

BANK NOTE PRESS DEWAS - 455001 (M.P.)

A Unit of Security Printing and Minting Corporation of India Limited

Miniratna Category - I CPSE

Tel : 07272-268253/268468 Fax : 07272-255111

Web: http://bnpdewas.spmcil.com E-Mail: bnpdewas@spmcil.com CIN No.: U22213DL2006GOI144763

Wholly owned by Government of India

ANNEXURE - I

MANDATORY CHECKLIST (To be submitted along with Techno-commercial Bid)

Sr. No.	Description	Yes/No
1.	Tender submitted in two bids i.e. (Techno-Commercial+ Price Bids)	
2.	The Tender should be submitted in English Language. The authenticated copies of the documents in support of the applicant's claims may be submitted in Hindi/English Language.	
3.	EMD- Rs 8000/- submitted in Techno-Commercial Bid. In case of MSME/NSIC/DIC/Start-up India campaign Registered Firm, certificates containing validity (including registered category-if any) to be enclosed.	
4.	CATEGORY OF MSME FIRMS	
	SC	
	ST	
	GEN	
5.	Owner of the company	
	Male	
	Female	
6.	For MSEs- Provided Bid Security Declaration against EMD.	
7.	Provided the Names of Organization(s) / Firm(s) with Addresses & Telephone Numbers, Fax Numbers, E-mail addresses to which they have provided similar type of Items/Services annually during the last five years in Techno-commercial Bid.	
8.	Copy of GST/PAN /TAN number/ TIN number enclosed in Techno-commercial Bid. Please do not fill the prices in Section-X-Tender Form.	
9.	Undertaking/declaration certificate for not suspended/ banned by any Ministry/ Deptt. of Government of India or by any State Govt. must be submitted in technical bid by the bidder.	
10.	Tender validity 120 days given.	
11.	Delivery Schedule accepted as per tender.	
12.	Payment terms accepted as per tender.	
13.	Complete details of firm as per Section VI (List of Requirement)	
14.	Seal and Signed technical specification/scope of work as per Section VII	
15.	Relevant documents to meet eligibility criteria as per Section IX eligibility criteria	
16.	Manufacturer's Authorization form as per Section XIV (if applicable)	
17.	Undertaking regarding acceptance of all terms and conditions of this tender without any deviation	

NOTE:

- 1. The above check list duly filled must be submitted along with techno-commercial bid.
- 2. No price component has to be mentioned in above checklist, otherwise offer will be rejected.



BANK NOTE PRESS DEWAS - 455001 (M.P.)

A Unit of Security Printing and Minting Corporation of India Limited

Miniratna Category - I CPSE

Wholly owned by Government of India

Tel : 07272-255222 / Fax : 07272-255111

Web: http://bnpdewas.spmcil.com E-Mail: bnpdewas@spmcil.com

NOT Transferable

Security Classification: Non Security

TENDER DOCUMENT FOR PROCUREMENT OF: AMC and stamping of Avery Weighing Balances.

TENDER NUMBER: SPMCIL/Bank Note Press Dewas/Purchase/12/22-23/ET/53

(RFQ no. 6000017486 for internal use only)

This Tender Document Contains 32 Pages.

Tender Document is sold to:

The Bidder, (104573)

INDIA

Details of Contact person in SPMCIL regarding this tender:

Name : Diganta Kumar Deka

Designation: AGM (Materials)

Address : BNPD (BANK NOTE PRESS, DEWAS)

INDIA



SECTION I: NOTICE INVITING TENDER (NIT)

Tender No. SPMCIL/Bank Note Press Dewas/Purchase/12/22-23/ET/53

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

S. No.	Brief Description of Goods/Services	Quantity Required	Remarks
1.	AMC of Avery Weighing	04 AU	As per Section VI List of Requirement and detailed
	Balance Qty-24		Technical Specification Mentioned in Section VII.
Type of Tender		TWO-BID Open Tender (E PROCUREMENT)	
Place o	f sale of tender documents		As per MSTC E-procurement Portal
Closing date and time for receipt of tenders		As per MSTC E-procurement Portal	
Date and Time of opening of tenders		As per MSTC E-procurement Portal	

- 2. Interested tenderers may obtain further information about this requirement from https://www.mstcecommerce.com/eproc/.
- Tenderer may also download the tender documents from the web site http://bnpdewas.spmcil.com
 or https://www.mstcecommerce.com/eproc/ and submit its tender by utilizing MSTC E-procurement
 Portal.
- 4. 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.
- 6. The tender documents are not transferable.
- 7. The offer submitted by the firm should be valid for **120 Days** from the date of opening of tender Document.
- 8. The bidder has to submit the quotation strictly as per our tender enquiry specification and terms and Conditions only.
- 9. In case the list of requirements contains more than one schedule, the responsive tenders will be Evaluated and compared separately for each schedule.
- 10. RIGHT OF ACCEPTANCE: The Chief General Manager, Bank Note Press, Dewas reserves the right to reject any or all tenders without assigning any reasons thereof.
- 11. The tender / bid / quotation should be submitted in Two Bid separate double sealed envelopes strictly as per SIT: 8 Submission of Tender of Section III: Special Instructions to Tenderers (SIT) and its sub clause Non-Adherence to this shall make tender liable for rejection.



12. SPECIAL INSTRUCTIONS:

- i Relaxation of norms for Startups and Micro and Small Enterprises on Prior Experience, Prior Turnover Criteria may be given subject to meeting of quality and technical specifications as per circular no.1(2)(1)2016-MA dt.10.03.2016 issued by Govt. of India, Ministry of Micro, Small & Medium Enterprises, New Delhi.
- ii Order No P-45021/2/2017-B.E.-II Dt:15.06.2017 for Public Procurement (Preference to Make in India) issued by Ministry of Commerce and Industry, Department of Industry and Internal Trade (Public Procurement Section), and Order No 6/18/2019-PPD Dt:23.07.2020 for prior registration on procurement from bidders from a country or countries on ground of Defence of India and national Security, issued by Ministry of Finance, department of Expenditure (Public Procurement Division) will be applicable as per guidelines of Government of India.
- 13. The Chief General Manager, BNP Dewas reserves the right to accept/reject /cancel any or all tender document without assigning any reason thereof. Chief General Manager, BNP Dewas also reserves the right to accept the tender in whole or part. Incomplete documents not submitted in accordance with the directions issued shall be liable for rejection.

Diganta Kumar Deka AGM (Materials) For and on behalf of Chief General Manager Bank Note Press, Dewas Telephone No. 07272-268468/268253 E-mail: bnppurchase@spmcil.com



SECTION II: GENERAL INSTRUCTIONS TO TENDERERS (GIT)

Part I & II: General Instructions Applicable to all Types of Tenders

Please refer to our website for:

http://www.spmcil.com/spmcil/UploadDocument/GIT.pdf



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.

S.No.	GIT Clause	Topic	SIT Provision
	No.	_	
1	4	Eligible Goods / Services (Origin of Goods	SIT - 1 (Mentioned below)
		/ Services)	
2	8	Pre bid Conference	Not applicable
3	9	Time Limit for receiving request for	SIT - 2 (Mentioned below)
		clarification of Tender Documents	
4	11.2	Tender Currency	SIT - 3 (Mentioned below)
5	12.10	Applicability of Octroi and Local taxes	SIT - 4 (Mentioned below)
6	12.6	GST details	As per GIT condition 12.6
7	14	PVC Clause & Formula	SIT -5 (Mentioned below)
8	19	Tender Validity	SIT - 6 (Mentioned below)
9	20.4	Number of Copies of Tenders to be	SIT - 7 (Mentioned below)
		submitted	
10	21	Submission of Tender	SIT - 8 (Mentioned below)
11	33	Evaluation Criteria	SIT - 9 (Mentioned below)
12	35.2	Additional Factors for Evaluation of Offers	SIT – 10 (Mentioned below)
13	35.3	Price Preference	Not applicable
14	43	Parallel Contracts	SIT – 11 (Mentioned below)
15	50	Tender For rate Contracts	Not Applicable
16	51	Eligibility Criteria	As Mentioned in Section IX
17	52	Tenders involving Pre-Production Samples	Not applicable
18	53	EOI Tenders	Not Applicable
19	54	Tenders for Disposal of Scrap	Not Applicable
20	55	Development/ Indigenization Tenders	Not Applicable
21		Site Inspection	SIT -12 (Mentioned below)
22		Earnest Money Deposit	SIT -13 (Mentioned below)

SIT 1: Eligible Goods: All goods to be supplied under the contract shall have their origin in India or Indian Agent in case of imported item, subject to any restriction imposed in this regard in Section III (SIT). The term "origin" used in this clause means the place where the goods are mined, grown, produced, or manufactured or from where the related services are arranged and supplied.

SIT 2: Clarification of Tender Documents: A Tenderer requiring any clarification or elucidation on any issue of the tender documents may take up the same with BNP DEWAS in writing or by fax / e-mail/ post. BNP DEWAS will respond in writing to such request provided the same is received by BNP DEWAS not later than **21 Days** prior to the prescribed date of submission of tender. In case the clarifications are not given by BNP Dewas in stipulated time frame then the bidder must strictly follow the tender terms & conditions.



SIT 3 Tender currencies: The tenderer shall quote only in **Indian rupees**. Supplier is requested to quote price within 2 decimal place. Quotation with price quote beyond 2 decimal place will be ignored.

SIT 4: Wherever GST is applicable, the following may be noted:

- i The tenderer should quote the exact percentage of GST that they will be charging extra.
- ii While quoting the rates, tenderer should pass on (by way of reduction in prices) the set off/input tax credit that would become available to them by switching over to the system of GST from the erstwhile system of sales tax, duly stating the quantum of such credit per unit of the item quoted for.
- iii The tenderer while quoting for tenders should give the following declaration: "We agree to pass on such additional set off/input tax credit as may become available in future in respect of all the inputs used in the manufacture of the final product on the date of supply under the GST scheme by way of reduction in price and advise the purchaser accordingly."
- iv The supplier while claiming the payment shall furnish the following certificate to the paying authorities: "We hereby declare that additional set offs/input tax credit to the tune of Rs.

 ______ has accrued and accordingly the same is being passed on to the purchaser and to that effect the payable amount may be adjusted.

