



Tender Number: 6000017337

**India Security Press,**  
**(A UNIT OF SECURITY PRINTING & MINTING CORPORATION OF INDIA LTD.)**  
**WHOLLY OWNED BY GOVERNMENT OF INDIA**  
**Nashik Road-422101 (Maharashtra)**  
**(ISO-9001:2008 & 14001:2004 Certified Company)**  
**Miniratna Category-I, CPSE**  
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**e-mail: purchase.isp@spmcl.com Web:http://ispnasik.spmcl.com**  
**CIN: U22213DL2006GOI144763 GSTIN: 27AAJCS6111J2Z7**

PR Number	PR Date	Indenter	Department
10028298	07.03.2022	OM PRAKASH	VERSATILE

**Not Transferable**

**Security Classification: Non-Security**

**TENDER DOCUMENT FOR PURCHASE OF: MAPLITHO PAPER WITH HOT MELT ADHESIVE (PRESSURE SENSITIVE) COATED AND BACKED WITH SILICONE COATED GLASSINE RELEASE PAPER IN REEL WITH REEL WIDTH OF 44 CMS Qty: 125(±5%) MT (EXPRESS TENDER)**

**Tender Number: 6000017337/121/ PR/ML130/2022, Dated: 07.03.2022**

**This Tender Document Contains\_\_\_\_\_Pages.**

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

**Name:** ASHOK SHARMA  
**Designation:** Jt. General Manager (Materials)  
**Address:** ISPN (India Security Press, Nashik) 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 standi in such a relationship. These documents/guidelines/ Manuals therefore should not be cited or referred in any legal or dispute resolution or grievance redressal proceedings.

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

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

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

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

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

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

**SECTION I: NOTICE INVITING TENDER (NIT)**

**INDIA SECURITY PRESS**

**(A Unit of Security Printing and Minting Corporation of India Limited)**

**Wholly owned by Government of India**

**Nashik Road – 422 101 (Maharashtra) Tel No 00 91 253 2402200, Fax No 00 91 253 2462718**

**Website: [www.spmcil.com](http://www.spmcil.com), email: [purchase.isp@spmCIL.com](mailto:purchase.isp@spmCIL.com)**

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

Schedule No.	Brief Description of Goods/ services	Quantity (with unit)	Earnest Money (in Rs.)	Remarks
01.	MAPLITHO PAPER WITH HOT MELT ADHESIVE (PRESSURE SENSITIVE) COATED AND BACKED WITH SILICONE COATED GLASSINE RELEASE PAPER IN REEL WITH REEL WIDTH OF 44 CMS	125 MT (±5%)	5,00,000/- (Rs. Five Lakh Only)	

Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)	Three bid Tender (Single Stage) i.e. (PQB + Technical + Price Bid) National Competitive Bidding (NCB), <b>Express Open Tender</b>
Security Classification	Non-Security
Authority in whose favour all tender related financial instruments (FD, DD, Banker's cheque etc) are to be made	India Security Press, Nashik Road, Unit of SPMCIL
All Financial Instruments to be payable at:	Payable at Nashik
Dates and place of issue of tender documents:	From <b>07.03.2022</b> to <b>19.03.2022</b> during office hours At ISP, Nasik
Closing date and time for receipt of tenders	<b>19.03.2022</b> up to 1430 Hrs
Place of receipt of tenders	Green Gate, India Security Press, Nashik Road-422 101, Maharashtra, India
Time and date of opening of tenders for Pre-Qualification Bid.{Place, Time, and date of Opening of Technical & Price bid would be intimated later on}	1500 Hours on <b>19.03.2022</b>
Place of opening of tenders	Purchase Section, India Security Press, Nashik Road-422 101, Maharashtra, India
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.1 of GIT)	Jt. General Manager (HR), India Security Press, Nashik Road:- 422101, Maharashtra, India
Officer to be contacted for clarifications/ help:	Ashok Sharma, Jt. GM (Materials) India Security Press, Nashik Road

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

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

4. Interested tenderers may obtain further information about this requirement from the above office selling the documents. They may also visit our website mentioned above for further details.

5. 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).

6. Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are dropped on or before the closing date and time indicated in the Para 1 above in the tender box located at the address given below, failing which the tenders will be treated as late and rejected. Tenders may also be sent through post at the address as 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 eProcurement 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.

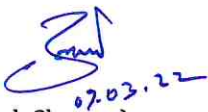
7. In the event of any of the above-mentioned dates being declared as a holiday/ closed day for the purchase organization, the tenders will be sold/ received/ opened on the next working day at the appointed time.

