



**SECURITY PRINTING PRESS**

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

**Mint Compound, Saifabad, Hyderabad-500063**

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**CIN:** U22213DL2006GOI144763

**GSTIN:** 36AAJCS6111J1Z9

**Not Transferable**

**Security Classification:** NON-SECURITY

**TENDER DOCUMENT FOR SUPPLY, INSTALLATION,  
TESTING, COMMISSIONING AND TRAINING OF SMART  
CARD PERSONALIZATION MACHINE AND NECESSARY  
ANCILLARY EQUIPMENT / SOFTWARE FOR MAKING OF  
SMART IDENTITY CARDS – QTY 01 No.**

**Tender Number: 6000018676/SPPH/A-II/E-345/24-25,**

**Dated: 14.02.2025**

This Tender Document Contains 52Pages.

Tender Document is sold to:

( Bidder )

**Details of Contact person in SPMCIL regarding this tender:**

**Name:** Kishor Pundlikrao Khandekar

**Designation:** Manager (Materials)

**Address:** SPPH (Security Printing Press, Hyd)  
India

## Disclaimer

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

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

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

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

The Purchaser, its employees and other associated agencies make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Bid Document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Bid Document and any

assessment, assumption, statement or information contained therein or deemed to form part of this Bid Document or arising in any way for participation in this Bid Stage.

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

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

The issue of this Bid Document does not imply that the Purchaser is bound to select Bidder(s) and the Purchaser reserves the right to reject all or any of the Bidders or Bids or to decide to drop the procurement process at any stage without assigning any reason.

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

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





## SECURITY PRINTING PRESS

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### Section1: Notice Inviting Tender (NIT)

6000018676/SPPH/A-II/E-345/24-25

14.02.2025

(SPMCIL's Tender SI No.)

(Date)

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

Sch d. No.	Brief Description of Goods/services	Quantity (with unit)	Earnest Money (In Rupee)	Remarks
1	Supply of Smart Card Personalization Machine and necessary ancillary equipment / software for making of Smart Identity Cards.	01 No	Rs. 19,97,000/-	LATE QUOTATIONS WILL NOT BE ACCEPTED
2	Installation, Testing, Commissioning and Training Charges	1 AU		
Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)			THREE-BID International Competitive Bid (ICB)	
Dates of sale of tender documents:			From to during office hours.	
Place of sale of tender documents			NOT APPLICABLE	
Pre Bid Meeting			On 28.02.2025 at 03.00 PM (IST) at Admin Block, SPP, Hyderabad	
Closing date and time for receipt of tenders			01.04.2025 10:45:00	
Place of receipt of tenders			Admin Block, SPP, Hyderabad	
Time and date of opening of tenders			01.04.2025 11:00:00	
Place of opening of tenders			Admin Block, SPP, Hyderabad	
Nominated Person/ Designation to Receive Bulky Tenders			Kishor P. Khandekar Manager and Head Materials	

- Description of the Goods: Supply, Installation, Testing, Commissioning and Training of Smart Card Personalization Machine and necessary ancillary equipment / software for making of Smart Identity Cards. – Qty 01 No as per Section VII "Technical Specifications".
- Validity of tenders should be for 180 days from the date of opening Tenders.
- Tenderer may also download the tender documents from the web site 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).
- 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. In case NIT/ SIT provide for uploading of bids to nominated e-Procurement portal, bidders must upload their bids along with scanned copies as required enclosures (including proofs of cost of Tender Documents and EMD as applicable - unless an online payment gateway is provided in the instruction) as per instructions given in this regard. Original copies of such scanned uploaded required enclosures must reach in physical form within the date and place as provided in such instructions, otherwise their uploaded bid, would be declared as unresponsive.
- 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 sold/ received/ opened on the next working day at the appointed time.
- The tender documents are not transferable.



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- 7. The bidder, their affiliates, or subsidiaries – including subcontractors or suppliers for any part of the contract – should not stand declared ineligible/ blacklisted/ banned/ debarred by any Government Agency anywhere in the world, for participating in its tenders, under that country's laws or official regulations. A declaration to this effect shall be submitted by the bidder in the Tender Form (Section X).
- 8. 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, 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.
- 9. Earnest Money Deposit (EMD): Rs. 19,97,000 (or) USD. 23300 (or) Euro. 22600
- 10. 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 or e) Online Payment or f) Insurance Security Bonds; 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 Security Printing Press, Hyderabad. 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.
- 11. Undersigned confirms that the required goods mentioned above are not available on GeM as per #GeM - Availability Report and Past Transaction Summary# (GeM -AR&PTS). This unique ID is
  - a. mentioned in para 1 above or
  - b. It is not possible to extract GeM - AR&PTS report due to urgency or non-functioning of GeM at that time or due to non-availability of internet connection

sd/-

(Kishor P. Khandekar)  
Manager and Head Materials  
For General Manager & HoD, Security Printing Press,  
Saifabad, Hyderabad, Telangana - 500 063  
Ph.No.040 - 23253607 / 23253611 / 23253621  
FAX: (+) 91-40-2345 6687  
Email: spp.hyd@spmcil.com / purchase.spph@spmcil.com

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

For and on behalf of

.....



Tender Number:6000018676

## **Section II: General Instructions to Tenderers (GIT)**

### **Part 1: General Instructions Applicable to all type of Tenderers**

Please click here or refer to the following link for further details on the instructions of GIT  
<https://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 pages by clicking the above said link and should submit the same duly stamped and signed by authorized signatory along with tender document.

### Section III: Specific Instructions to Tenderers (SIT)

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

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

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

Sr No	GIT Clause No.	Topic	SIT Provision
01	8	PREBID CONFERENCE	On 28.02.2025 at 03.00 PM (IST) at SPP, Hyderabad.
02	9	TIME LIMIT FOR RECEIVING REQUEST FOR CLARIFICATION OF TENDER DOCUMENTS	A tenderer requiring any clarification or elucidation on any issue of the tender documents may take up the same with SPP Hyd in writing or by fax/e-mail/post. SPP Hyd will respond in writing to such request provided the same is received by SPP Hyd not later than 21 days prior to the prescribed date of submission of tender. In case the clarifications are not given by SPP Hyd in stipulated time frame then the bidder must strictly follow the tender terms and conditions.
03	11.2	TENDER CURRENCY	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. Indian Bidders are to quote in INR only. Supplier is requested to quote price within 2 Decimal place. Quotation with price quote beyond 2 decimal place is ignored.
04	14	PVC CLAUSE & FORMULA	No price variation will be permitted.
05	19	TENDER VALIDITY	180 days



Tender Number:6000018676

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## **Section IV: General Conditions of Contract (GCC)**