SIT 5: Price Variation Clause: The prices should be firm & fixed during the entire currency of the contract

SIT 6: Tender Validity

- The tenders shall remain valid for acceptance for a period of 120 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.
- In exceptional cases, the tenderers may be requested by BNP DEWAS to extend the validity of their tenders upto a specified period. Such request(s) and responses 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 and they are also to extend the validity period of the EMD (If applicable) accordingly. A tenderer, however, may not agree to extend its tender validity without forfeiting its EMD.
- In case the day upto which the tenders are to remain valid falls on/ subsequently declared a holiday or closed day for BNP DEWAS, the tender validity shall automatically be extended upto the next working day.
- ➤ 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 7: Number of Copies of Tenders to be submitted:** Through MSTC e-procurement portal https://www.mstcecommerce.com/eproc/.

SIT 8: Submission of Tender:

<u>Techno-commercial Bid and Financial Bid</u> are to be submitted separately through MSTC e-procurement portal https://www.mstcecommerce.com/eproc/ on or before the due date of the submission of the tender.



<u>Part-I</u>: Techno-commercial bid [First Envelope]

- I. Mandatory Check List
- II. The tenderer has to submit sealed & signed tender document by authorized signatory of the tenderer as a token of acceptance of all section/terms & conditions of this tender document.
 - 1. <u>EMD-</u> EMD of Rs.8000/- must be valid for at least 45 days beyond the validity of tender. i.e 120 days +45 days= 165 days. EMD must be submitted along with the tender in form of DD/FDR/Bankers Cheque only in favour of "The General Manager, Bank Note Press, Dewas" Payable at Dewas, Failing which the offer will be ignored.
 - 2. The firm who are registered under NSIC, Micro & Small Enterprises (MSE)/ Startups may be exempted from submitting the EMD on producing valid certificate Traders/resellers/distributors/authorized agents will not be considered for availing benefits under PP Policy 2012 for MSEs as per MSE guidelines issued by MoMSME.
 - 3. For MSE Firm- Bid Security Declaration: Against EMD, bidder firm have to submit a seal & sign "Bid Security Declaration" accepting that if the firm withdraw or modify their bid during the period of bid validity after opening of tender they will be suspended for a period of 3 years from the date of opening of tender. (As per letter no. F.9/4/2020-PPD Ministry of Finance, Department of Expenditure dated 12.11.2020).

 In addition to above, firms participating as MSE/NSIC/DIC/Start-up India Campaign, needs to enclose certificates containing validity (including registered category-if any).
 - **4.** Relaxation of norms for Startups and Micro and Small Enterprises on Prior Experience, Prior Turnover Criteria may be given subject to meeting of quality and technical specifications as per circular no.1(2)(1)2016-MA dt.10.03.2016 issued by Govt. of India, Ministry of Micro, Small & Medium Enterprises, New Delhi.
- 5. Relaxation may be given under Order No. P-45021/2/2017-B.E.-II Dt:15.06.2017 for Public Procurement (Preference to Make in India) issued by Ministry of Commerce and Industry, Department of Industry and Internal Trade (Public Procurement Section), and Order No 6/18/2019-PPD Dt:23.07.2020 for prior registration on procurement from bidders from a country or countries on ground of Defence of India and national Security, issued by Ministry of Finance, department of Expenditure (Public Procurement Division).
- III. Manufacturer authorization Form: Not Applicable.
- IV. The bidder should not be suspended/ banned by any Ministry/ Deptt. of Government of India or by any State Govt. Undertaking/declaration certificate for the same must be submitted in Technical bid.
- V. The bidder have to submit all the documents & relevant proof in support of relevant clauses mentioned in Section VI: List of Requirement and Section VII: Technical Specification, Section IX: Eligibility criteria



Part-II: - Price Bid [Second Envelope]

> The tenderer shall quote their prices strictly as per the the e-procurement portal.

SIT 9: Evaluation Criteria:

In the first instance, the **Techno-commercial Bid (The Techno-commercial part)** of the tender document will be considered for the evaluation. These offers/bids will be scrutinized & evaluated by the committee/authority with reference to the parameters prescribed in the **Section - VI: List of Requirement**, **Section -VII: Technical Specification**, **Section - IX: Eligibility criteria Section** of the tender document .If the clarifications required by the purchaser the bidder have to submit their reply within stipulated time period by fax /email/courier/speed post accordingly the offers submitted by the firms would be scrutinized & evaluated.

➤ In the Second stage, the **Price Bid** of only eligible/the techno-commercial acceptable offers (as mentioned in first stage) will be opened for further scrutiny & evaluation. The evaluation criteria for awarding the contract shall be given to L1 Bidder.

SIT 10: Additional Factors for Evaluation of Offers:

Participating MSMEs registered with MSME under Single Point Registration Scheme quoting price within price band of L1+15% shall also be allowed to supply a portion up to 25% of requirement by bringing down their price to L1 price where L1 is non MSEs.

SIT 11: Parallel Contract: Not applicable

SIT 12: Site Inspection:

BNP reserves the right for site inspection for assessment of capacity, capability by the BNP officials.

SIT 13: Earnest Money Deposit:

For other firm: EMD of Rs.8000/- must be valid for at least 45 days beyond the validity of tender. i.e 120 days +45 days= 165 days. EMD must be submitted along with the tender in form of DD/FDR/Bankers Cheque only in favour of "The General Manager, Bank Note Press, Dewas" Payable at Dewas, Failing which the offer will be ignored.

For MSE firm:

Against EMD, bidder firm have to submit a seal & sign "Bid Security Declaration" accepting that if the firm withdraw or modify their bid during the period of bid validity after opening of tender they will be suspended for a period of 3 years from the date of opening of tender. (As per letter no. F.9/4/2020-PPD Ministry of Finance, Department of Expenditure dated 12.11.2020)

In addition to above, firms participating as MSE/NSIC/DIC/Start-up India Campaign, needs to enclosed certificates containing validity (including registered category-if any).



SECTION IV: GENERAL CONDITIONS OF CONTRACT (GCC)

Part I: General Conditions of Contract applicable to all types of Tenders

Please refer to our website for:

http://www.spmcil.com/spmcil/UploadDocument/GCC.pdf



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.

S.	GCC Clause No.	Topic	SCC Provision
No			
1	8.2	Packing and Marking	SCC - 1 (Mentioned below)
2	11.2	Transportation of Domestic Goods	SCC - 2 (Mentioned below)
3	12.	Insurance	SCC - 3 (Mentioned below)
4	14.1	Incidental Services	Not Applicable
5	15	Distribution of Dispatch Documents for clearance/ Receipt of Goods	SCC - 4 (Mentioned below)
6	16.2,16.4	Warrantee Clause	SCC - 5(Mentioned below)
7	19.3	Option Clause	SCC - 6 (Mentioned below)
8	20.1	Price Adjustment Clause	Not Applicable
9	21.	Taxes and Duties	SCC - 7 (Mentioned below)
10	22	Terms and Mode of payments	SCC - 8 (Mentioned below)
11	24.1	Quantum of LD	SCC - 9 (Mentioned below)
12	25.1	Bank Guarantee and Insurance for Material Loaned to Contractor	Not Applicable
13	33.1	Resolution of Disputes	SCC - 10 (Mentioned below)
14		Disposal/ Sale of Scrap by Tender	Not Applicable
15	36.3.2,36.3.9	Arbitration Clause	SCC -11 (Mentioned below
16		Failure & Termination Clause	SCC -12 (Mentioned below
17		Force Majeure Clause	SCC -13 (Mentioned below

SCC - 1: Packing and Marking:

The supplier shall arrange for adequate protection and packing of the stores so as to avoid any loss or damage during the transit.

The quality of packing, the manner of marking within & outside the packages and provision of accompanying documentation shall strictly comply with the requirements as provided in Technical Specifications and Quality Control Requirements under Sections VII and VIII and in SCC under Section V. In case the packing requirements are amended due to issue of any amendment to the contract, the same shall also be taken care of by the supplier accordingly.

- **SCC 2: Transportation of Domestic Goods**: The transportation of the goods to be procured will be done by the supplier on FOR BNP Dewas Basis. The total cost of the transportation should also be indicated in the price bid of the item to be procured.
- **SCC 3: Insurance:** As the supplier has to deliver the material on FOR BNP Dewas Basis therefore the cost of the insurance will also the part of the total cost of the material born by the supplier. The insurance charges should also be indicated in the price bid of the material/item.
- **SCC 4: Distribution of Despatch Documents for Clearance/ Receipt of Goods :** The supplier shall send all the relevant despatch documents well in time to BNP DEWAS to enable BNP DEWAS to clear or receive (as the case may be) the goods in terms of the contract.



SCC-5: Warranty Clause: The warranty shall remain valid till the completion of the Contract or any portion thereof as the case may be, have been delivered to Bank Note Press Dewas and accepted by Bank Note Press Dewas in terms of the contract.

SCC-6: Option Clause: The Purchaser reserves 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 Delivery Period.

SCC-7: Taxes and Duties: Supplier shall be entirely responsible for all taxes, fees, levies etc. incurred until delivery of the contracted goods to BNP DEWAS.

SCC-8: Terms and Mode of Payment: The payment will be released on Quarterly basis through RTGS/NEFT after receipt, inspection, and acceptance of goods/Services, against receipt of following documents.

SCC-9: Quantum of Liquidated damages: If the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame(s) incorporated in the contract, BNP DEWAS shall, without prejudice to other rights and remedies available to BNP DEWAS under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the ½% (0.5%) percent+ 18% GST (or any other percentage if prescribed in the SCC) of the delivered price of the delayed goods and/ or services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 10% percent+ 18% GST (or any other percentage if prescribed in the SCC) of the delayed goods' or services' contract price(s). During the above mentioned delayed period of supply and / or performance, the conditions incorporated under GCC sub-clause 23.4 shall also apply.

SCC-10: Resolution of disputes:

If dispute or difference of any kind shall arise between BNP DEWAS and the supplier in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within twenty one days of its occurrence, then, unless otherwise provided in the SCC, either BNP DEWAS or the supplier may seek recourse to settlement of disputes through arbitration as per The Arbitration and conciliation Act 1996 as per following clause.

SCC-11: Arbitration Clause: All disputes & differences arising out of or in any way touching or concerning this agreement (except those for which specific provision has been made therein) shall be referred to Sole Arbitrator to be appointed by CMD, SPMCIL. This contract has to be interpreted in accordance with the laws of the Union of India and arbitration proceedings shall be conducted in India under the Arbitration and conciliation Act 1996. The Arbitrator so appointed shall be an SPMCIL Officer who had not dealt with matters to which this agreement relates and in course of his duties had not expressed views on all or any of the matter in dispute or differences. The Award of the Sole Arbitrator shall be final and binding on the parties.