8. The tender documents are not transferable.

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

11. It is not possible to extract GeM-AR&PTS report due to urgency of the material.

**12. ALL THE PARTICIPATING BIDDER FIRMS ARE REQUESTED TO ENSURE THEMSELVES THAT THEY SHALL SUPPLY THE MATERIAL STRICTLY AS PER THE TENDER TECHNICAL SPECIFICATIONS AS WELL AS DELIVERY SCHEDULE. NON COMPLIANCE WITH DELIVERY SCHEDULE MAY LEAD TO SANCTION BESIDES ANY ADMINISTRATIVE ACTION IN LINE WITH CLAUSE 23.2 OF SECTION IV: GENERAL CONDITION OF CONTRACT (GCC) OF THE TENDER DOCUMENT.**



(Ashok Sharma)  
Jt. General Manager (Materials)  
India Security Press,  
Nashik Road-422101  
Phone No 0253 2402219  
**For and on behalf of**  
Chief General Manager,  
India Security Press, Nashik Road

**Section II: General Instructions to Tenderer (GIT)**

**PART I & II: GENERAL INSTRUCTIONS Applicable to all Types of Tenders:**

Please refer the link to <https://spmCIL.com/uploaddocument/GIT/new.pdf> for further details.

GIT (Total pages: 61)

BIDDERS ARE REQUESTED TO DOWNLOAD 61 PAGES BY CLICKING THE ABOVE SAID LINK AND SUBMIT THE SAME DULY STAMPED AND SIGNED ALONG WITH TENDER DOCUMENT.



### **SECTION III: SPECIAL INSTRUCTIONS TO TENDERERS (SIT)**

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

In case of any conflict between the provision in the GIT and that in the SIT, the provision contained in the SIT shall prevail. (Clauses of GIT listed below include a possibility for variation in their provisions through SIT. There could be other clauses in SIT as deemed fit.)

Sl. No.	GIT Clause No.	Topic	Modify/ Substitute/ Supplement	SIT Provision
1	3	Eligible Tenderers		As Applicable
2	3.4	Eligible Goods and Services (Origin of Goods)		As Applicable
3	6.1	The tender documents includes:	Modify	SIT 1 (Mentioned below)
4	8	Pre-bid Conference		Not Applicable
5	10.1	The Technical bid to be submitted by Tenderer shall contain the following documents, duly filled in, as required	Modify	SIT 2 (Mentioned below)
6	11.2	Tender Currency	Modify	The tenderer shall quote only in Indian rupees
7	12.1	Tender Prices		As Applicable
8	12.2, 33, 36.1	Schedule wise evaluation		Not Applicable
9	12.6	GST details		As Applicable
10	14	PVC Clause & Formula	Modify	prices quoted by the tenderer shall remain firm and fixed during the currency of the contract and not subject to variation on any account
11	14.4 to 14.7	Exchange Rate Variation (ERV)		Not Applicable
12	16.2 a) to c)	Documents Establishing Tenderer's Eligibility and Qualifications	Modify	As per Section IX: Qualification / Eligibility Criteria
13	18.4, 18.5	Earnest Money Deposit (EMD)	Modify	SIT 3(Mentioned below)
14	19	Tender Validity	Modify	SIT 4(Mentioned below)
15	20.4	Number of Copies of Tenders to be submitted	Modify	Tenderer shall submit their tender in "Original" only.
16	20.8	Two Bid System	Modify	SIT 5 (Mentioned below)
17	20.9	E-Procurement		Not Applicable
18	34 and 35.1	Comparison on CIF Destination Basis		Not Applicable
19	35.2 to 35.6	Additional Factors for Evaluation of Offers and Preferential schemes		As Applicable
20	43	Parallel Contract		SIT 6(Mentioned below)
21	44.1	Serious Misdemeanours		As Applicable
22	44.3	Integrity Pact		Not Applicable
23	45.1	Notification of Award		As Applicable
24	50	Applicability of additional GIT for rate contracts		Not Applicable
25	51	Applicability of additional GIT for PQB Tenders		As Applicable
26	52	Applicability of additional GIT for Tender involving Samples		As Applicable
27	53	Applicability of additional GIT for EOI Tenders		Not Applicable

Sl. No.	GIT Clause No.	Topic	Modify/ Substitute/ Supplement	SIT Provision
28	54	Applicability of additional GIT for Tenders for disposal of Scrap		Not Applicable
29	55	Applicability of additional GIT for Development/Indigenization Tenders		Not Applicable
30	9	Time Limit for receiving request for clarification of Tender Documents	Modify	SIT 7(Mentioned below)

SIT 1:- **The tender documents include:** - The tender documents include:

Section I - Notice Inviting Tender (NIT)  
 Section II - General Instructions to Tenderers (GIT)  
 Section III - Special Instructions to Tenderers (SIT)  
 Section IV -General Conditions of Contract (GCC)  
 Section V - Special Conditions of Contract (SCC)  
 Section VI - List of Requirements  
 Section VII - Technical Specifications  
 Section VIII - Quality Control Requirements  
 Section IX – Qualification/ Eligibility Criteria  
 Section X - Tender Form  
 Section XI - Price Schedule  
 Section XII – Vendor Details  
 Section XIV: Manufacturer's Authorization Form  
 Section XV - Bank Guarantee Form for Performance Security  
 Section XVI - Contract Form  
 Section XVII: Letter of Authority for attending a Bid Opening  
 Section XVIII: Proforma of Bills for Payments  
 Section XIX: NEFT Mandate

SIT 2: **Submission of tender: Pre-Qualification Bid, Technical bid and the Price Bid** are to be submitted in Three Separate double sealed Envelopes on or before the due date of the submission of the tender as stated below otherwise tender/ bid / quotation shall be liable for rejection.