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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 pages by clicking the above said link and should 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)

SI.No	GCC Clause No.	Topic	SCC Provision
09	16.2, 16.3	WARRANTEE CLAUSE	Applicable
11	20.1	PRICE ADJUSTMENT CLAUSE	No Price Adjustment Allowed.
12	21.	TAXES AND DUTIES	08 digit HSN code for machine and 06 digit SAC code for service should be provided. GST% should also be mentioned for the item. GST registration number of the firm should also be mentioned (As applicable).
13	22.	TERMS AND MODE OF PAYMENTS	As mentioned in Section VI
14	24.1	QUANTUM OF LD	Applicable
16	33.1	RESOLUTION OF DISPUTES	India International Arbitration Centre, New Delhi

## Section VI: List of Requirements

Schedule No.	Breif Description of goods and services (Related Specifications etc. are in Section-VII)	Accounting Unit	Quantity	Amount of Earnest Money	Remarks
1	Supply of Smart Card Personalization Machine and necessary ancillary equipment / software for making of Smart Identity Cards.	Nos.	01 No	Rs. 19,97,000/-	LATE QUOTATIONS WILL NOT BE ACCEPTED
2	Installation, Testing, Commissioning and Training Charges	AU	01 AU		

01. Description of the Goods: Supply, Installation, Testing, Commissioning and Training of Smart Card Personalization Machine and necessary ancillary equipment / software for making of Smart Identity Cards. – Qty 01 No as per Section VII "Technical Specifications".

02. Delivery Schedule:

a. For Indigenous Supplier:

The equipment / machinery should be delivered, installed, commissioned and trained within 10 months from the date of placement of Purchase Order.

b. For Foreign Supplier:

(i) The equipment/machinery delivery on FOB basis is within 08 months from date of placement of Purchase Order.

(ii) Installation, Commissioning and Training within 02 month from the date of receipt of equipment/machinery at Security Printing Press, Hyderabad.

03. The stores/machine will have to be supplied as specified in the contract/supply order from the date of placement of order. The overseas supplier shall deliver the stores/machine ordered F.O.B. port of shipment basis. The indigenous supplier shall deliver the stores/machine ordered on F.O.R. Security Printing Press, Hyderabad 500 063, INDIA.

04. Foreign nationals desirous of attending Pre-Bid Meeting should forward their passport, visa details atleast 02 days before date of pre-bid meeting.

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

06. (GIT 13.2) 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

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

07. Price Bid: The Price Bid should be submitted as per format in Section XI Annexure - B, or Annexure - C, as the case may be, Rate quoted should be on firm price basis. Vague offers like duties as applicable shall not be considered.



08. AFTER SALES SERVICE: It must be clearly indicated in the quotation whether the after sales service shall be provided by supplier himself or by their authorised Indian agent after satisfactory installation /commissioning of the above mentioned machine / System and expiry of guarantee /warranty period. All terms and conditions related to after sales service must be clearly mentioned.

09. The supplier shall have to provide technical support for the above mentioned machine / system and make available required spares and consumable for a period of at least ten years from the date of expiry of the warranty.

10. The supplier shall supply commissioning spares, consumable as may be required during installation, testing till completion of successful commissioning and commencement of regular operations.

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

12. RISK PURCHASE :

- a) If the supplier after submission of tender and due acceptance of the same i.e. after issue of Notification of Award of Contract fails to abide by the terms and conditions of these tender documents, or fails to supply the deliverables as per delivery schedule given or at any time repudiates the contract, the purchaser shall have the right to :
  - i. Forfeiture of the EMD and
  - ii. Invoke the Security-cum-Performance Guarantee if deposited by the supplier and procure stores from other agencies at the risk and consequence of the supplier. The cost difference between the alternative arrangement and supplier tendered value will be recovered from the supplier along with other incidental charges, including custom duty, excise duty, taxes, insurance, freight etc.
- b) For all the purpose the Notification of Award of contract will be considered acceptance of tender and formal contract pending signing of agreement. Supplier has to abide by all the terms and conditions of tender.
- c) In case of procurement through alternative sources and if procurement price is lower, no benefit on this account will be passed on to the supplier.

13. (GIT 16.2(a)) Agent will submit the Authorization of the Manufacturer on the manufacturer's letter head along with the Tender in prescribed format (Annexure XIV).

14. The firm should produce details such as Name of the firm, Postal Address, Phone Number, Fax Number, E-mail ID, Contact person's name and Designation of the Principal Manufacturer and Agent(if any).

15. Earnest Money Deposit (EMD): Rs. 19,97,000 (or) USD. 23300 (or) Euro. 22600

16. The Earnest Money should be remain valid for a period of 45 days beyond the final tender validity period.

17. The successful bidder will be required to pay 5% of the value of the contract to Security Printing Press, Hyderabad, India as a Performance Security. Performance Bond/Security Deposit shall be valid up to 22 months from the last delivery period of the contract including the warranty period in the form of Online Payment or Demand Draft or Fixed Deposit Receipt or Bank Guarantee or Insurance Security Bonds from a Scheduled Commercial Bank in India in favour of Security Printing Press, Hyderabad.

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

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

19. After issue of Notification of Award of Contract the firm has to submit the Performance Security within 21 days from issue of Notification of Award of Contract. Upon submission of the Performance security the Purchase Order shall be issued to the firm within 7 days.



## 20. SIGNING AND SEALING OF TENDERS.

Pre-Qualification Bid, Technical Bid and Price bid are to be submitted in three separate double sealed envelopes on or before the due date of submission of tenders. It may be noted that the price is not to be quoted either in the Pre-Qualification Bid or Technical bid. It shall only be quoted in Price bid. Non-adherence to this shall make tender liable for rejection. The envelopes containing bids shall be super scribed as PRE-QUALIFICATION BID, TECHNICAL BID and PRICE BID, as the case may be, for " Supply, Installation, Testing, Commissioning and Training of Smart Card Personalization Machine and necessary ancillary equipment / software for making of Smart Identity Cards. – Qty 01 No " along with the tender number. The sealed envelopes shall again be put in another sealed cover and should be super scribed " Supply, Installation, Testing, Commissioning and Training of Smart Card Personalization Machine and necessary ancillary equipment / software for making of Smart Identity Cards. – Qty 01 No." due date as per Section 1 (NIT) along with the tender number, name of the bidder firm and the name of the manufacturer if the bidder firm is an agent, in the following format:

Tender Number-

Tender Name-

Date of tender opening-

Bidder firm name-

Manufacturer name-

21. Late tenders shall not be accepted. Tenderers shall submit their offers only on prescribed forms. Tender by telegram/fax /e-mail shall not be accepted. Tender by post/ hand/ courier received on or before the due date and time shall be accepted. Postal delay/ delay by courier service etc. shall not be condoned.

