tension	DIN ISO 8296	mN/m	36–44 mN/m	36-44 mN/m
12	Surface Finish			Matte/Velvet	Glossy
13	Lamination Temperature			Compatible with 140°C to 190°C without distortion.	Compatible with 140°C to 190°C without distortion.
14	Application			Suitable for direct printing on both dry and wet offset printing machines without primer coating.	<p>Laser Overlay: Fully laser engravable, high contrast, permanent marking, tamper-evident features.</p> <p>Non-Laser Overlay: Clear, compatible with inkjet and dye sublimation printing, high adhesion to printed surfaces.</p> <p>Embedded UV ink patterns, microtext, guilloche, holograms, RFID/NFC inlay compatibility.</p>
15	Packaging Requirements			<p>1. Protective interleaving for sheets, anti-static wrapping for rolls, tamper-proof packaging.</p> <p>2. Sheets must be in dustproof covers and packed in suitable boxes, with no more than 500 sheets per packet.</p>	Protective interleaving for sheets, anti-static wrapping for rolls, tamper-proof packaging.
16	Environmental Standards			RoHS and REACH compliant.	RoHS and REACH compliant.
17	Storage Life			Minimum 2 years under standard storage conditions (20–25°C, ≤ 50% RH).	Minimum 2 years under standard storage conditions (20–25°C, ≤ 50% RH).
18	Environmental Standards			RoHS and REACH compliant/EN71 Standards	RoHS and REACH compliant/EN71 Standards



Section VIII: Quality Control Requirements

Pre-Despatch Inspection:-

- a) There will be no Pre-Despatch Inspection for pre-production sample. However, supplier shall submit certificate stating conformity of all parameters of the technical specifications.
- b) Security Printing Press, Hyderabad will conduct a Pre-Despatch Inspection at the manufacturer's premises for examination of the material before bulk supplies to Security Printing Press, Hyderabad.
- c) 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 Contract 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.
- d) The supplier shall ensure that all the necessary equipment for testing of the parameters mentioned in the tender document. Testing equipment 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.
- e) 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.
- f) If the PDI test results are found ok, then the Dispatch Clearance Certificate will be issued by SPP representative.
- g) All expenses towards travel, boarding and lodging and other miscellaneous expenditure and daily allowances shall be borne by the purchaser during PDI.
- h) The right for waiving the Pre Dispatch Inspection is reserved with the General Manager & HOD 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. 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) The runnability test will be done only after complying all the technical specifications as mentioned in the tender.
- m) 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.
- n) 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.
- o) 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.



SECTION IX: QUALIFICATION/ ELIGIBILITY CRITERIA

The Bidder should meet the following eligibility criteria to qualify:

(1) Experience and past performance: The bidder (manufacturer or principal of authorised representative) should have manufactured and supplied atleast 4800 kgs of Poly Carbonate Sheets/Rolls in any one of the last five years as on 31-03-2024.

Copies of Purchase Orders and Completion/Experience certificates issued by customers to be provided in support of above.

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 4800 kgs of Poly Carbonate Sheets/Rolls.

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 a 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 31.03.2024 (Bidders who follow calendar year as financial year, the date will be 31-12-2023) should be atleast INR 1,05,97,104/- USD 122,312/- EUR 116,567/- as per the annual report (Audited balance sheet and profit & loss account statements for the last three financial years) of the relevant period duly authenticated by a Chartered Accountant/ Cost Accountant in India or equivalent in other countries.
- (ii) The net worth of the bidder should not be negative as on 31.03.2024 (Bidders who follow calendar year as financial year, the date will be 31.12.2023).
- (iii) The net worth of the bidder firm should not have eroded by more than 30% in the last three financial years ending 31.03.2024 (Bidders who follow calendar year as financial year, the date will be 31.12.2023).

Note:

- (i) To ascertain this criteria net worth of initial and last financial year will be compared.
- (ii) For MSEs and Start-ups (registered for the tendered item) all financial criteria shall be exempted.

(4) Undertakings/Declarations:-

- (i) We, <Name of the firm>, 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



Government agency anywhere in the world, for participating in tenders, under that country's laws or official regulations.

- (ii) We, <Name of the firm>, agree to withdraw all the deviations, if any, unconditionally and accept all the terms and conditions including GIT & GCC & technical specifications of the tender document..
- (iii) We, <Name of the firm>, declare that the information given in the documents are correct and aware that in case any information provided is found to be false at a later stage, SPPH reserves the right to reject/disqualify us at any stage of the tendering process without assigning any reason.