**PART I: PQB (QUALIFYING CRITERIA) – (First Envelope):**

- Earnest Money Deposit:** Rs. 5,00,000/- (Rs. Five Lakh Only){For more details Check SIT-3 mentioned below}
- Power of Attorney/ Authorization** with the seal of company indicating that authorized signatory is competent and legally authorized to submit the tender and/ or to enter into legally binding contract.
- The eligibility criteria for the tender are given in **Section IX- Qualification/ Eligibility Criteria (PQB)**. The bidder has to submit all the desired documents and relevant documentary proof in support of relevant clauses mentioned in Section IX: Qualification/ Eligibility Criteria (PQB). The Qualifying Criteria should be submitted in original.
- Copy of PAN and GST registration certificate.
- Tender Form: As per Section X of the tender document.
- Vendor Details: As per Section XII of the tender document.
- Manufacturer's Authorisation Form: As per Section XIV of the tender document, if applicable

**Part –II: Technical bid (Second Envelope):**

- The tenderer shall submit detailed Technical offer as per Technical Specifications mentioned as per Section-VII and List of Requirement as per Section-VI of the tender document.

2. The tender has to submit sealed and signed tender document by authorized signatory of the tenderer as a token of acceptance of all section/ terms and conditions of this tender document (GIT, SIT, GCC & SCC, Quality Control Requirement, List of Requirement, Technical Specification, Tender form etc.)

**Part-III: Price Bid (Third Envelope):**

The tenderer shall quote their prices strictly as per the proforma given in Section-XI of the Tender document. No additional/ extra item with price shall be included other than that of Section XI.

**NOTE:-**

- i. The each envelope containing bids shall be super scribed as, Pre-Qualification Bid, Technical Bid and Price Bid separately as the case may be for **"MAPLITHO PAPER WITH HOT MELT ADHESIVE (PRESSURE SENSITIVE) COATED AND BACKED WITH SILICONE COATED GLASSINE RELEASE PAPER IN REEL WITH REEL WIDTH OF 44 CMS Qty- 125 (±5%) MT"**. The sealed envelopes shall be again put in another envelope and super scribed as tender for **"MAPLITHO PAPER WITH HOT MELT ADHESIVE (PRESSURE SENSITIVE) COATED AND BACKED WITH SILICONE COATED GLASSINE RELEASE PAPER IN REEL WITH REEL WIDTH OF 44 CMS Qty -125 (±5%) MT"** due on 15:00 hrs. IST on 19.03.2022.
- ii. If the tender is not submitted as per above format, offer/ bid/ tender will be liable for rejection.
- iii. Late Tender shall not be accepted. Tenderer shall submit their offer only on prescribed form. Tenders by fax/ email 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 services etc. shall not be condoned, what so ever reason may be.

**SIT 3: Earnest Money Deposit (EMD):** The required EMD as mentioned in Section VI, List of requirements submitted along with the tender in Pre-Qualification offer. The EMD shall be valid for a period of 45 days beyond Bid Validity i.e. 180+45 = 225 days after the date of opening of the tender. Any short validity, the tender shall be treated as unresponsive. The EMD should in the Indian Rupees only.

EMD must be submitted along with the tender in form of Demand Draft / Fixed Deposit Receipt / Bankers cheque drawn from any Scheduled Commercial Bank in India only in favor of India Security Press, Unit SPMCIL payable at Nashik. The firm who are currently register with Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or Start-ups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT). The certificate should clearly indicates validity of the certificate (Valid upto XXXXXX) otherwise, certificate will not be considered for exemption of EMD.

**SIT 4: Tender Validity**

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

**SIT 5: Three Bid System: Pre-qualification bid, Technical bid and the Financial Bid**



- I. In the first instance, the Qualifying Criteria of the **Pre-Qualification Bid** of Tender document will be considered for the evaluation. These offers/ bid will be scrutinized and evaluated by the committee/ authority with reference to the parameters prescribed in the eligibility criteria (**Section IX**).
- II. Thereafter the **Technical part** of the Pre-Qualification Bid Qualified firms will be considered for the evaluation in second stage at a later date and time for further scrutiny and further evaluation. The technical acceptance of the bids is on the basis of **Technical Specifications** offered by the bidders as per **Section -VII** Technical Specification and **Section-VI List of Requirement** of the tender document and acceptance of the terms and conditions as per GIT, SIT, GCC, SCC, other conditions of tender.
- III. In the third stage, the Price Bid of only the technical acceptable offers (as mentioned second stage) will be opened for further scrutiny and evaluation.