22. Tenders shall be submitted in parts as below :

### PART-I-PRE-QUALIFICATION BID:

- a) Earnest Money Deposit.
- b) The Bidder has to submit Experience and Past Performance, Capability - Equipment & Manufacturing Facilities (Copies of Contracts / Purchase Orders or Work Completion Certificate issued by the firms to whom the machine has been supplied), Financial Standings (Profit & Loss Account Statement and Balance Sheet) etc., as per Section IX.
- c) The firm shall stamp and sign on each and every page of the tender as an acceptance towards the instructions during submission of the tender document.
- d) Manufacturers authorization letter (As per Section XIV), if the bidder is not the manufacturer.
- e) The bidder is requested to provide the financial standings of the principal manufacturer like Balance Sheet, Profit & Loss account statement, Income statement etc. in English language only, duly certified by the Chartered Accountants (CA) in India and Certified Public Accountants/ Chartered Accountants in other countries.
- f) The bidder firm shall submit GST certificate, PAN Card, Bank Account Details and Cancelled Bank Cheque (Photo Copy).
- g) The bidder should furnish the firm's name, full postal address (Works and office), Phone Number and Fax Number; Name of the authorized contact person and e-mail address for manufacturer, agent (if applicable).
- h) Undertakings:
  - i. Non-Blacklist Declaration - The firm should not have been blacklisted /debarred for dealing by Government of India/State Government / PSU / SPMCIL / RBI / BRBNMPL / BNPMIPL in any manner and an undertaking should be submitted along with the Bid to this effect.
  - ii. The firm should submit the following undertaking "we agree to withdraw all the deviations, if any, unconditionally and accept the terms and conditions of the tender document including the technical specifications."
  - iii. The firm should submit the following undertaking that "the information given in the documents are correct and the bidder is aware that in case any information provided is found to be false at a later stage, SPP reserves the right to reject/disqualify the bidder at any stage of the tendering process without assigning any reason".

PART-II-TECHNICAL BID: The bidder shall submit detailed technical offer as per technical specifications given in Section VII and list of requirement given in section VI of this tender document.

PART III-PRICE BID : The bidder shall quote the prices strictly as per the proforma given in Section-XI of the tender document.

23. (GIT 24.4) Opening of Tenders: The Pre-Qualification Bids are to be opened in the first instance, at the prescribed time and date. These bids shall be scrutinized and evaluated by the competent committee/ authority with reference to the parameters prescribed in the Eligibility criteria. Thereafter, in the second stage, the Technical Bids of only Pre qualified bidders (as decided in the first stage) shall be opened at a later date and time for further scrutiny and further evaluation. These bids shall be scrutinized and evaluated by the competent committee/ authority with reference to the parameters prescribed in the tender document. Subsequently, in the third stage, the Price Bids of only the Technically acceptable offers (as decided in the second stage) shall be opened for further scrutiny and evaluation. Intimation regarding opening of Technical Bid and Price bid shall be given to acceptable tenderers to enable them to attend the Technical and Price bid opening, if they so desire.

24. Under no circumstances, the successful tenderer should withdraw his offer during the tenure of the contract. The successful tenderer should not ask for cancellation of the order/contract under any reasons/pretext. Hence the tenderers responding to this tender enquiry should take necessary precautions such as whether it is viable for them to manufacture this variety of Machine/Item {i.e., for which the tender is floated} without any hindrance and they must take necessary action to obtain all legal permissions from the authorities concerned in case it is necessary, at their risk and cost, before they respond to this tender enquiry.

25. The machine/item tendered for manufacture and supply shall be suitable for the climatological conditions prevailing in Hyderabad, Telangana, India.

26. General Manager & HoD, 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.

27. The supplier shall communicate to this Press at least 30 days (thirty) prior to the readiness of the machine's being kept ready for pre-shipment inspection in order to depute representatives for pre-shipment inspection.

28. The representatives of the Purchaser shall have the right to inspect and for testing the machine in running or any part of the machine before delivery at the premises of the supplier or elsewhere where the said machines are manufactured and insist to follow the specifications of the purchase order in case of any deviations noticed.

29. The tenderers are required to quote the all charges on lumpsum basis, for their team of engineers in connection with installation, commissioning and training of the machine in the premises of Security Printing Press, Hyderabad, Telangana, INDIA. The lumpsum CHARGES should include all the expenses towards travelling (to and fro), boarding, lodging and incidental expenses of their engineers. The tenderers shall also furnish detailed programme in this aspect indicating the estimated number of engineers likely to be deputed to the above Security Press, and approximate period of their stay in India for installation, commissioning and demonstration/training of the said machine.

30. It may be noted that the Income-tax if any payable by the firm i.e., supplier on the above said installation and commissioning charges, as per the provisions of Indian Income-tax Act in force, the element of such tax shall be deducted at source from the above service charges by this Press and this condition is binding on the tenderers.

31. General Manager & HoD, Security Printing Press, Hyderabad reserves the right to call for any additional information from the tenderers 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 tenderers without any dispute.

32. Evaluation of Offers:

- (i) In case of only foreign offer: Bidders are required to quote both FOB & CIF price. SPMCIL reserves the right to place order either on FOB or CIF (which is beneficial to SPMCIL).The price evaluation shall be done on CIF basis. The price comparison shall be done on basis of price as quoted by the bidder and price as derived by SPPH.
- (ii) In case of both Foreign offers and Indian offers: Foreign bidders are required to quote on FOB & CIF. The price comparison will be done based on FOR cost to Security Printing Press, Hyderabad.
  - a) 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.
  - b) Indian bidders are required to quote FOR destination prices.
- (iii) In case of Indian offers: Price evaluation shall be done on the price of FOR price as quoted by the bidder.



33. Purchase Order(s) will be placed on FOB basis with incorporation of clause stating that at the time of actual delivery of the machine, the actual cost involved for the transit insurance and ocean freight will be arrived and if such cost is more than the bidders quoted transit insurance & ocean freight, the bidder(s) will be asked to supply the machine on CIF basis at their quoted CIF price.

34. The Public Procurement Policy for MSEs order 2012 and Amendment Order 2018 is applicable.

35. MSE firms owned by Scheduled Cast / Scheduled Tribe Entrepreneurs should produce documentary evidence of the same at the time of submitting offer. No claim will be admitted after opening of tender.

36. (GCC 22) Terms and Mode of payments: The payment shall be made in the following manner:

Indigenous supplier:

- i) 90% payment of cost of material shall be made against actual receipt of Machine, in acceptable condition with bill in triplicate at Security Printing Press, Hyderabad.
- ii) Balance 10% payment of cost of machine/material and 100% cost of installation, commissioning and training charges as under:  
After complete installation and commissioning, successful demonstration of performance and acceptance and on receipt of Final Acceptance Certificate issued by the purchaser.