SCC-12: Failure & Termination

- A) Cancellation of contract for Default: Without prejudice to any other remedy for breach of contract, like removal from the list of registered supplier, by written notice of default sent to the supplier, the contract may be terminated in whole or in part:
- (i) If the supplier fails to provide any or all the goods within the time period (s) specified in the contract, or any extension thereof granted
- (ii) If the supplier fails to perform any other obligation under the contract within the period (s) specified in the contract or any extension thereof granted.



B) Termination of Contract for convenience: Bank Note Press, Dewas (M.P.) may at any time terminate the Contract by giving you one month's prior notice in writing to that effect and shall have the liberty to appoint any other agency to carry out your obligations under this Contract.

SCC-13: Force Majeure:

13.1 In the event of any unforeseen event directly interfering with the supply of stores arising during the currency of the contract, such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, within week lockouts. acts of God. the Contractor shall. from commencement thereof, notify the same in writing to the Purchaser with reasonable evidence thereof. Unless otherwise directed by in writing, the supplier shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

If the force majeure condition(s) mentioned above be in force for a period of 90 days or more at any time, either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days' notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other, save and except those which had occurred under any other clause of this contract prior to such termination.

- 13.2 Notwithstanding the provisions contained in GCC clauses 23, 24 and 26, the supplier shall not be liable for imposition of any such sanction so long the delay and/ or failure of the supplier in fulfilling its obligations under the contract is the result of an event of Force Majeure.
- 13.3 In case due to a Force Majeure event is unable to fulfill its contractual commitment and responsibility, BNP Dewas will notify the supplier accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.



SECTION VI: LIST OF REQUIREMENTS

S. No.	Brief Description of Goods (Related specifications etc. are in Section-VII)	Quantity Required
1.	AMC of Avery Weighing Balance Qty-24	04 AU

1. Delivery Schedule:

The contract will be valid for a period of One Year from 01.07.2022 (tentatively).

2. Security Deposit: If the value of the purchase order will exceed Rs. 2,50,000/- then the firm on whom purchase order will be placed will have to submit 3% of the total cost of the purchase order against security deposit in form of DD/ FDR/ Banker's cheque drawn on any scheduled commercial bank in India only in the favour of "The General Manager, BNP Dewas" payable at Dewas within 21 Days from the date of issuance of NAC(Notification of Award of Contract). The Security Deposit should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the contractor, including warranty obligations, and will be refunded to the contractor without any interest, whatsoever, after it duly performs and completes the contract in all respects but not later than 60 days of completion of all such obligations under the contract. (As per letter no. F.9/4/2020-PPD Ministry of Finance, Department of Expenditure dated 12.11.2020).

Note: Purchase order will be issued to the successful bidder only after receipt of SD in original form.

3. Other requirements for the Bidders:-

- (a) The bidder shall provide names of organization(s)/firm(s) with addresses & telephone numbers, fax numbers, email addresses to which they have provided similar type of items annually during the last five years.
- **(b)** The application should be submitted in Hindi/English Language. The authenticated copies of the documents in support of the applicant's claims may be submitted in Hindi/English Language.
- **(c)** The bidder shall indicate that authorized signatory is competent & legally authorized to submit the tender and / or to enter into legally binding contract.
- (d) The bidder must have to enclosed the copy of PAN /GSTIN certificate.

 Note: Tenderer's attention is drawn to GIT clause 17 and GIT sub-clause 10.1
- 4. The tenderer is to provide the required details, information, confirmations, etc accordingly, failing which it's tender is liable to be ignored. Following details may also be provided. (Mandatory)



i	Name of Firm:			
ii	Name of Firm:			
iii	Name of the Proprietor /	Owner / Director :		
iv	Complete address of the	firm :		
iv	Contact of firm :			
	Phone No Mobile No FAX No E-mail No			
٧	GST Registration No. (C	copy of certificate en	closed. If applical	ole) :
vi	Income Tax P.A.N. No.(Copy enclosed) :		
vii	For transaction through 1. Name of Bank	RTGS/NEFT :		
	2. Account No	:		
	3. MICR No	:		
	4. IFSC Code	:		
viii	Details of ITCC / NSIC /	DGS&D Registratio	n. Please enclose	Photostat copies.
	Whether the firm is Moumentary proof. Category (SC/ST/GEN):		yes, please enclos	e the copy of relevant GEN
xi.	Name of the owner of the	company:		
xii	: Gender of the owner (Ma	ale/Female) : Male	Female	
Da	te:			Name & Signature
_				

Seal of the Firm & Address



SECTION VII: TECHNICAL SPECIFICATION

AMC of Avery Weighing Balance Qty-24

Maintenance, Calibration, Servicing, Restamping Reverification of Avery make weighing scales at Bank Note Press Dewas.

- 1. Contractor's service engineer shall visit Bank Note Press Dewas at least once in every quarter to examine / test Avery make weighing machines during the period of contract.
- 2. All travelling and other expenses of service engineer and supervisory staff are included in the contract amount.
- 3. Contractor firm will attend once a year to overhaul and prepare our weighing scales for reverification and stamping by Government Inspector (weighing and measure Department, Madhya Pradesh) in accordance with weighing and measurement act. Contractor shall obtain the Test and calibration certificate for these weighing Scale from weighing and measurement department Dewas. Stamping fees as prescribed by the govt. will be born by Bank Note Press Dewas (MP).
- 4. Working parts / Free Replacement: All repairs of working parts necessitated by fair wear and tear are included. The free replacement and fitting when necessary of working parts Viz all knife edge centres, steel or agate bearing wrought steel legs and stays, suspension rod, ribbon, rubber, bolts, nuts and screw where same are worn out as a result of fair wear and tear included in the contract.
- 5. Non- working Parts: Replacement of any other parts other than these mentioned in para (4) above will be on payment basis subject to prior approval, however no extra labour charges shall be payable for this work.
- 6. Break Down repairs: In case of any defect noticed in the proper working of these weighing scale contractor firm will be intimated telephonically or in writing and contractor firm's service engineer shall visit Bank Note Press Dewas within 48 hours to attend and rectify the breakdown/ defects.
- 7. The contract shall take effect from the date when service mechanic come first for servicing of our weighing Scales and shall be valid for a period of one year from the day/ date. The servicing and stamping job will be taken up within the time / first quarter.

Details of Avery weighing balance (Quantity, Model No., capacity) for AMC is as per the sheet presented on page 18.



Details of Avery Make Weighing Scale

Sr.	Machine Model	Description	Make	Capacity
1	1103 CCC	Weighing Scale	Avery	2 kg
2	3205 COE	Weighing Scale	Avery	500 kg
3	3303 CLS	Weighing Scale	Avery	50 kg
4	3303 CLS	Weighing Scale	Avery	100 kg
5	MLHD/ZM201	Weighing Scale	Avery	1000 kg
6	MLHD/ZM201	Weighing Scale	Avery	1000 kg
7	MLHD/ZM201	Weighing Scale	Avery	1000 kg
8	MLHD/ZM201	Weighing Scale	Avery	1000 kg
9	A613W	Weighing Scale	Avery	30 kg
10	H400/AWB	Weighing Scale	Avery	1000 kg
11	L115	Weighing Scale	Avery	500 kg
12	3205 CLE	Weighing Scale	Avery	500 kg
13	1103 CCC	Weighing Scale	Avery	10 kg
14	3303 CLS	Weighing Scale	Avery	100 kg
15	3303 CLS	Weighing Scale	Avery	50 kg
16	3305 CLE	Weighing Scale	Avery	1000 kg
17	3303 CLS	Weighing Scale	Avery	20 kg
18	3303 CLS	Weighing Scale	Avery	20 kg
19	H400/AWB	Weighing Scale	Avery	500 kg
20	3205 CLE	Weighing Scale	Avery	1000 kg
21	E1010	Weighing Scale	Avery	120 kg
22	E1010	Weighing Scale	Avery	120 kg
23	AWB	Weighing Scale	Avery	120 kg
24	E1010/H400	Weighing Scale	Avery	500 kg



SECTION VIII: QUALITY CONTROL REQUIREMENTS

(As per technical specification mentioned in section VII)



SECTION IX: ELIGIBILITY CRITERIA FOR

- i. The Bidder firm should meet following eligibility criteria to qualify:-
 - **I. For other firm: Experience and past performance**: The Bidder Firm should have experience to perform at least one similar work in any one year during last five years ending 31.03.2021.
 - **II. For MSE/Startup firms: Capability-Equipment & Manufacturing Facilities:** The bidder firm must have an annual capacity to perform at least one similar work.

Note:- Participating bidder needs to be submit all related documents along with the bid.



SECTION X: TENDER FORM ACCEPTANCE OF TERMS & CONDITIONS

Date
To The Chief General Manager, Bank Note Press, (A unit of Security Printing and Minting Corporation of India Limited) Dewas (M.P.) – INDIA
Ref: Your Tender document No, Dt:
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):

(e) Udyog Aadhaar Memorandum no......



(f) Whether Proprietor/ Partner belongs to SC/ ST or Women category. (Please specify names and percentage of shares held by SC/ST Partners):
2. Make in India Status: Having read and understood the Public Procurement (Preference to Make in India PPP_MII) Order, 2017 (as amended and revised till date) and related notifications from the relevant Nodal Ministry/ Department, and solemnly declare the following:
 (a) Self-Certification for category of supplier: □ Class-I Local Supplier/ □ Class-II Local Supplier/ □ Non-Local Supplier.
(b) We also declare that ☐ There is no country whose bidders have been notified as ineligible on reciprocal basis under this order for offered product, or ☐ We do not belong to any Country whose bidders are notified as ineligible on reciprocal basis under this order
3. Restrictions on procurement from bidders from a country or countries, or a class of countries under Rule 144 (xi) of the General Financial Rules 2017
Having read and understood the Order (Public Procurement No. 1) issued vide F.No.6/18/2019-PPD dated 23rd July 2020 (and its amendments if any) by Department of Expenditure, Ministry of Finance under the above provision and solemnly declare the following: ☐ We do not belong to any Country whose bidders are notified as ineligible under this order
4. Debarment Status: Please state whether business dealings with you currently stand suspended banned by any Ministry/ Deptts. of Government of India or by any State Govt:
☐ Yes (with period of Ban) ☐ No, We, solemnly declare that neither we nor any of our affiliates or subsidiaries — including subcontractors or suppliers for any part of the contract — do not stand declared ineligible/ blacklisted/banned/ debarred by any Government Agency anywhere in the world, for participating in its tenders, under that country's laws or official regulations.
5. Penalties for false or misleading declarations: I/we hereby confirm that the particulars given above are correct and complete and also undertake to advise any future changes to the above details. We understood that any wrong or misleading self-declaration by us would be violation of code of Ethics and would attract penalties as mentioned in this tender document, including debarment.
(Signature with date)
(Name and designation) Duly authorized to sign tender for and on behalf of



SECTION XI: PRICE SCHEDULE

- 1. Prices should be on FOR BANK NOTE PRESS, DEWAS basis.
- 2. Price Schedule as per MSTC e-Procurement portal.