The intimation regarding opening of Technical and price bids shall be given to qualified tenderers to enable them to attend the technical and price bid opening, if they so desire.

**SIT 6: Parallel Contracts:** India Security Press, Nashik reserves its right to conclude Parallel Contract with more than one bidder (for the same tender) without any prejudice to the capacity of the L1 bidder, as given below:

- i) Bidder firm should not quote for less than 25% of the tender quantity; otherwise their offer would be considered as unresponsive.
- ii) Among all qualified bids, the lowest bid will be termed as L1. The rate quoted by L1 bidder will be counter offered to L2 bidder and, if agreed, orders shall be placed at a ratio L1 : L2 = 70:30 of the total tendered quantity. Non acceptance of counter offer by L2, the same shall be counter offered to L3 and so on. In case of splitting in two and three firms, it shall be done in the ratio of 70:30, 50:30:20 respectively.
- iii) In case of only one eligible bidder, the quantity will be allocated on the basis of quoted quantity or 100% of the tendered quantity, whichever is less.
- iv) However, Purchaser also reserves the right to place Purchase Order for the 100% tendered quantity on the lowest qualified bidder in case any of the L2, L3 and so on does not accept L1 rates.

**SIT 7: Time Limit for receiving request for clarification of Tender Documents:** A tenderer requiring any clarification or elucidation on any issue of the tender document may take up the same with ISP Nashik in writing or by fax/ e-mail/ post. ISP Nashik will respond in writing to such request provided the same is received by ISP Nashik not later than **07 days prior** to the prescribed date of submission of tender.

**SECTION IV: GENERAL CONDITION OF CONTRACT (GCC)**

Please refer the link :

<https://spmcil.com/uploaddocument/GCC/new.pdf> for further details

**GCC (Total pages: 36)**

BIDDERS ARE REQUESTED TO DOWNLOAD 35 PAGES BY CLICKING THE ABOVE SAID LINK AND SUBMIT THE SAME DULY STAMPED AND SIGNED ALONG WITH TENDER DCOUMENT.

### **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)

S. No	GCC Clause No.	Topic	Modify/ Substitute/ Supplement	SCC Provision
1	1.2	Abbreviations:		As applicable
2	6.1, 6.2, 6.3 & 6.5	Performance Bond/ Security	Modify	SCC 1 (Mentioned below)
3	8.2	Packing and Marking	Modify	SCC 2 (Mentioned below)
4	9	Inspection and Quality Control	Supplement	SCC 3 (Mentioned below)
5	11.2	Transportation of Domestic Goods	Modify	SCC 4 (Mentioned below)
6	12.	Insurance		As Applicable
7	14.1	Incidental Services		Not Applicable
8	15	Distribution of Despatch Documents for clearance/ Receipt of Goods		Not Applicable
9	16.2, 16.4	Warrantee Clause	Modify	SCC 5 (Mentioned Below)
10	19.3	Option Clause	Modify	SCC 6 (Mentioned Below)
11	20.1	Price Adjustment Clause		Not Applicable
12	21.	Taxes and Duties	Modify	SCC 7 (Mentioned Below)
13	22	Terms and Mode of payments		As Applicable
14	24.1	Quantum of LD		As Applicable
15	25.1	Bank Guarantee and Insurance for Material Loaned to Contractor		Not Applicable
16	33.1	Resolution of Disputes		As applicable
17	36.3.2, 36.3.9	Disposal/ Sale of Scrap by Tender		Not Applicable

**SCC 1 Performance Bond/ Security:** The successful bidder has to submit Performance Bond/ Security equivalent to 3% of the order(s) value, valid for a period of 60 days beyond the completion of all contractual obligations, within 21 days from the date of issue of Letter of Intent.

The Performance security shall be denominated in Indian Rupees in one of the following forms:

- Account Payee Demand Draft or Fixed Deposit Receipt drawn on any commercial bank in India, in favour of India Security Press, Unit SPMCIL.
- Bank Guarantee issued by a commercial bank in India, in the prescribed form as provided in section XV of this document.

**SCC 2 : Packing and Marking:** As per clause 7 of Section VII: Technical Specifications of the tender document.

**SCC 3: Inspection and Quality Control** In addition to clause No. 9 of GCC the following shall also be applicable :-

- The material supplied by the successful bidder will be accepted on manufacturer's test certificate from its own laboratory or a NABL Accredited laboratory of repute conforming to all parameters as per specification as stated in Section VII: Technical Specification. The purchaser reserves the right to get the material supplied tested from in-

house laboratory or any other NABL Accredited laboratory of repute and in case the material is found not meeting the specification, then the supplier will have to replace the material free of cost to India Security Press, Nashik or the purchaser shall be entitled to cancel the contract, and if so desired, purchase or authorize purchase of the stores at the risk and cost of the contractor.