Foreign supplier:

- a) 80% of cost of machine shall be made through irrevocable letter of credit to be opened by the Purchaser through a Commercial Bank in favour of SELLER. The payment shall be arranged on receipt of the following documents and invoice after dispatch. Payment shall be made as per contract price.
  - (i) Complete set of clean Airway bill/ Bill of Lading must show that the complete machine/goods have been actually shipped on board.
  - (ii) Signed invoices in sets of quadruplicate stipulating specification reference for item indicating cost and quantity.
  - (iii) Certificate of Country of Origin, issued by Chamber of Commerce.
  - (iv) Copies of packing list in triplicate stipulating individual items, quantity, and weight and dimension details of each packing case.
  - (v) Inspection Certificate. If inspection certificate has been waived, then Quality Test Certificate.
  - (vi) Two sets of non-negotiable dispatch documents, to be sent by courier services to the PURCHASER immediately after dispatch of consignment.
  - (vii) Catalogue, technical write up/literature for customs clearance purpose.
  - (viii) Certificate of No Agency Commission payable to any Indian agent involved in this transaction.

- b) Balance 20% payment of cost of machine and 100% cost of installation, testing, commissioning and training charges, if any will be made as under:

- i) After complete installation and commissioning, successful demonstration of performance and acceptance and on receipt of Final Acceptance Certificate issued by the Purchaser.

c) Bank Charges:

- (i) All bank charges for opening of letter of credit in respect of PURCHASERs bankers shall be borne by PURCHASER and those charged by SELLERs bankers shall be borne by the SELLER.
- (ii) The Charges of extension of Letter of Credit or any confirmation if attributable to SELLER shall be paid by SELLER and not by the PURCHASER.
- (iii) The negotiating bank of the SELLER should give 5 clear working days (in India) Notice to the Letter of credit opening bank and the PURCHASER regarding the value and date of payment.

37. Tax deduction at source as per Income tax Act 1961 will be deducted as the extent of rules and rates.

38. Port of Shipment: MUMBAI / CHENNAI SEA PORT, INDIA (For overseas supplier).

39. Port Consignee: M/s. Balmer Lawrie & Co Ltd.

40. Required/Final Delivery Destination: At Security Printing Press, Mint Compound, Saifabad, Hyderabad 500063, (Telangana),INDIA.



41. Preferred mode of Transportation:

- i) For overseas supplier by sea
- ii) For indigenous supplier by road/rail. The goods to be transported shall be through registered common carriers only. FOR Security Printing Press, Hyderabad.

42. Capacity assessment/ verification of firms, if necessary will be undertaken by team of SPP Officers to check the, Quality Control System, Capacity, Capability & handling of materials etc.

43. 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.

44. Bidder is requested to submit the following Bank details along with tender documents :

- a) Beneficiary Name :
- b) Bank Account Number :
- c) Bank Name :
- d) Branch and Address :
- e) IFS Code :

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

46. SPP, Hyderabad may ask the bidder firms to submit the Integrity Pact at later stage.

47. Conditional Tenders will not be accepted.

NOTE: 1) All related documents regarding Eligibility, Capability, Financial Standing etc. should be of the Principal Manufacturer only) and should be in English language only.

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## Section VII: Technical Specifications

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Technical Specifications attached as Annexure-A.

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

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



## Annexure - A

Version V.02  
Date: 12-12-2023.

### **Technical Specifications for Smart Card Personalization Machine and necessary ancillary equipment/ software for making of Smart Identity Cards at SPPH -Qty: 01 No.**

#### **1. STATEMENT OF REQUIREMENT :**

A State of the art technology Smart Card Personalization Machine and necessary software/ancillary equipment for personalization of Smart Identity Cards at SPPH.

#### **2. BASIC CONFIGURATION OF THE MACHINE :**

- |   |   |  |
|---|---|--|
| 2.1. Size of the Card   | : | ID-1 according to ISO/IEC 7810           |
| 2.2. Printing area  | : | ID-1 according to ISO/IEC 7810           |
| 2.3. Thickness of the Card  | : | 0.76 ±0.08 mm                            |
| 2.4. Material of the card   | : | PVC, PET-G, PC                           |
| 2.5. Card Cleaning Unit   | : | Required                                 |
| 2.6. Card Flipping Unit   | : | Required                                 |
| 2.7. Front & Back Side Printing   | : | DOD Inkjet                               |
| 2.8. Print Protection   | : | Protective layer/Coating                 |
| 2.9. Front & Back side Laser Text Personalization   | : | Required                                 |
| 2.10. Front and Back side Laser Tactile Effect  | : | Required                                 |
| 2.11. Chip Encoding for Contact & Contactless   | : | Required                                 |
| 2.12. Speed of the Machine/Hour (with Colour Photograph printing, Data encoding and Laser engraving with tactile effect on standard PC Cards) | : | 1000 Cards or more                       |
| 2.13. Transportation during personalization   | : | Scratch free                             |
| 2.14. Ability to push Input file for personalization  | : | Online & Offline                         |
| 2.15. Operating Temperature   | : | 23±3                                     |
| 2.16. Operating Humidity  | : | 50±5%                                    |
| 2.17. Noise level   | : | ≤ 75 dB (A),                             |
| 2.18. Electromagnetic Compatibility   | : | EMC Directive 2004/108/ EC or equivalent |

### **3. SALIENT FEATURES OF THE MACHINE :**

- 3.1.** The machine is required for personalization of ID-1 Smart Cards.
- 3.2.** The machine should be modular in nature and facility to add further modules as for requirements.
- 3.3.** The Machine should support data input format of .csv, .txt and other suitable formats.
- 3.4.** The machine shall have the necessary modules for the Card personalization ranging from Card Input Module, Vision inspection Module, Plasma Treatment Module, Chip Encoding Module-Contactless Based, Card Cleaning Module, Inkjet Printing Module, Laser engraving Module, Data Verification Module, Print Protection module, Card output Module, System Control Module, Reject Card Module etc. The sequence of various modules depends on the machine manufacturer's design.
- 3.5.** The machine should be capable of performing Print personalization on both sides of the Card – Colour Photograph, B&W Photograph, Black Colour Text and Micro lettering.
- 3.6.** The machine should be capable performing Laser engraving on both sides of the Card on Laser-able substrates made of PVC, PET-G & PC.
- 3.7.** The machine should be capable of Chip encoding with Integration Software provided by SPPH.
- 3.8.** The machine should be capable of performing all the operations one after another as for set programme.
- 3.9.** The machine should be capable of performing selective operations in case of re-work or trial work.
- 3.10.** Machine should be able to simulate according to the integrated software development.
- 3.11.** The machine should be capable of generating Log of faulty/rejected cards.
- 3.12.** With one command button, the machine should be able to redo the entire list of rejected cards with fresh blank cards.
- 3.13.** The machine should have Card Input and Card Output modules devices which enables the machine to operate without any interruption.
- 3.14.** The machine should be provided with modules and components meeting international safety standards.
- 3.15.** The functioning of the Machine should be completely automatic. Necessary Automation devices for the essential machine functions with operation at the command console should be provided.
- 3.16.** Necessary Layout Software and other software, Font Library, OCR Technology to be provided in the respective modules.
- 3.17.** Optical identification: Character size: Region of interest:  
>3.0 mm : Whole card surface; >2.0 mm : 64 mm x 48 mm  
>1.5 mm : 48 mm x 36 mm