(5) Earnest Money Deposit:- Earnest Money Deposit to be submitted as detailed in Section-III (SIT) & Section-VI (List of requirements) of tender document.

(6) 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. One manufacturer can authorize only one agent/dealer. Also one agent cannot represent more than one supplier or quote on their behalf in a particular tender enquiry. Such quote is likely to be rejected. There can be only one bid from:-

- (i) The principal manufacturer directly or one Indian agent on his behalf
- (ii) The foreign principal or any of its branch/division
- (iii) Indian/Foreign Agent on behalf of only one Principal.

(7) 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 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.
- (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.
- (iv) All Experience, Capacity & Financials related data should be certified by authorized signatory of the bidder firm and 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. All the data pertaining to Experience, Financials & Capability should be of principal manufacturer.
- (v) The bidder has to submit acceptance of all section of this tender document (GIT, SIT, SCC, GCC, Quality control requirements, etc.) and affix office stamp of their company and put signature on each page of tender document.
- (vi) Names of Organization(s)/firm(s) with address and contact details to which they have successfully manufactured and supplied tendered item during last five years.

(8) Bidders have to furnish stipulated documents in support of fulfilment of Eligibility Criteria. Decision on finalization of tender will be taken based on the documents submitted along with the tender. Non-submission or incomplete submission of above required documentary evidence may lead to rejection of offer.



SECTION X: TENDER FORM

Date.....

To

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

(complete address of SPPH)

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 clause19, 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: SPPH/PUR/E-226/6000019160/2025, dated 21-02-2025

Date of opening: 05-04-2025; Time 11:00 hrs

(This proforma is to be used only for offers of imported goods by Foreign Bidders.)

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:

Item Sr.	Description	Specification	Country of Origin	Unit of Qty	Qty Offered
1	2	3	4	5	6
1	PC NON-LASER OVERLAY	As per Sec-VII, Technical Specifications			
2	PC SHEET FOR OFFSET PRINTING				
3	PC LASER OVERLAY				
4	PC NON-LASER OVERLAY - 50 Micron				



Price per unit exclusive of Agency commission (in the quoted currency / currencies) GST per unit in INR if extra on the Agency commission in India				Agency commission per unit		Total CIF value of offer per unit	Total CIP value of offer per unit	Terms of payments	Delivery Period	Gross weight and dimensions of package per unit*
				Inclusive of agency commission in the quoted currency /currencies						
6				7A	7B	8	8A	9	10	11
Quoted currency / currencies of manufacturer's country / countries or US\$6(a)	FOB port of country of supply 6(b)	CIF Indian Port 6(c)	CIP			(6(b)+7A)				

N.B. The information how many number of units be able to come in one 20" & 40" container should be invariably given for freight comparison.

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. We are agreeable to payment of agency commission to our Agents in India in non-convertible Indian Rupees.

- The name and address of Agent
- Service to be rendered by the Agent
- Amount of remuneration for the Agent
- PAN Number of the Agent



- e) Type of GST Registration (Registered, Unregistered, Composition, SEZ, RCM etc.); GSTIN number; Registered Address in GSTIN; Place of Delivery for GST Purpose; and GST (including GST Cess) if any to be paid extra on Agent's remuneration

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 initialled by the bidder.
- (iv) Figures in Columns 5 to 9 (both inclusive) 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 XI: Price Schedule

OFFER FORM for Tender No: SPPH/PUR/E-226/6000019160/2025, dated 21-02-2025

Date of opening: 05-04-2025; 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	PC NON-LASER OVERLAY	As per Sec-VII, Technical Specifications	KG	1613			As mentioned in Section:V: SCC	As mentioned in Section:VI: List of requirements	
2	PC SHEET FOR OFFSET PRINTING			7162					
3	PC LASER OVERLAY			2133					
4	PC NON-LASER OVERLAY - 50 Micron			1092					



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 / 6 digit SAC 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:

- PAN number
- Type of GST Registration (Registered, Unregistered, Composition, SEZ, RCM etc.)
- GSTIN number
- Registered Address as per GST registration and Place of Delivery for GST Purpose
- 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 initialled 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):

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 not applicable in case of
Commercially-Off-the-Shelf (COTS) items**

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..... (hereinafter 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.

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 thereof:

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.)

Despatch 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.		

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.