ii) **Pre-despatch Inspection:** At the discretion of the Chairman and Managing Director, Security Printing and Minting Corporation of India Limited or The Chief General Manager, India Security Press, Nashik, Maharashtra, authorized official(s) will carry out Pre-dispatch inspection of the paper at manufacture's site. Further during PDI inspection, parameters for which test facility is not available at firm's site, the same should be carried out either at SPMCIL lab (if facility available) or any other NABL certified lab at the discretion of the Chief General Manager, India Security Press, Nashik, Maharashtra. All expenses towards the travel, boarding, lodging, miscellaneous expenditure and daily allowance allowances shall be borne by the purchaser in the event that the purchaser is not able to depute its representative; it shall issue specific authorization to the supplier to dispatch the said Maplitho paper with hot melt adhesive (pressure sensitive) coated and backed with silicone coated glassine release paper in reel with reel width of 44 CMS with waiver certificate.

**SCC 4: Transportation of Domestic Goods:** The transportation of goods to be procured will be done by the supplier on FOR ISP Basis. The total cost of the transportation should also be indicated in the price bid of the item to be procured.

**SCC 5 : Warrantee Clause:** The warranty shall be applicable 03 (Three) months from the date of last supply/delivery.

**SCC 6:Option Clause:** The purchaser reserve the right to increase the ordered quantity by 25% at any time, till final delivery date of the contract, by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of the delivery period.

**SCC 7 Taxes and Duties:** If the tenderer fails to include taxes and duties as per law of the land in the tender, no claim thereof will be considered by purchaser at a later stage.

### Section VI: List of Requirements

Sch. No.	Brief Description of Goods/ services	HSN Code	Accounting Unit	Quantity	Amount of Earnest Money (in Rs)	Place of Delivery for GST Purpose
1	MAPLITHO PAPER WITH HOT MELT ADHESIVE (PRESSURE SENSITIVE) COATED AND BACKED WITH SILICONE COATED GLASSINE RELEASE PAPER IN REEL WITH REEL WIDTH OF 44 CMS	4811 --- -	MT	125 (±5%)	5,00,000 /- (Rs. Five Lakh Only)	India Security Press, Nashik Road- 422 101. Maharashtra, India

(a)	Required Delivery Schedule	:	<p><b>a)</b> 1<sup>st</sup> Lot: 25 MT within 10 days from the date of issue of Letter of Intent.</p> <p><b>b)</b> 2<sup>nd</sup> Lot: 50 MT within 45 days from the date of issue of Letter of Intent , but strictly after the supply of 1<sup>st</sup> lot.</p> <p><b>c)</b> 3<sup>rd</sup> Lot: 50 MT within 60 days from the date of issue of Letter of Intent, but strictly after the supply of 2<sup>nd</sup> lot.</p> <p><b>IMPORTANT NOTE- ALL THE PARTICIPATING BIDDER FIRMS ARE REQUESTED TO ENSURE THEMSELVES THAT THEY SHALL SUPPLY THE MATERIAL STRICTLY AS PER THE TENDER TECHNICAL SPECIFICATIONS AS WELL AS DELIVERY SCHEDULE. NON COMPLIANCE WITH DELIVERY SCHEDULE MAY LEAD TO SANCTION BESIDES ANY ADMINISTRATIVE ACTION IN LINE WITH CLAUSE 23.2 OF SECTION IV: GENERAL CONDITION OF CONTRACT (GCC) OF THE TENDER DOCUMENT.</b></p>
(b)	Required Terms of Delivery	:	FOR ISP, Nashik Basis.
(c)	Destination	:	India Security Press, Nashik Road-422 101. Maharashtra, India
(d)	Preferred mode of transportation	:	By Road (FOR)

- All the copies of tenders shall be complete in all respects with all their attachments/ enclosures duly numbered and signed on each and every page.
- The total cost inclusive of all elements as cited above on FOR India Security Press, Nashik Road (Maharashtra), India, basis should be indicated clearly both in words and figures in the financial bid.
- Financial bid should be submitted as per format in Section XI. Rate quoted should be on firm price basis. Vague offers like "GST as applicable" shall not be considered.
- 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:

- a. Invoke the Security-cum-Performance Guarantee if deposited by the supplier and procure stores/services from other agencies at the risk and cost of the supplier. The cost difference between the alternative arrangement and supplier tendered value will be recovered from the supplier along with other incidental charges, including taxes, insurance etc.
- b. For all the purpose the Notification of Award of contract will be considered acceptance of tender and formal contract pending signing of agreement. Supplier has to abide by all the terms and conditions of tender
- c. In case of procurement through alternative sources and if procurement price is lower, no benefit on this account will be passed onto the supplier.