- 3.18. Optical Verification: Character size: Region of interest: 1.5 mm Whole card surface (ASCII according to ISO / IEC 8859 1) Photograph according to ICAO 9303.
- 3.19. The machine should have an easy to operate centralized control system with the HMI system and the UI should be in English language.
- 3.20. Capable of inspecting minimum character size of 1.5 mm or less when inspecting the whole card.
- 3.21. Necessary software for creating & recognizing PDF417 Codes.
- 3.22. Ability to print bar codes & QR codes.
- 3.23. To provide the Report of Printed Card details with Chip Serial No., after completion of printing process.
- 3.24. With one command button, the machine should be able to redo the entire list of rejected cards with fresh blank cards.
- 3.25. All necessary ancillary equipment like UPS, Vacuum pump, Air compressor etc. which are required for smooth functioning of the machine.

#### 4. DETAILED SPECIFICATION

##### I. Card Input Module:

- I.1. This Module is to load the ID-1cards for card personalization process.
- I.2. It is to be equipped with magazine capacity of 500 cards or more.
- I.3. Additional magazine or mechanism to be provided for non-stop Card Input.
- I.4. Suitable mechanism to individualize/separates the cards without scratches or defects on the card body.
- I.5. Necessary mechanism or sensors to be provided to detect double/multiple fed cards by sensor, directly after card separation process.

##### II. Vision/Optical Inspection Module – Input Double Sided:

- II.1. This is used for verification of the card body (e.g. card number) and recognition of pre-printed elements.
- II.2. Necessary Software for layout checking and teach processes.
- II.3. It should have necessary LED illumination.
- II.4. Should have High Resolution Camera for inspection.
- II.5. Necessary mechanism to inspect both sides of the card.
- II.6. This vision/Optical inspection module has to recognize the printed image on the card surface to create a card individual offset (x, y, rotation) correction file for the final positioning of the optical personalized data.
- II.7. The inspection process to be performed on both card sides and a card individual correction file should be created.
- II.8. Card orientation verification to be done.
- II.9. X/Y print registration function for precise positioning of personalized content.

##### III. Card Cleaning Module:

Before the printing process, each card made for ID application will be cleaned from fine dust and/or loose particles on each single side of the card surface.

**IV. Plasma Treatment Unit:**

To improve the adhesion and print quality on the surface of PVC/Pet-G/PC cards, the Inkjet Printing Module should equip with a Plasma Treatment unit.

**V. Single Pass Inkjet Printing Module:**

- V.1.** Type of Printing Module: High quality and high-speed DOD Inkjet colour printing unit for UV curable inks. Ability to print full Colour images of brilliant print quality.
- V.2.** Print Area: Card size according ISO/IEC 7810
- V.3.** Print Resolution: Minimum 600 x 600 DPI
- V.4.** One Print Head per Colour- Each head covering the whole area of the ID1 size smartcard.
- V.5.** Number of Print Heads: 4 heads (1 Head/each Colour-YMCK)
- V.6.** Additional 2 No. of Print Heads to be supplied.
- V.7.** Suitable UV curing should be provided along with Cooling system and exhaust mechanism.
- V.8.** Capable to print Text in both Horizontal and vertical directions.
- V.9.** Capable to print on both sides of plastic cards.
- V.10.** The process should be designed for ID-cards made of PVC/PC/PET-G material.
- V.11.** Suitable Technology for High quality printing with and without laser personalization of coloured images.
- V.12.** To achieve the high-secure personalization result, the image of the holder should split into a color and a grey scale picture. The YMC (without K) part of the holder image is personalized on the top layer of the card by the Single Pass inkjet printer system and Black (K) from Laser Engraving module.
- V.13.** Necessary mechanism should be provided to flip the card by 180 degrees to enable both side printing.
- V.14.** It should have the facility of Auto cleaning/purging of Print Heads.
- V.15.** Ability to print bar codes & QR codes.
- V.16.** Shelf life of Ink and varnish should be 12 months or more.

**VI. Vision/Optical Inspection Module:**

- VI.1.** Necessary Software for layout checking and teach processes.
- VI.2.** It should have necessary LED illumination.
- VI.3.** Should have High Resolution Camera for inspection.
- VI.4.** Necessary card flipping unit to inspect both sides of the card.
- VI.5.** This module has to recognize the printed image on the card surface to create a card individual offset (x, y, rotation) correction file which will be used for the laser engraving process, to guarantee an exact overlapping of the engraved image to the printed image.
- VI.6.** The inspection process will be performed on both card sides and a card individual correction file should be created.
- VI.7.** Card orientation verification to be done.

**VII. Image Protection :**

Image protection system to be provided. The personalized image on both sides of the card is to be protected by means of coating or applying protective film or any other suitable means.

### **VIII. Laser Engraving Module:**

- VIII.1.** For the optical personalization of the card, high performance lasers are integrated into the laser engraving module, which are able to engrave in parallel, to reach the best machine performance.
- VIII.2.** Grey scale Laser Engraving (Photos, Characters, Barcodes, Logos and other Graphics) on both sides of the card. Necessary options to be provided to select between varieties of substrates. Approx. 40% area in front & 40% area in back of ID-1 card need to be personalized by laser.
- VIII.3.** Laser heads for Tactile (Embossed effect) engraving facility on both sides of the card (PVC, PET-G&PC) to be provided. Necessary options to be provided to select between varieties of substrates.
- VIII.4.** The facility of MLI and CLI Laser marking should also be provided.
- VIII.5.** For the security feature, the grey-scale image will have to be engraved into the inner layers of the document, to complete the holder image.
- VIII.6.** An exhaust system should be integrated as standard to remove hazardous gases and dust, which arises during the engraving process.
- VIII.7.** This module should meet International Safety standards.