1. Vendor/ Contractor particulars:

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.

(a) Name of the Company:
2. Taxation Details:
(a) PAN number:
□ 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 o 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

(Not Applicable)



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 covering supply of	
entered into between the (insert	
Purchaser) and M/s	
certify that, at the request of the Contractor, we	
in trust in favour of the Purchaser, the amount of	•
indemnify and keep indemnified the Purchaser, agains suffered by the Purchaser, by reason of any breach by	
of the said contract and/or in the performance there	-
whether any breach of any of the terms and condition	_
thereof has been committed by the Contractor; and th	
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 d	emur to the Purchaser.
2. We (name of the bank), further agr	ree that the guarantee herein contained shall
remain in full force and effect, for sixty days after the co	
to the complete satisfaction of both the BIDDER and the	
later, i.e. till, (hereinafter ca	alled the 'said date') and that if any claim accrues
or arises against us (name of the	
date, the same shall be enforceable against us	
notwithstanding the fact that the same is enforced with	
notice of any such claim has been given to us,before the said date. Payment under this bond of guara	
notice to that effect, from the Purchaser.	ntee shall be made promptly, apon our receipt of
•	
3. It is fully understood that this guarantee is effective	
(name of the bank), u	
currency, without the consent in writing of the Purchase	∍r.



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
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)



(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

SECTION XVI: CONTRACT FORM

dated					
This is in continuation to this office' Notification of Award No					
1. Name & ac	Idress of the Supplier:				
	s Tender document No , dated (If any), issue		and	subsequent Am	endment
	Tender No dated, exchanged between the s				
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' Authorization 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 clause of 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.					
Any other additional services (if applicable) and cost thereof:					
(iii) Details of Performance Security					



(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 th 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 BID OPENING

(Refer to clause 24.2 of GIT)

The Chief General Manager, Bank Note Press, (A unit of Security Printing and Dewas (M.P.)- INDIA	nd Minting Corporation o	f India Limited)
Subject: Authorization for att	ending bid opening on _	(date) in the Tender of
Following persons are hereb on behalf of given below.	y authorized to attend t	he bid opening for the tender mentioned above (Bidder) in order of preference
Order of Preference	Name	Specimen Signatures
l.		
II.		
Alternate Representative		
Signatures of bidder or		

Note:

the bidder.

Officer authorized to sign the bid Documents on behalf of

- 1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
- 2. 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 bids are opened may be refused in case authorization as prescribed above is not recovered.



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 consi	gnee		

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 dispatc	:h	
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:	
То:	
(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

Vendor Registration Procedure for Common Portal(V3) e-Procurement

System Requirements:

- 1. OS Windows 10 and above, browser Internet Explorer 10 and above
- 2. Digital Signature Class 3 and above (both signing and encrypting)

STEPS:

- 1. Please visit https://www.mstcecommerce.com
- 2. Scroll onto e-Procurement tab and click on "Common Portal"
- 3. In the **Vendor Login**, please click on "**Register**"
- 4. Please fill all the details and follow the onscreen form to get registered.
- 5. Click on Submit button.
- 6. After the successful registration, an automated confirmation e-mail is sent to the provided email address.

Post Submission Login using your Digital Signature **Class 3**(both signing and encryption)

For System Settings:

MSTC Help Desk Ph. 033 23400020, 23400021, 23400022

For System Settings Video Tutorial open link: bit.ly/v3mstcvid

Bidding Guide to Vendor

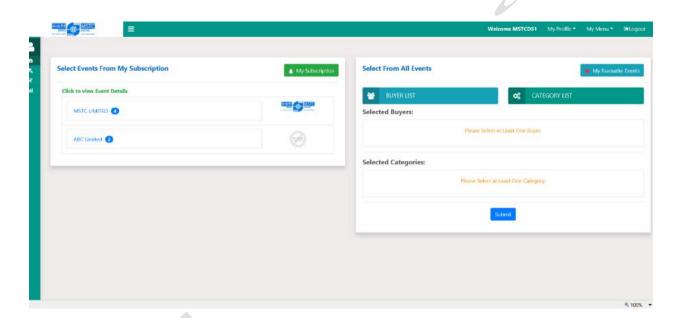
www.mstcecommerce.com/eproc

The following section is meant only to provide guidance to bidders about the Bidding process on the website of MSTC. This guideline is subject to change from time to time depending on the development of the portal. Vendors are advised to keep checking the latest guidelines from the website to keep themselves updated. They may also contact the Helpdesk to seek clarification on any point. MSTC shall not be responsible for any mistake committed by any bidder or for any consequent loss to the bidder due to misunderstanding anything written hereunder.

A vendor shall be able to participate in event through Dashboard, My Favourite Events and Bid Floor.

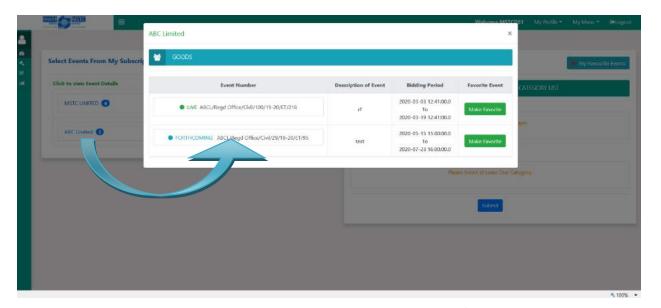
Dashboard provides two options to vendors-

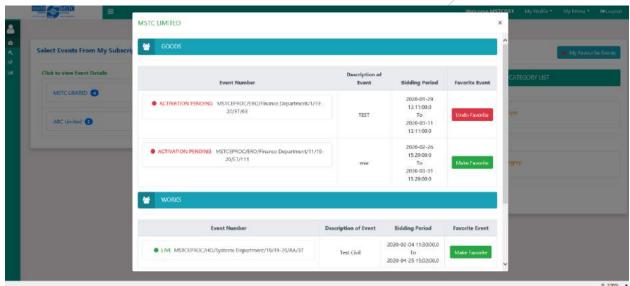
- Select Events From My Subscription
- Select From All Events



Select Events From My Subscription

System provides the list of buyers for which vendor has subscribed. Under each buyer the total count of events LIVE/ Forthcoming and Activation Pending gets displayed. In case an event is limited tender or Reverse Auction, vendors who are eligible to participate shall be able to participate in the bidding.

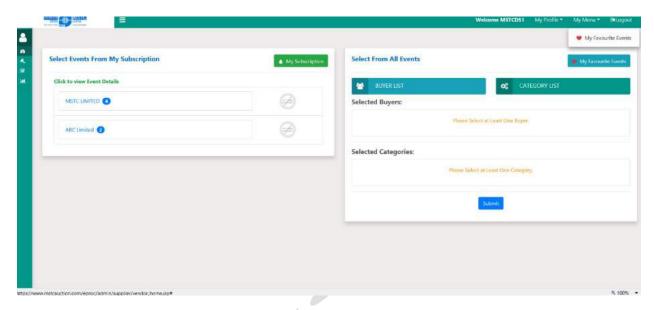




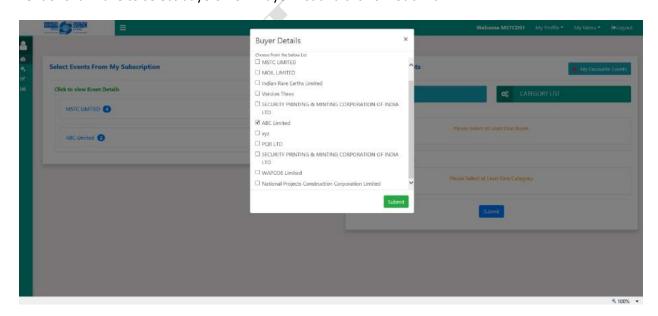
- ♣ On clicking the LIVE event, system leads the vendor to the bid floor.
- ♣ A vendor shall be having the provision to add any event to the list of 'My Favourite Events' by clicking on 'Make Favorite'. To remove any event from the list, vendor shall have to click on 'Undo Favorite'.

Select From All Events

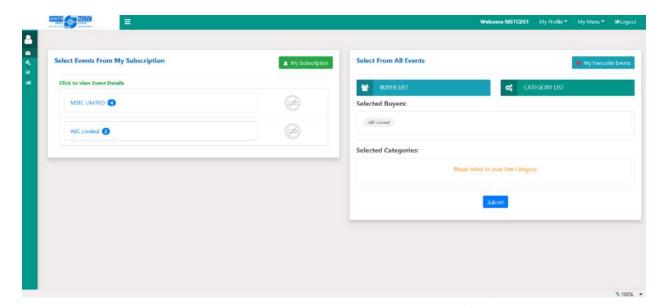
System provides the list of all the events (LIVE/Forthcoming) created in the portal based on the selection of buyers and category by vendors. Under each buyer the total count of events LIVE and Forthcoming shall be displayed. In case an event is limited tender or Reverse Auction, vendors who are eligible to participate shall be able to participate in the bidding.



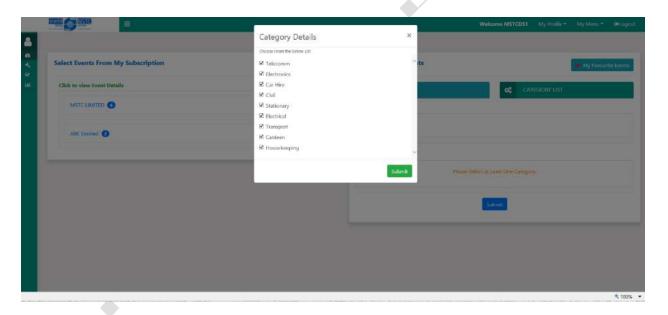
Vendor shall have to select buyers from Buyer List and click on 'Submit'.