5. The Bidder has to submit the **Check list** as per Format given below along with the PQB Documents (**First Envelope**):

Sr. No.	Description	Submitted /Not Submitted	Page No.
1)	Documentary evidence towards Experience and past performance as per clause (i) of section IX.		
2)	Documentary evidence towards Capability, equipment and manufacturing facilities (ii) as per clause of section IX.		
3)	Documentary evidence towards Financial Standing as per clause (iii) a), b) & c) of section IX.		
4)	Copy of PAN and GST registration certificate.		
5)	Tender Form: As per Section X of the tender document.		
6)	Vendor Details: As per Section XII of the tender document.		
7)	<b>Power of Attorney/ Authorization</b> with the seal of company indicating that authorized signatory is competent and legally authorized to submit the tender and/ or to enter into legally binding contract.		
8)	Manufacturer's Authorisation Form: As per Section XIV of the tender document, if applicable		



6. The Bidder has to submit the Check list as per Format given below along with the Technical Bid (**Second Envelope**):

Sr. No.	Description	Submitted /Not Submitted	Page No.
1)	All pages of the tender documents (including GIT, GCC, SIT, SCC, List of requirements, Technical specification, quality requirements, etc.) duly signed and stamped by the Authorized signatory of the bidder.		
2)	Adherence to the Technical Specification on Bidder's Letter Head as per Section VII: Technical Specifications		
3)	Adherence to the Quality Control Requirements as per Section VIII on Bidder's Letter Head.		
4)	Adherence to the Delivery Schedule as per Section VI on Bidder's Letter Head.		

7. The Bidder has to submit the Check list as per Format given below along with the Price Bid (**Third Envelope**):

Sr. No.	Description	Submitted / Not Submitted	Page No.
1)	Duly filled Section XI: Price bid		

**SECTION VII: TECHNICAL SPECIFICATIONS**

**Item:** MAPLITHO PAPER WITH HOT MELT ADHESIVE (PRESSURE SENSITIVE) COATED AND BACKED WITH SILICONE COATED GLASSINE RELEASE PAPER IN REEL WITH REEL WIDTH OF 44 CMS

The above said paper will be three layer structures comprising of Base Paper, Backing Paper & Adhesive layer used for printing/production of the Excise Adhesive Labels in multicolor printing with on line kiss cut and matrix removal operation. It should have suitable strength for online kiss cut and matrix removal operation. During the printing and kiss cut operation, the base paper should not get torn at the edge when matrix removal waste is pulled out to make waste reel. It should be smoothly rewound on the online matrix removal reel (waste reel). Therefore quality of base paper, backing paper & Adhesive should support all Printing, Numbering, kiss cut operation and slitting operation.

**SPECIFICATIONS:-**

**1 BASE PAPER:-**

- i) Substance :-  $70 \pm 5$  GSM Map litho Paper (Tappi T 410)
- ii) Thickness :-  $85 \pm 5$  Microns.
- iii) Colour :-  $L^* = 90.8 \pm 0.8$   
:-  $a^* = 2.85 \pm 0.1$   
:-  $b^* = -6.60 \pm 0.5$

**2. BACKING PAPER:-** Silicon coated Glassine Release Paper with one side coated and specially designed for support to the base paper. It shall feature a minimal sensitivity to moisture and the resultant resistance to curl and edge waiving under varying humidity conditions.

- i) Substance :-  $60 \pm 5$  GSM
- ii) Thickness of backing paper :-  $55 \pm 2$  microns

**3. ADHESIVE:-** Pressure Sensitive Hot Melt Adhesive from ISO Certified Company. It will be uniformly applied on paper. The adhesive shall not ooze/release at the edges of the paper on application of any pressure during the printing and cutting. The Firms are to ensure that the adhesive should have fast curing after being applied in glass/plastic bottles, so that during any attempt to remove, it should not get removed but get torn.

- i) GSM :-  $15 \pm 1$
- ii) Thickness of gum :-  $15 \pm 1$  microns

**4. The paper shall be supplied in reels:-**

- i) Width of the reel :- 44 cms.
- ii) Reel diameter :- 70 cms. (approx.)
- iii) Winding :- The reel should be wound tightly without any bulging and the plug from the core should not come out resulting any telescopic projection during transaction.
- iv) Joint :- Reels shall not have more than two joints. Paper shall have Butt Joint (i.e. edge to edge without overlapping) and shall be joint 5 cms. With self-Adhesive Coloured Cello tape. This is to facilitate joint to pass through the press without posing any problem. Colour flag visible at outer edge shall indicate joint.
- v) Core :- The Reels are to be supplied on paper core. The inner diameter of core shall be  $76 \pm 2$  mm. Core shall be strong enough to withstand the strain of reels in transportation and unloading.

**5) PERFORMANCE ON OUR PRINTING MACHINE:-**

- a) Base Paper with Hot Melt adhesive and backed with Silicon coated Glassine Release paper supplied by the firm shall not pose any feeding problem on our printing machine.
- b) Paper surface shall be suitable for printing by Dry/Wet offset and Digital printing process and it shall not affect the ink shade and the ink drying during and after printing.
- c) The adhesive should be such that if any tampering takes place, the sticker/Label shall appear distorted.
- d) The adhesive label shall not peel off easily after fixing on the glass bottle.
- e) The paper should be suitable for Printing, online kisscut, Numbering, slitting in reel to reel or reel to sheet operations.