### **IX. Vision/Optical Inspection Module:**

- IX.1.** Necessary Software for layout checking and teach processes.
- IX.2.** It should have necessary LED illumination.
- IX.3.** Should have High Resolution Camera for inspection.
- IX.4.** Necessary card flipping unit for Optical verification both sides of the card and returning Card to Front side up position.
- IX.5.** Solution for optical recognition of personalized data (machine-readable character) and verification with database information.
- IX.6.** Should have OCV software, optimized for OCR A and B fonts. A teach-in mode to allow storing special fonts for verification. An interface to Integration Software realizes the data exchange.
- IX.7.** Capable of inspecting minimum character size of 1.5 mm or less when inspecting the whole card.
- IX.8.** Optional software for OCR, barcode reading, and optical face verification should be provided.
- IX.9.** Operator panel to be used to display the results and for setting up and an additional monitor to display the results during production all the time.
- IX.10.** Software package for biometrical face verification in accordance with ICAO / ISO normative. The photo to be inspected must be conforming to ICAO 9303.

### **X. Chip Encoding Module:**

- X.1.** Contact & Contactless Based Chip Encoding Module Personalization. Multifunctional encoding system for contactless chip encoding for 13.56 MHz transponder.
- X.2.** Supplied transponder (protocols) :According to ISO 14443 type A and B, and SCOSTA Smart Card Standards.
- X.3.** The module should be able to personalize Bio-data (fingerprints and other biometric data) and other data.
- X.4.** Required No. of Chip encoding stations are to be provided to achieve minimum speed of 1000 Cards per Hour.

- X.5.** The machine should be capable to achieve 1000 cards/ hour with minimum 80% of the storage of total chip space (64Kb card will be used).
- X.6.** Application for testing, initialization and personalization of chip modules should be provided by bidder. It should run on a dedicated PC and offers highest flexibility and connectivity. The required License software to be provided. Bidder has to provide suitable PC for the same with necessary configuration.
- X.7.** Necessary Chip encoding Hardware to be provided. The Hardware should meet the Conformity of i) Radio admission: Europe EN 300 330, USA FCC 47 CFR Part 15, EMV EN 301 489 and ii) Safety regulation: Europe EN 60950.
- X.8.** Integration of SAM and HSM, and connections to PKI, customer databases and other security features can be realized easily.
- X.9.** SPP, Hyderabad is having smart card application software, the machine should have interface for integrating SPPH's smart card application software with chip encoding module.
- X.10.** The smart card will have SCOSTA complied OS and different type of Smart Card OS, in which the machine should be capable of Chip encoding.
- X.11.** Integrated standard reports assure a correct overview about personalization process results.
- X.12.** The machine should have state-of-the-art user interface for handling jobs easily and efficiently. The integrated user access control and tamper-resistant job files ensure the integrity of all produced ID documents.
- X.13.** Customized software tool to create job files for personalization processes.
- X.14.** Customer data - provided in a database or file - are transferred to job files for further processing by the Data Master. A graphical user interface allows selection of the necessary parameters, layouts, reader software etc.
- X.15.** Vendor has to provide all necessary supported software and hardware to accomplish the chip encoding.
- X.16.** The Job creator can be installed on a separate PC connected via TCP/IP to the machine.
- X.17.** Failed Cards to be sent to Rejection Box.

#### **XI. Card Output Module:**

- XI.1.** The card output module will stack good verified cards into magazine, with a capacity for up to 500 cards or more.
- XI.2.** Additional magazine or mechanism to be provided for non-stop Card Input.
- XI.3.** For denied cards a separate Reject Box should be provided.
- XI.4.** Cards can be unloaded without stopping the machine.

#### **XII. Tele-Presence:**

- XII.1.** Service portal with maintenance team.
- XII.2.** Industrial PC with Windows 10 or latest Operating System.
- XII.3.** Tele-presence or Remote Maintenance Support.
- XII.4.** Machine diagnosis programs.
- XII.5.** Provision for 24/7 Remote Diagnosis in English language by authorized specialists of OEM free of charge during warranty.
- XII.6.** Online documentation with machine-specific documents (e.g. instruction manual and maintenance manual).

**XIII. Lubrication:** Necessary Lubrication system to be provided.

**XIV. Air supply:** Dry and clean compressed air of 7 bars

**XV. Miscellaneous / control system**

- XV.1.** Connected voltage 400V +/-5 %. Deviating connected voltages require an additional transformer to be provided by the supplier.
- XV.2.** Lightning protection and overvoltage protection Protects machine and operators against impermissibly high electrical voltages. If the limit value is reached, the machine will be disconnected from the mains.
- XV.3.** Main drive with 4-quadrant drive (DC drive with motor brake circuit and energy recovery) with digital control and automatic parameterization, motor temperature monitoring and motor current indicator.
- XV.4.** 2 sets of documents in English language consisting of Instruction manual for the control console, safety instructions, cleaning and maintenance instructions, spare parts catalogue.01 No. Soft copy is also to be provided.
- XV.5.** The machine should be of low noise as per the allowable industry standards.
- XV.6.** Tool Box to be provided.
- XV.7.** Provision for remote and manual technical support for min. 10 years

**XVI. Accessories & consumables for the machine:**

Necessary accessories like 2 No. of spare Input & Output magazines, Conveyor belts, Forwarding rollers, 2 No. of spare UV lamps, fast worn-out parts etc. and consumables like UV Varnish (in case of coating) & UV CMYK Printing Inks (20 Ltr. each Ink & varnish) should be provided.

**5. TRAINING AFTER COMMISSIONING OF THE MACHINE AT PURCHASER'S SITE:**

The firm has to impart training to Operational & Maintenance personnel of SPP Hyderabad after commissioning of the machine for 2 weeks at SPP.

**5.1. Operational :**

- 5.1.1. Detailed working of the entire system.
- 5.1.2. All precise settings of the machine.
- 5.1.3. Details of operation of Control Consoles/HMIs.
- 5.1.4. Understanding of process flow of the production.
- 5.1.5. Daily maintenance schedule.
- 5.1.6. Trial run of the machine for actual working.

**5.2. Maintenance-Electrical/ Electronics :**

- 5.2.1. Sequential functions of the machine.
- 5.2.2. Fault diagnosis method.
- 5.2.3. Testing of systems. Fault analysis through Control Consoles / HMI.
- 5.2.4. Debugging/Rectification.

**5.3. Software :**

- 5.3.1. Installation of system software including drivers by the firm.
- 5.3.2. Installation of Application Software.

5.3.3. Uploading and downloading of programme of PLCs, HMI, Drives and other major electronic components, Installation of system software including drivers by the firm.

5.3.4. 'Diagnostic System' operation and understanding.