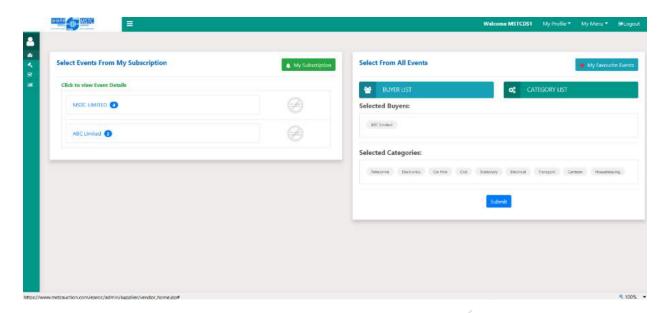
On clicking 'Submit' button, the selected buyers shall be displayed in the 'Selected Buyers' list.



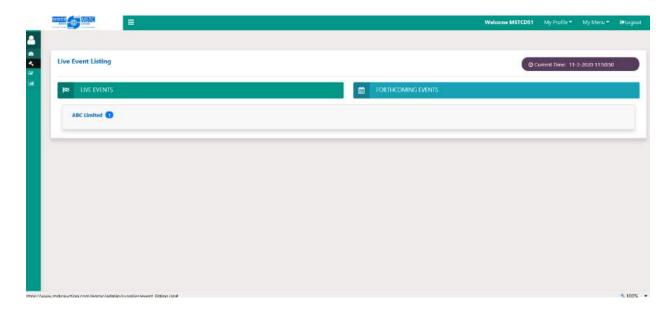
Vendor shall have to select category from Category List and click on 'Submit'.



On clicking 'Submit' button, the selected categories shall be displayed in the 'Selected Categories' list.



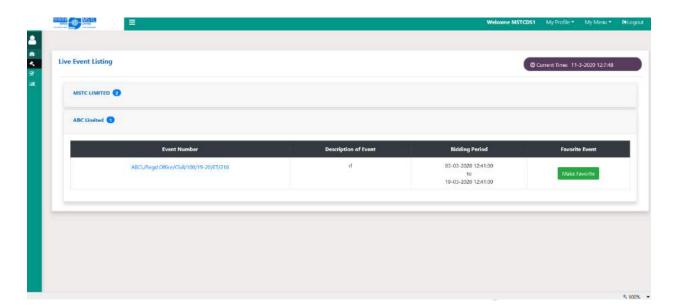
On clicking 'Submit', system shall display each buyer along with the total count of events under 'LIVE Events'.



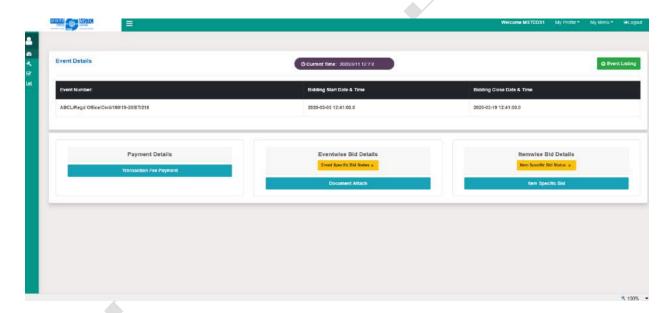
LIVE Event Listing

On clicking a particular buyer's name, system enlists the LIVE events.

A vendor shall have the provision to add any event to the list of 'My Favourite Events' by clicking on 'Make Favorite'. To remove any event from the list, vendor shall have to click on 'Undo Favorite'.



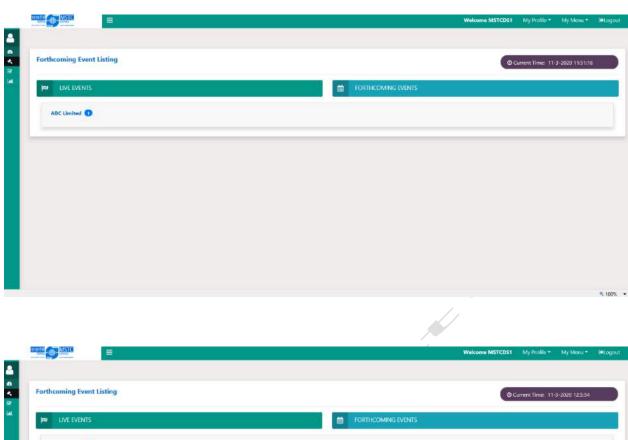
On selecting an event, system leads a vendor to the bid floor.

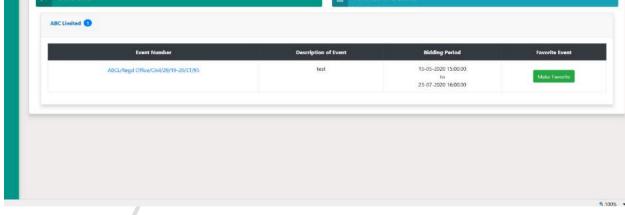


Forthcoming Event Listing

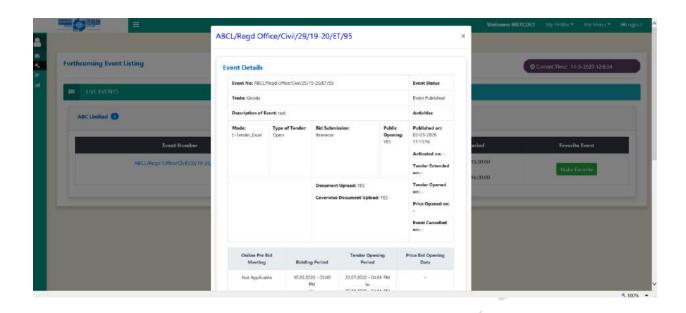
On clicking a particular buyer's name, system enlists the Forthcoming events.

A vendor shall have the provision to add any event to the list of 'My Favourite Events' by clicking on 'Make Favorite'. To remove any event from the list, vendor shall have to click on 'Undo Favorite'.





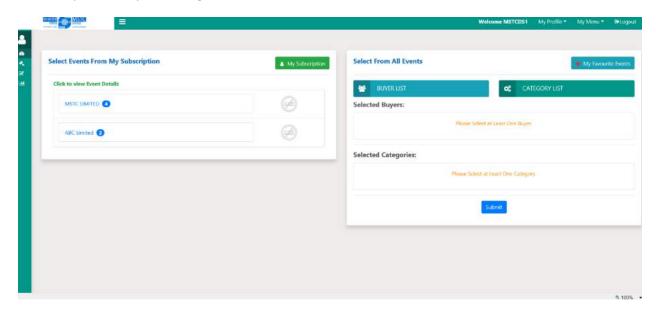
On selecting an event, system displays the catalogue.





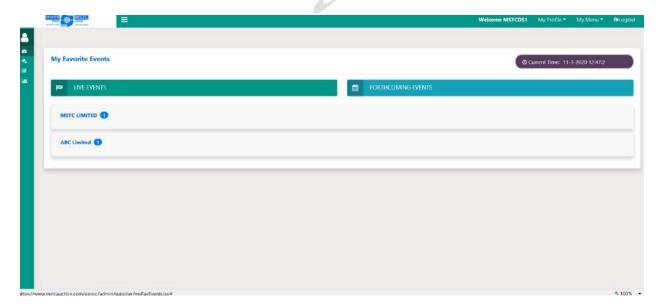
My Favourite Events

On clicking this link, system displays the LIVE and Forthcoming events which have been added to favorites under respective buyers through Dashboard and Bid Floor.

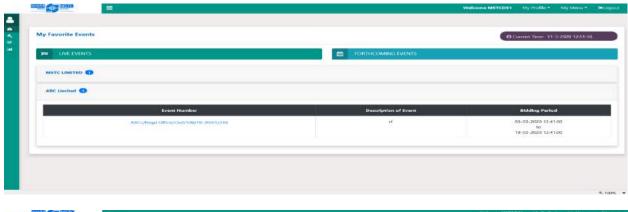


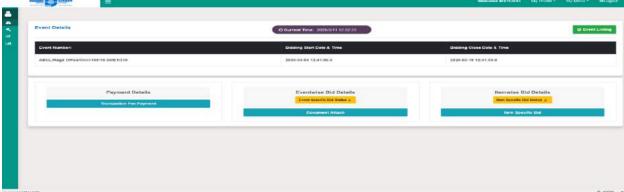
LIVE Events

On clicking a particular buyer's name, system enlists the LIVE events.



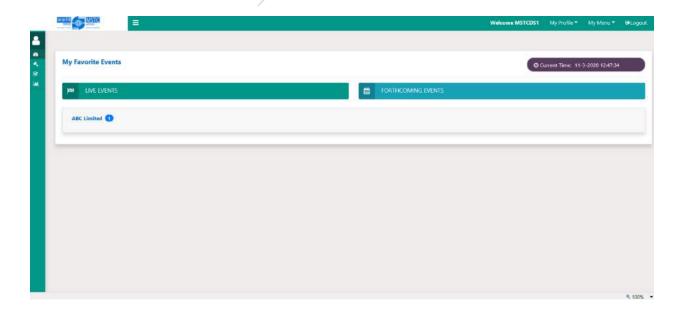
On selecting an event, system leads a vendor to the bid floor.

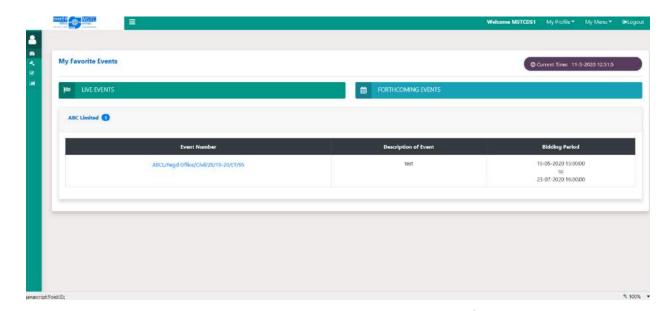




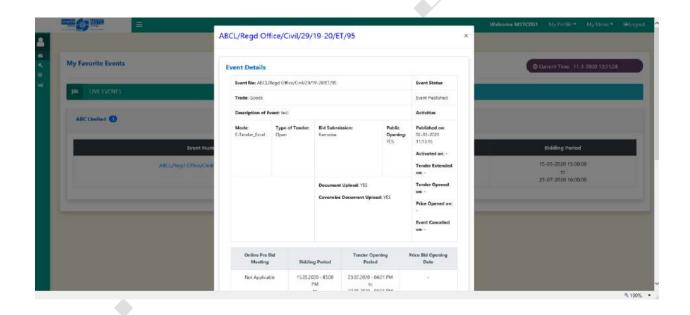
Forthcoming Events

On clicking a particular buyer's name, system enlists the Forthcoming events.