**6) TERMS AND CONDITIONS:-**

- a) The supplier shall submit detailed Laboratory Test report of each Consignment mentioning all the parameters and their test result for base paper, adhesive and backing paper separately.
- b) The paper shall be free from lumps, pinholes, dirt, black spots, speckles, fluff and foreign particles.
- c) Samples of base paper without adhesive and the backing paper (5 sheets each i.e. 44 x 40 cms.) are to be sent by the firm along with each consignment for testing at ISP. Before bulk supply, 5 (Five) reels is required for taking printing trial at ISP with the above mentioned samples. Only after hearing from ISP the bulk supply will be affected.
- d) The paper should be compatible for offset printing Online kisscut & matrix removal at a minimum speed of 50 mtrs./minutes without any break. The firm should also ensure that during kisscut all the label should be intact and no label should be removed from the release paper.



- e) In case of any defect found during printing i.e. web break, breakage at matrix removal, improper winding, even after suitability the firm has to replace the unsuitable quantity in free of cost.

**7. PACKING:-** Suitable wooden / plastic plugs on both sides of core to be given five ply cover of suitable width of Corrugated Board shall be used on circumference and both side edges of Reels to withstand sufficient impact of handling during transit. The side of reels shall be protected by three ply thick cardboard protective disc kept on both side of Reel. Top of the reel shall be first wrapped in at least two layer of Corrugated Kraft Paper and one layer of polythene sheet and finally in Hessian cloth. A label showing the manufacturer's name, date of manufacturing, lot number, weight description of the paper shall be pasted outside the Hessian cloth and above the top sheet of each reel.

\* \* \* \*

*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 it is 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.*

**Section VIII: Quality Control Requirements**

The material supplied by the successful bidder will be accepted on manufacturer's test certificate from its own laboratory or a NABL Accredited laboratory of repute conforming to all parameters as per specification as stated in Section VII technical specification. The purchaser reserves the right to get the material supplied tested from in-house laboratory or any other NABL Accredited laboratory of repute and in case the material is found not meeting the specification, then the supplier will have to replace the material free of cost to India Security Press, Nashik or the purchaser shall be entitled to cancel the contract, and if so desired, purchase or authorize purchase of the stores at the risk and cost of the contractor.



### **Section IX: Qualification/ Eligibility Criteria**

#### **(i) Experience and past performance:**

The Bidder (manufacturer or principal or authorized representative) should have manufactured and supplied at least **50-MT of Maplitho paper with Hot Melt Adhesive (Pressure Sensitive) Coated and Backed with Silicone Coated Glassine Release Paper** in any one of the year during last five years i.e. from 01<sup>st</sup> April 2016 to 31<sup>st</sup> March 2021.

*Note: 'Startups and Micro and Small Enterprises' are exempted from 'Experience and Past Performance Criteria'.*

#### **(ii) Capability, equipment and manufacturing facilities:**

- i) The Bidder firm must have an annual capacity to manufacture and supply at least **50-MT of Maplitho paper with Hot Melt Adhesive (Pressure Sensitive) Coated and Backed with Silicone Coated Glassine Release Paper**.

ii) The bidder has to submit the following details along with the bid :-

- a. Name of machine utilized to supply the quoted product.
- b. The number of machines being utilized for the production and capacity of each machine.
- c. Total annual capacity of the manufacturer.
- d. Supply orders in hand and proportionate capacity to supply quoted amount.

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

#### **(iii) Financial standing:**

- a) The Average Annual Turnover of the Bidder firm during the last three financial years i.e. 2018-2019, 2019-2020 and 2020-2021 should be at least **Rs.1,08,00,000 /-** as per the annual report (audited balance sheet and profit & loss account) of the last three financial years i.e. 2018-2019, 2019-2020 and 2020-2021, duly authenticated by a Chartered Accountant/Cost Accountant in India.

*Note: 'Startups and Micro and Small Enterprises' are exempted from 'Average Annual Turnover Criteria'.*

- b) The bidder should not have suffered any financial loss for more than one year during the last three years i.e. 2018-2019, 2019-2020 and 2020-2021.
- c) The net worth of the bidder should not be negative on 31st March 2021 and also net worth of the bidder should not have eroded by more than 30% in the last three years i.e., 2018-2019, 2019-2020 and 2020-2021.

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

**Bidder to furnish stipulated documents in support of fulfillment of qualifying criteria. Non-submission or incomplete submission of documents may lead to rejection of offer.**

**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 realize  
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-I Local Supplier/  
☐ Non Local Supplier

(b) We also declare that:

- ☐ There is no country whose bidders have been notified as ineligible on reciprocal basis under this order for offered product, or
- ☐ We do not belong to any country whose bidders are notified as ineligible on reciprocal basis under this order.