5.3.5. All required Software with Licenses to be provided.

**5.4. Maintenance-Mechanical :**

5.4.1. Setting and mechanical timings of the gears, cams and its synchronization with electrical/electronic system at important locations.

5.4.2. Complete working and fault rectification in Centralized Lubrication System.

5.4.3. Setting and maintenance of all safety equipment installed on machine.

5.4.4. Frequent working and fault rectification through computer control system.

**6. SPARE PARTS LIST :**

List of Spares recommended for 2 years for trouble free operations (Mechanical / Electrical & Electronics) to be provided.

**7. PRE-DISPATCH INSPECTION :**

**7.1.** A team of Officers from SPP Hyderabad consisting of 04 No. of officers shall be deputed at the manufacturer's work site before dispatch of the machine for 5 working days.

**7.2.** The manufacturer shall provide prior intimation of 1 month in advance to SPP regarding the readiness of the machine.

**7.3.** All cost towards travel/boarding and lodging shall be borne by SPP Hyderabad.

**7.4.** The machine shall be shown for inspection in running condition.

**7.5.** After satisfactory running and examining of the machine the inspecting team from SPP Hyderabad shall give clearance for dispatch of the machine to SPP Hyderabad.

**7.6.** During PDI, all the raw material & consumable will be in the scope of the supplier.

**7.7.** During PDI, the firm should demonstrate the rated speed of the machine for at least 1 hour without interruption.

**7.8.** A team of Officers from SPP, Hyderabad consisting of 04 No. of officers shall be deputed at the manufacturer's work site for Training the operation process and maintenance for 5 working days.



### 8. FINAL ACCEPTANCE TEST (FAT):

After successful installation and commissioning of the machine and its auxiliary units, the FAT will be carried out for period of 1 week consisting of 8 hours per day, confirming to machine configurations rated speed, printing quality, output as per the tender specifications as given in the following table:

Sl. No.	Description	Parameters
1	Total number of working days	6 Days
2	Number of shifts in day	1 Shift
3	Duration of each shift (excluding Lunch)	8 Hours
4	Demonstrating uninterrupted running of Machine at Rated Speed (1,000 Cards/Hr)	Minimum 01 hour/shift
5	Minimum Effective production time (Excluding make-ready, operators' oriented stoppages, cleaning etc.)	6 Hours
6	Minimum Targeted production per shift (90% of rated speed of machine):	5,400 Cards

**Note: In case of failing to achieve the Daily Targeted Production and Demonstration of un-interrupted running of machine at Rated Speed, same will be carried out on other day.**

### 9. FINAL ACCEPTANCE CERTIFICATE (FAC):

Upon satisfactory completion of FAT, the FAC will be issued to representative of the firm.

**10. WARRANTY:** 12 Months from the date of FAC.

## Section VIII: Quality Control Requirements

### FINAL ACCEPTANCE TEST (FAT):

After successful installation and commissioning of the machine and its auxiliary units, the FAT will be carried out for period of 1 week consisting of 8 hours per day, confirming to machine configurations rated speed, printing quality, output as per the tender specifications as given in the following table:

Sl. No.	Description	Parameters
1	Total number of working days	6 Days
2	Number of shifts in day	1 Shift
3	Duration of each shift (excluding Lunch)	8 Hours
4	Demonstrating uninterrupted running of Machine at Rated Speed (1,000 Cards/Hr)	Minimum 01 hour/shift
5	Minimum Effective production time (Excluding make-ready, operators' oriented stoppages, cleaning etc.)	6 Hours
6	Minimum Targeted production per shift (90% of rated speed of machine):	5,400 Cards

**Note: In case of failing to achieve the Daily Targeted Production and Demonstration of un-interrupted running of machine at Rated Speed, same will be carried out on other day.**

### FINAL ACCEPTANCE CERTIFICATE (FAC):

Upon satisfactory completion of FAT, the FAC will be issued to representative of the firm.

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## Section IX: Qualification/Eligibility Criteria

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1. **Experience and Past Performance:** The bidder (manufacturer or principal of authorized representative – hereinafter referred simply as 'The Bidder') shall be a manufacturer that has regularly for at least the last three years manufactured, supplied, erected, commissioned Personalization Machine with the same or higher specifications of at least one number in last five years ending on "31.03.2024" or "31.12.2023 (For bidders who follow calendar year as financial year)". At least one number of the product offered for supply should be in successful operation for at least one year on the date of bid opening.

As a documentary evidence, copies of contract / Purchase Orders or Work Completion Certificates issued by the firm to whom the machine has been supplied to be provided.

**Note:** The Experience and Past experience criteria is exempted for Startups and Micro and Small Enterprises as per MSEs policy issued by Government of India.

2. **Capability – Equipment & Manufacturing Facilities:** The bidder must have capability to Manufacture and supply of at least 01 No. of Smart Card Personalization Machine.

3. **Financial Standing**

- i. The average annual financial turnover of the bidder firm (manufacturer or principal of authorised dealer) during the last three years, ending on '31.03.2024' or '31.12.2023 (For bidders who follow calendar year as financial year)', should be at Rs. 7,98,54,760/- [or equivalent in foreign currency at exchange rate prevailing on the date of bid opening] as per the annual report (audited balance sheet and profit & loss account) of the relevant period duly authenticated by a Chartered Accountant/ Cost Accountant in India or equivalent in relevant countries.
- ii. The net worth of the firm should
- a) Not be negative on 31.03.2024 or 31.12.2023 (For bidders who follow calendar year as financial year) and
- b) Not have eroded by more than 30% in the last three years, ending on 31.03.2024 or 31.12.2023 (For bidders who follow calendar year as financial year).

As a documentary evidence copies of audited balance sheets and Profit & Loss Account statements to be provided.

**Note:** For MSEs and Start-ups (registered for the tendered item) all financial criteria shall be exempted as per MSEs policy issued by Government of India.

4. Earnest Money Deposit as mentioned in Section VI – List of Requirements.
5. The firm shall stamp and sign on each and every page of the tender as an acceptance towards the instructions during submission of the tender document
6. Manufacturers authorization letter (As per Section XIV), if the bidder is not the manufacturer.
7. The bidder is requested to provide the financial standings of the principal manufacturer like Balance Sheet, Profit & Loss account statement, Income statement etc. in English language only, duly certified by the Chartered Accountants (CA) in India and Certified Public Accountants/ Chartered Accountants in other countries.
8. The bidder firm shall submit GST certificate, PAN Card, Bank Account Details and Cancelled Bank Cheque (Photo Copy).
9. Full Contact Details of manufacturer, agent (if applicable).
10. Undertakings:
- i. Non-Blacklist Declaration - The firm should not have been blacklisted /debarred for dealing by Government of India/State Government / PSU / SPMCIL / RBI / BRBNMPL / BNPMIPL in any manner and an undertaking should be submitted along with the Bid to this effect.