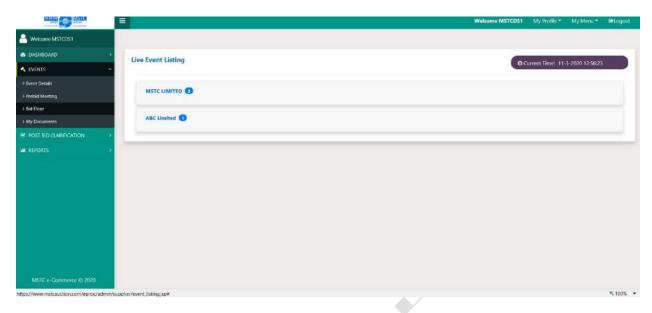


On selecting an event, system displays the catalogue.

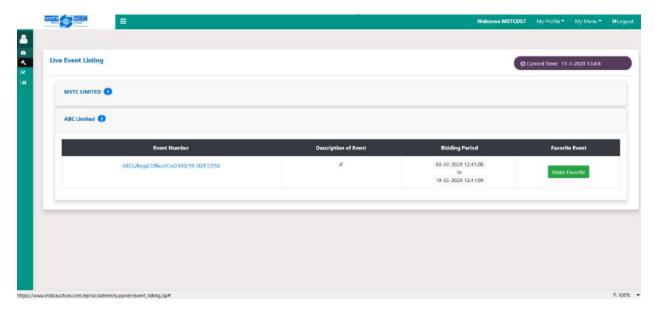


Bid Floor

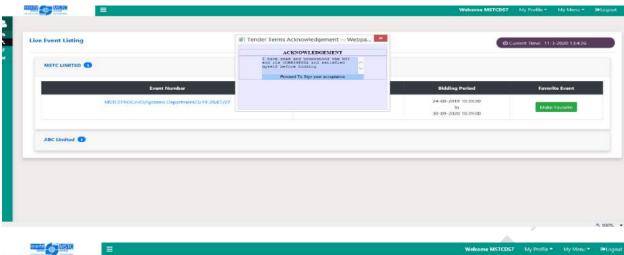
Vendors shall be able to view the buyers list with counts of LIVE events through this link.

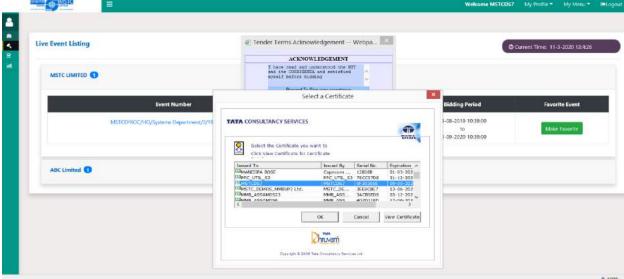


On clicking a buyer, system displays the LIVE events to vendors.



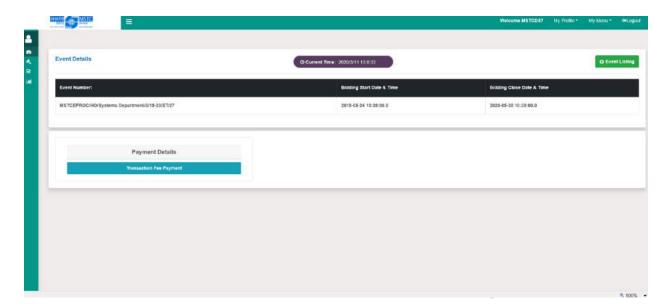
On clicking an event for the first time, the same shall be verified with DSC.



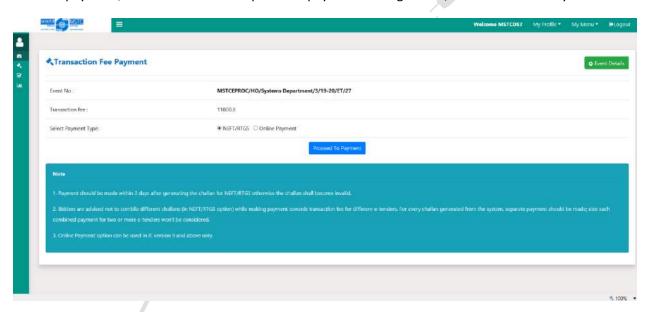


On successful DSC verification, system shall lead the vendor to the bid floor.

In case, there is transaction fee payment mandatory for the selected event, a vendor has to click on Transaction Fee Payment tab.

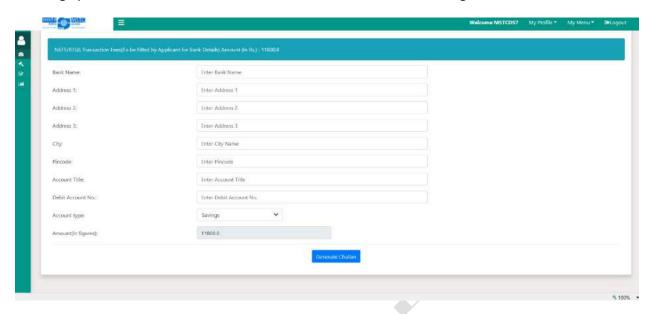


To make payment, a vendor shall have options of payment through NEFT/ RTGS or Online Payment.

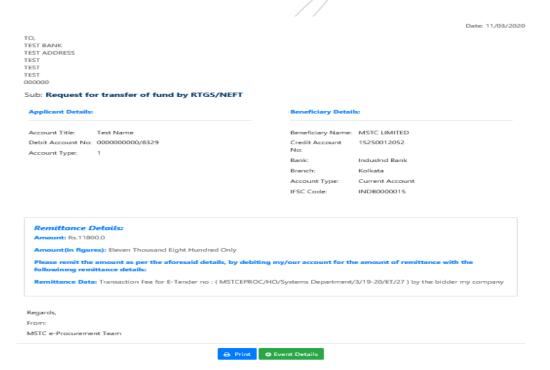


NEFT/RTGS

On filling up the details, vendor shall have to click on 'Generate Challan' to generate the online challan.

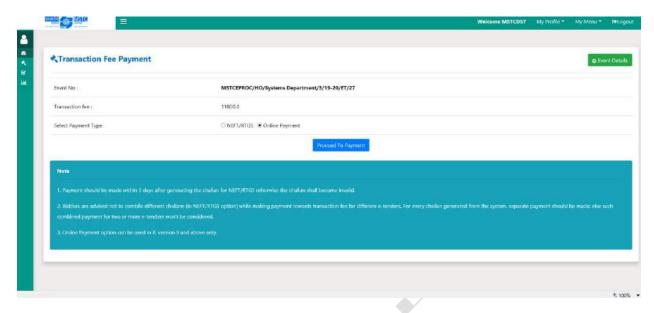


A vendor shall have to click on 'Print' for the offline payment. On clicking 'Event Details', system shall return to bid floor.

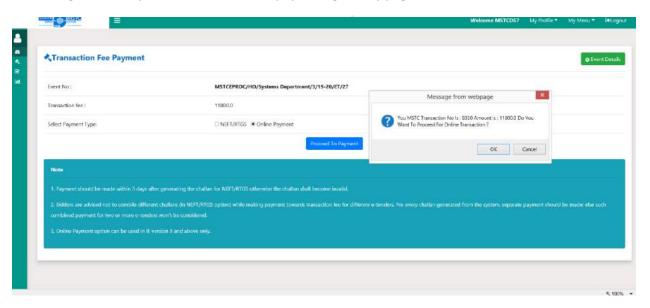


Online Payment

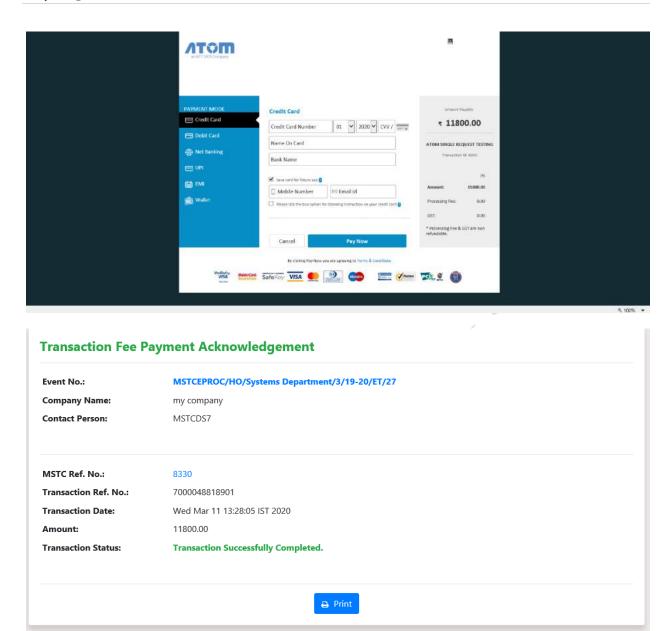
On clicking 'Proceed to Payment' transaction id shall be generated.



On clicking 'Ok', the system shall lead to the payment gateway page.



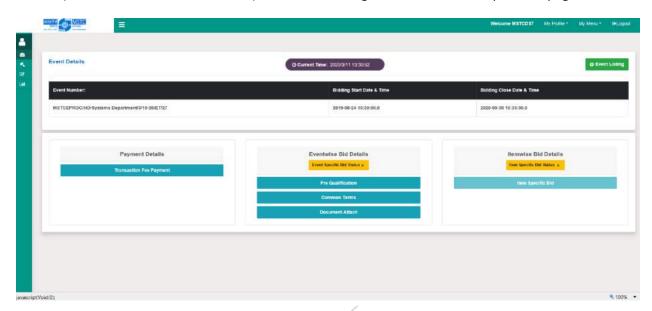
On successful payment, vendor shall receive the transaction acknowledgment mail in the entered e-mail id.