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

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

- ☐ We do not belong to any country whose bidders are notified as ineligible under this order.

**4. Debarment Status:** Please state whether business dealings with you currently stand suspended/ banned by any Ministry/ 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 from 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

.....  
.....

Tender Number: 6000017337

### Section XI: Price Schedule

To,  
Chief General Manager  
India Security Press, Nashik Road

OFFER FORM for Tender No.....Date of Opening.....Time.....Hours.....

We.....hereby certify that we are established firm of manufacturers/authorized 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 .....(Name of Purchaser). 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=J	7=6X5	8	9	10
01	MAPLITHO PAPER WITH HOT MELT ADHESIVE (PRESSURE SENSITIVE) COATED AND BACKED WITH SILICONE COATED GLASSINE RELEASE PAPER IN REEL WITH REEL WIDTH OF 44 CMS	As per Section VII	MT				As per Section V: SCC, S. No 13	As per Section VI: List of Requirements	

#### 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	HSN/ SAC Code	GST @ 18 % (include GST Cess, if any) with Break-up of CGST/STGST/UTGST/IGST	Per unit GST Total	Packing & Forwarding in details	F.O.R. Station of Despatch Price	Freight (& Insurance charges) upto destination	FOR Destination Price
A	B	C	D	E	F=A*E/100	G	H=A+F+G	I	J=H+I
			4811						

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) Contract Names, Nos. & email IDs for GST matters ( Please mention primary and secondary contracts)
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 Requirement and other stipulations in Section VII & VIII 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 dispatched 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) In the proforma is permissible.
- (iii) No erasures or alternations in the text of the offer are permitted. Any correction made in the offer shall be initialled by the bidder.
- (iv) Figures in Columns 5 to 7 (both inclusive) and in Break-up of price in column 6, should be in both figures and words.
- (v) This Section should not bring in any new Technical Parameter that has not been mentioned in the Technical Bid.

## Section XII: Vendor Details

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

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

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

### 1. Vendor/ Contractor particulars:

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

### 2. Taxation Details:

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

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

.....  
(Signature with date)

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

For and on behalf of

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



**Section XIII: Bank Guarantee Form for EMD**

Not Applicable

**Section XIV: Manufacturer's Authorization Form**

To

.....

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

Dear Sirs,

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

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

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

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

Yours faithfully,

.....

.....

[Signature with date, name, and designation]

for and on behalf of Messrs.....

[Name & address of the manufacturers]

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

**Section XV: Bank Guarantee Form for Performance Security**

**PROFORMA OF BANK GUARANTEE FOR CONTRACT PERFORMANCE GUARANTEE BOND  
(ON BANK'S LETTERHEAD WITH ADHESIVE STAMP)**

Ref ..... Date .....

Bank Guarantee No .....

To,

***(Insert Name & Address of the Purchaser)***

Dear Sir,

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

2. We ..... ***(name of the bank)***, further agree that, the guarantee herein contained, shall remain in full force and effect, for sixty days after the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period whichever is later, i.e. till ....., (hereinafter called the 'said date') and that if any claim accrues or arises against us ..... ***(name of the bank)***, by virtue of this guarantee before the said date, the same shall be enforceable against us ..... ***(name of the bank)***, notwithstanding the fact that the same is enforced within six months after the said date, provided that notice of any such claim has been given to us ....., ***(name of the bank)***, by the Purchaser, before the said date. Payment under this bond of guarantee shall be made promptly, upon our receipt of notice to that effect, from the Purchaser.

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

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

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

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

Date

Place

Witnesses

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

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

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

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

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

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

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

Total value (in figure) \_\_\_\_\_ (In words) \_\_\_\_\_

(ii) Delivery schedule:

(iii) Details of Performance Security:

(iv) Quality Control: (a) Mode(s), stage(s), and place(s) of conducting inspections and tests.

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

(v) Destination and despatch instructions

(vi) Consignee, including port consignee, if any

(vii) Warranty clause

(viii) Payment terms

(ix) Paying authority

.....

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

For and on behalf of.....

Received and accepted this contract .....

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

For and on behalf of .....(Name and address of the supplier)

.....(Seal of the supplier)

Date:

Place:

**Section XVII: Letter of Authority for attending a  
Pre-bid Conference/ Bid Opening**

The General Manager

Unit Address

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

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

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

**Note:**

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

**Section XVIII: Proforma of Bills for Payments**

(Refer Clause 22.6 of GCC)

Name and Address of the Firm.....

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

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

Name and address of the consignee.....

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

1. GST/ CGST/ SGST/ UTGST/ IGST Amount

2. Freight (if applicable)

3. Excise Duty (if applicable)

4. Packing and Forwarding charges (if applicable)

5. Others (Please specify)

6. PVC Amount (with calculation sheet enclosed)

7. (-) deduction/Discount

8. Net amount payable (in words Rs.)

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

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

**Section XX: Integrity Pact**  
Not Applicable