- ii. The firm should submit the following undertaking "we agree to withdraw all the deviations, if any, unconditionally and accept the terms and conditions of the tender document including the technical specifications."
- iii. The firm should submit the following undertaking that "the information given in the documents are correct and the bidder is aware that in case any information provided is found to be false at a later stage, SPP reserves the right to reject/disqualify the bidder at any stage of the tendering process without assigning any reason".

#### Applicability in Special Cases:

- 1) **Applicability to 'Make in India' :Bidders** (manufacturer or principal of authorised representative) If the product is being manufactured in India under a license from a foreign manufacturer who holds intellectual property rights and where there is a technology collaboration agreement/ transfer of technology agreement for indigenous manufacture of a product developed abroad with clear phased increase in local content, and who while meeting all other criteria above, except for any or more of sub-criteria in Experience and Past Performance above, would also be considered to be qualified provided: i) their foreign manufacturer who holds intellectual property rights, meets all the criteria above without exemption, and ii) the Bidder submits appropriate documentary proof for technology collaboration agreement/ transfer of technology agreement for indigenous manufacture of a product developed abroad with clear phased increase in local content. Iii) the bidder (manufacturer or principal of authorised representative) furnishes along with the bid a legally enforceable undertaking jointly executed by himself and such foreign Manufacturer for satisfactory manufacture, Supply (and erection, commissioning if applicable) and performance of 'The Product' offered including all warranty obligations as per the general and special conditions of contract.
- 2) **Authorized Representatives:** Bids of bidders quoting as authorised representative of a principal manufacturer would also be considered to be qualified, provided: i) their principal manufacturer meets all the criteria above without exemption, and ii) the principal manufacturer furnishes a legally enforceable tender-specific authorisation in the prescribed form assuring full guarantee and warranty obligations as per the general and special conditions of contract; and iii) the bidder himself should have been associated, as authorised representative of the same or other Principal Manufacturer for same set of services as in present bid (supply, installation, satisfactorily commissioning, after sales service as the case may be) for same or similar 'Product' for past three years ending on 'The Relevant Date'.
- 3) **For Existing successful Past Suppliers:** In case the bidder (manufacturer or principal of authorised representative) who is a successful past supplier of 'The Product' in at least one of the recent past three procurements (within SPMCIL/BRBNMPL/BNPMIPL) (proposed for clarity), who do not meet any or more of requirements above, would also be considered to be qualified in view of their proven credentials, for the maximum quantity supplied by him in such recent past to any units of SPMCIL (proposed for clarity). (This clause is not applicable for Security Items as notified by Government of India from time to time.)
- 4) **Joint Ventures and Holding Companies:** Credentials of the partners of Joint ventures cannot (repeat cannot) be clubbed for the purpose of compliance of PQC in supply of Goods/Equipment, and each partner must comply with all the PQC criteria independently. However, for the purpose of qualifying the Financial Standing Criteria, the Financial Standing credentials of a Holding Company can be clubbed with only one of the fully owned subsidiary bidding company, with appropriate legal documents proving such ownership.
- 5) **Development/ insufficient market capacity or Exceptional One-Off Cases:** These are those items which are either being newly developed where vendors are yet to be developed or for new/ existing items where the capacity available in market is inadequate compared to our annual requirements. Exceptional one-off cases are such items/ Plant & Machinery which are procured infrequently (say once in 3 years or longer periods). In such cases PQC Should be Decided with the approval of CFA in individual cases.
- 6) **Start-up Enterprises:** Requirements of prior experience and turnover would be relaxed for Start-up enterprises as recognised by Department for Promotion of Industry and Internal Trade (DPIIT), subject to their meeting the quality and technical specifications. Such Start-ups maybe either MSE or otherwise.



**Notes for Bidders:**

- 1) Besides Clause 3 of the General Instructions to Tenderers (GIT), eligibility to participate as per Government of India's Public Procurement (Preference to Make in India) Order 2017 (as amended/ revised) shall also apply to this tender.
- 2) **'Doctrine of Substantial Compliance'**: The Pre-Qualification Bidding (PQB) and Pre-Qualification Criteria (PQC) are for shortlisting of sources who are competent to perform this contract to ensure best value for money from expenditure of Public Money. This process is neither intended to bestow any entitlement upon nor to create any rights or privileges for the Bidders, by way of overly hair-splitting or viciously legalistic interpretations of these criteria, disregarding the very rationale of the PQB and PQC. Keeping this caveat in view, interpretation by Procuring Entity would be based on common usage of terminologies and phrases in public procurement in accordance with the 'Doctrine of Substantial Compliance' and would be final.
- 3) Along with all the necessary documents/ certificates required as per the tender conditions, the bidder should furnish a brief write-up, backed with adequate data, explaining his available capacity (both technical and financial), for manufacture and supply of the required goods/ equipment, within the specified time of completion, after meeting all their current commitments.
- 4) Supporting documents submitted by the bidder must be certified as follows:
- 5) All copy of supply/ work order; respective completion certificate and contact details of clients; *documents issued by the relevant Industries Department; National Small Industries Corporation (NSIC); manufacturing licence, annual report, etc.*, in support of experience, past performance and capacity/ capability should be authenticated by the by the person authorised to sign the tender on behalf of the bidder.
- 6) All financial standing data should be certified by certified accountants, for example, Chartered Accountants/ Cost Accountants in India and equivalent in relevant countries; and
- 7) Indian bidder or Indian counterparts of foreign bidders should furnish their Permanent Account Number.

### Section X: Tender Form

Date.....

To

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

(complete address of SPMCIL)

Ref: Your Tender document No. ....dated .....

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

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

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

We agree to keep our tender valid for acceptance for a period upto -----, as required in the GIT 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 23<sup>rd</sup> 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/ Depts. 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 6000018676/SPPH/A-II/E-354/24-25, dated 14-02-2025

Date of opening: 01.04.2025; 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	Supply of Smart Card Personalization Machine and necessary ancillary equipment / software for making of Smart Identity Cards	As per Sec-VII, Technical Specifications	No	01 No.			As mentioned in Section VI - List of Requirements.	As mentioned in Section VI - List of Requirements.	
2	Installation, Testing, Commissioning and Training Charges		AU	1 AU					

**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:**

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

.....

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

**Annexure - B**

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.

\*\*\*



**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.

- a) The name and address of Agent .....
- b) Service to be rendered by the Agent .....
- c) Amount of remuneration for the Agent .....
- d) 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 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 of .....20.....

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