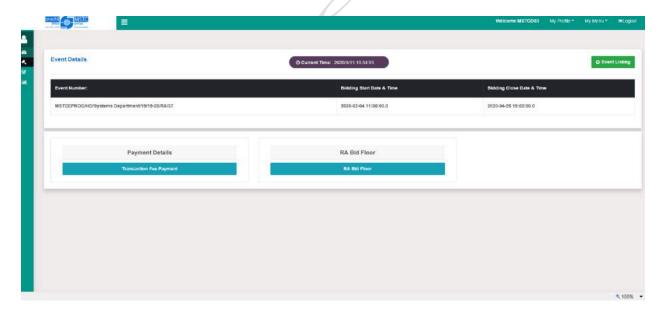
The transaction fee payment shall be auto authorized by the system. A vendor has to click on 'Event Details' of the Transaction Fee Payment page in order to proceed to Bid Floor.

Bid Submission Floor for Tender

System displays the next tabs 'Eventwise Bid Details' and 'Itemwise Bid Details'. Submission of bid is under 'Itemwise Bid Details'. The 'Itemwise Bid Details' shall be enabled only after filling up of 'Eventwise Bid Details' (if there is Eventwise Bid Details). The 'Event Listing' button leads to the previous page.



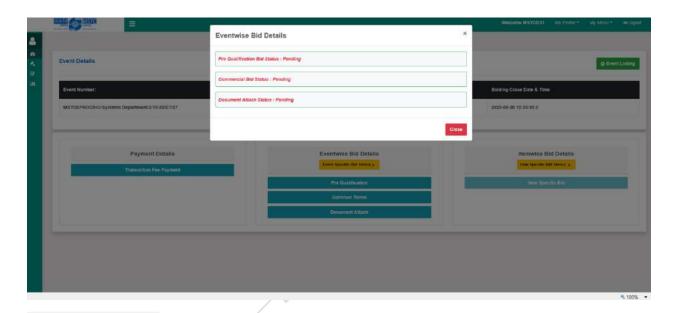
Bid Submission Floor for Reverse Auction



Bid Submission in Tender

Eventwise Bid Details: A vendor shall be able to submit Pre Qualification Bid/ Common Terms of Technical Bid and Attach Documents through individual tabs (based on the requirement of the tender).

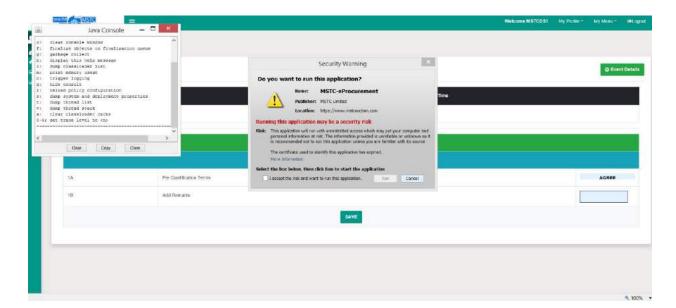
Event Specific Bid Status: A vendor shall be able to view the status of bidding against each tab of 'Event wise Bid Details'.



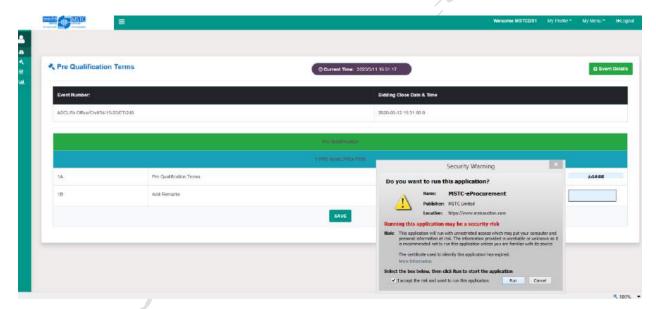
Pre Qualification

On clicking the 'Pre Qualification' tab, system displays the pre qualification form.

At this stage a vendor has to run the JAVA applet before saving the bid.



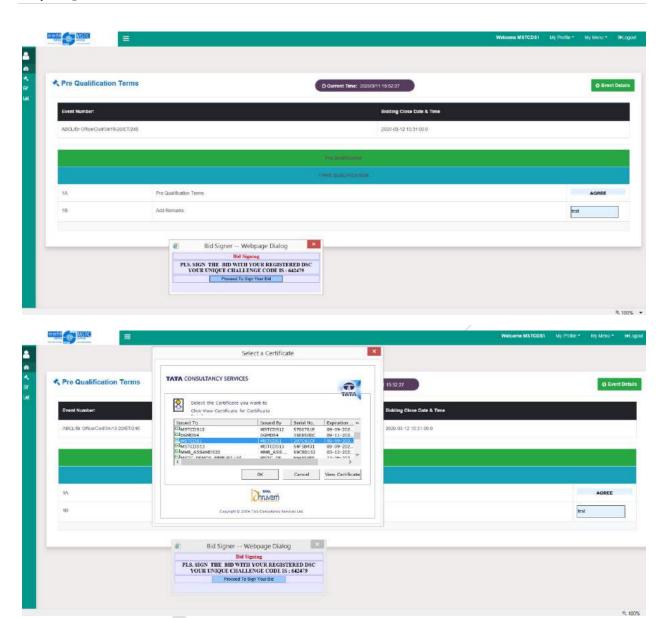
The vendor has to accept and click on 'Run'.

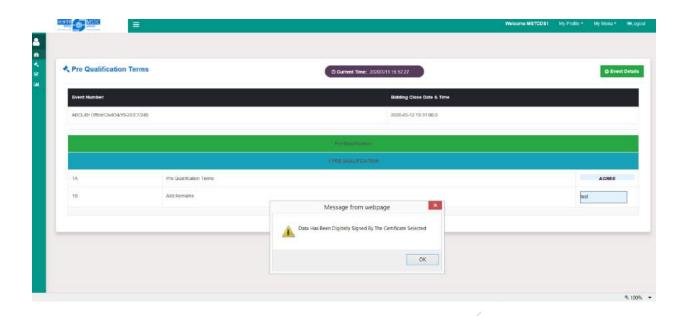


The bid shall be saved with two steps.

1. On clicking 'Save' button, the DSC box shall appear on the screen. The vendor shall have to select the correct DSC and click on 'OK'.

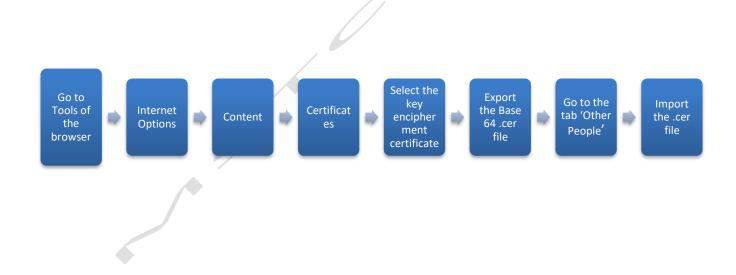
NOTE: If valid DSC doesn't appear in the DSC box, please check if the e-token is inserted in the USB port.

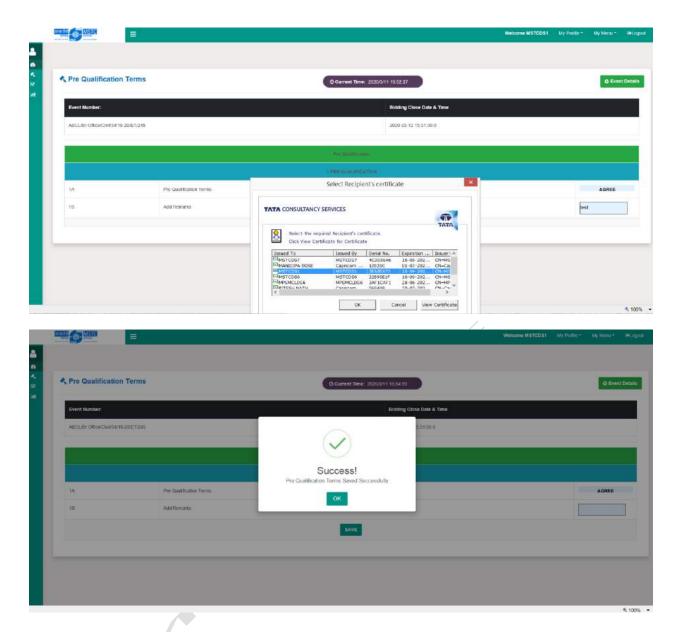




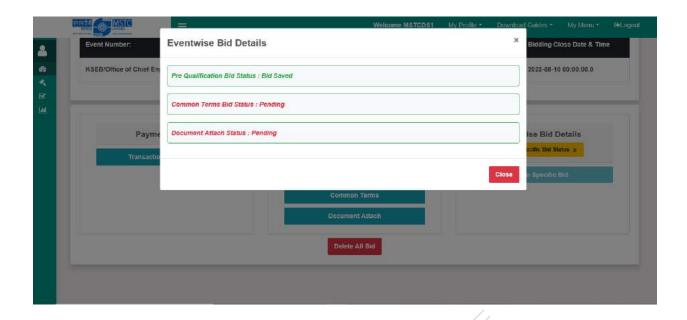
2. The DSC box shall again appear. The vendor shall have to select the correct DSC and click on 'OK'.

NOTE: If valid DSC doesn't appear in the DSC box, the vendor is advised to follow the steps given below.

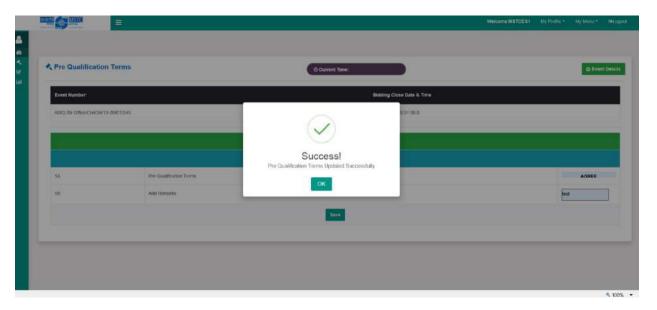




The 'Pre Qualification Bid Status' shall display 'Bid Saved'.



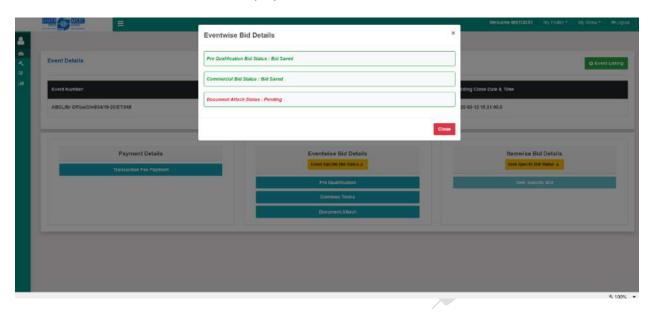
In order to edit the bid, the vendor has to once again click on the 'Pre Qualification' tab and save the bid by clicking 'Save' button.



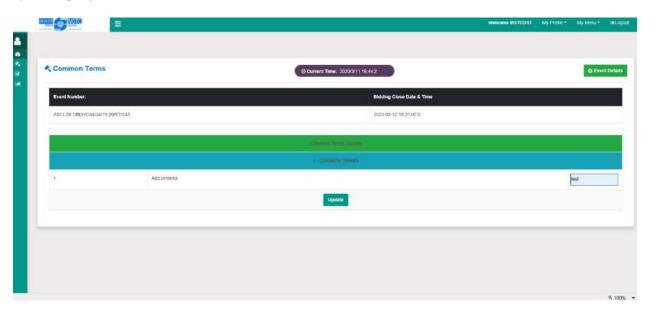
Common Term

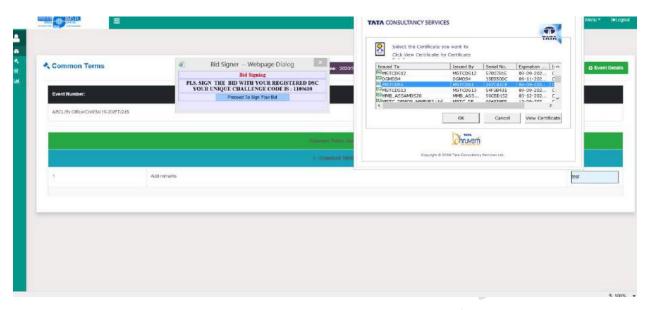
The Common Terms have to saved is similar way as described above for 'Pre Qualification' bid submission.

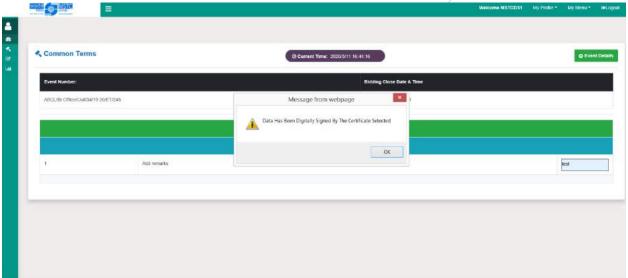
The 'Common Terms Bid Status' shall display 'Bid Saved'.

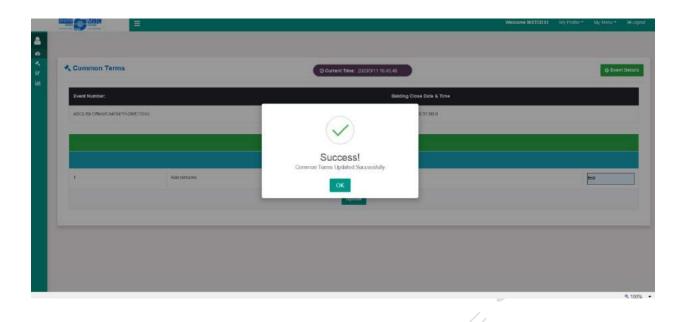


In order to edit the bid, the vendor has to once again click on the 'Pre Qualification' tab and save the bid by clicking 'Update' button.



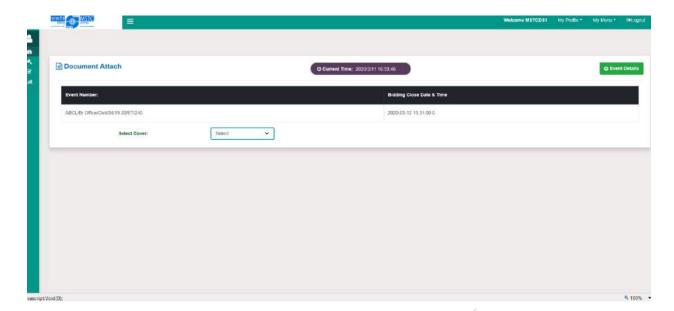






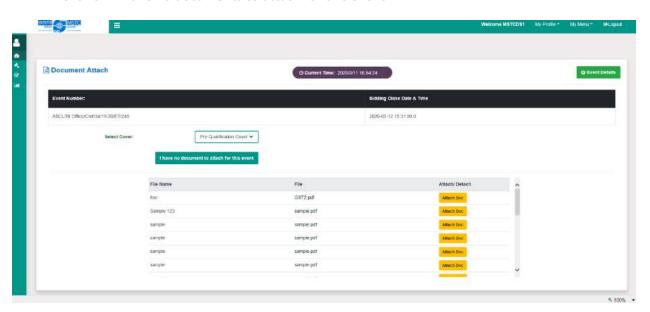
Document Attach

A vendor shall have to select the cover against which document has to be attached in case systems asks for cover wise document. In case documents are pre defined by the buyer, vendor shall have to attach file against that said document.

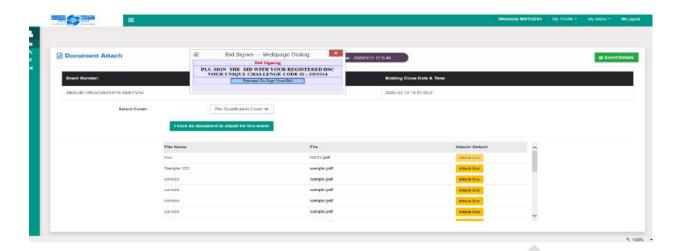


A vendor shall have two options

- To attach the document (from the 'My Documents')
- Click on 'I have no documents to attach for this event'.



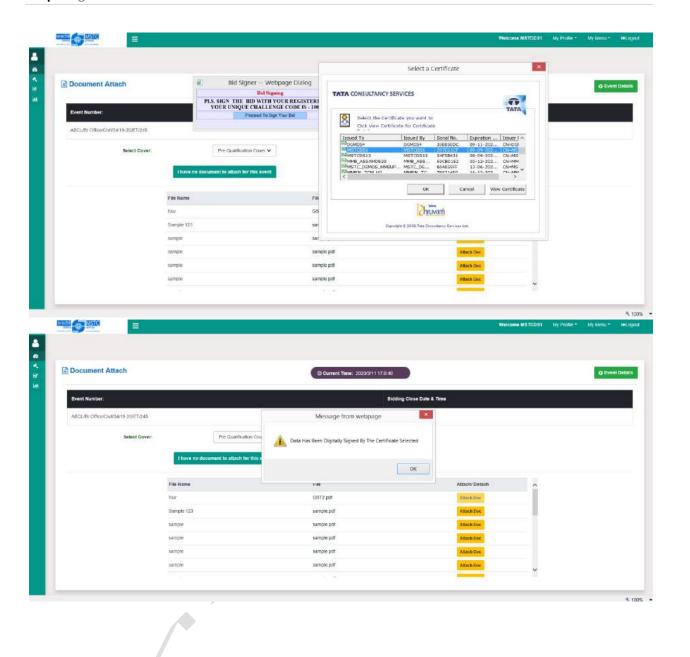
To attach the document (from the 'My Documents')



The file shall be attached in two steps.

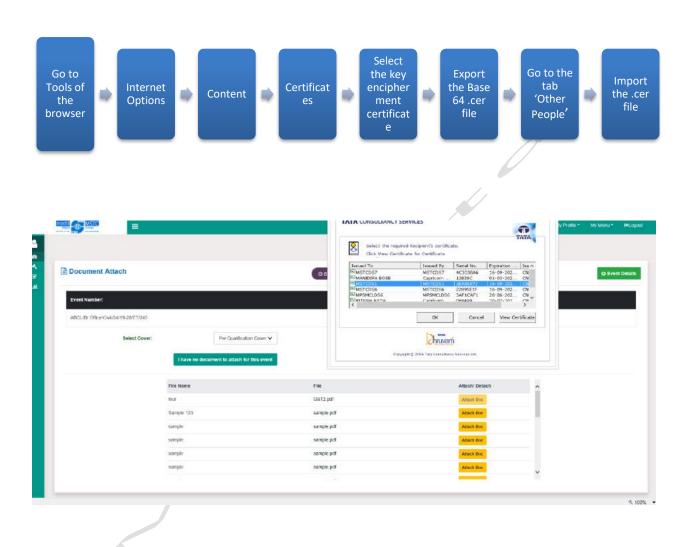
1. On clicking 'Attach Doc' button, the DSC box shall appear on the screen. The vendor shall have to select the correct DSC and click on 'OK'.

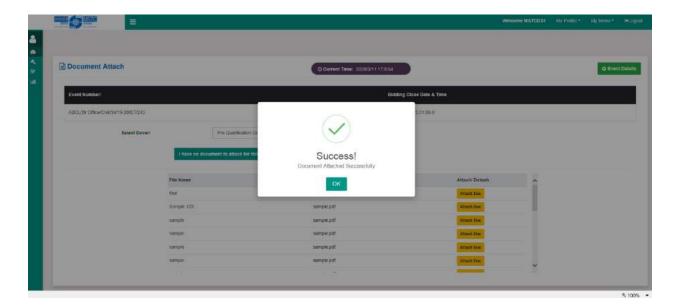
NOTE: If valid DSC doesn't appear in the DSC box, please check if the e-token is inserted in the USB port.



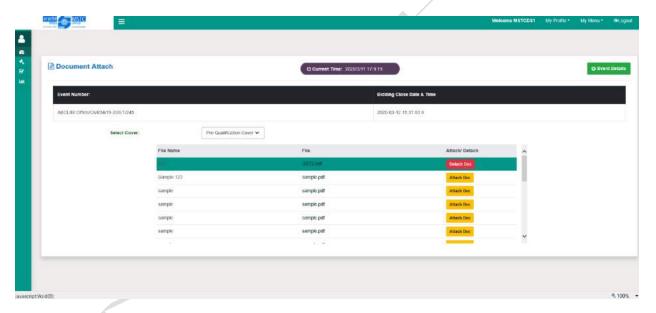
2. The DSC box shall again appear. The vendor shall have to select the correct DSC and click on 'OK'.

NOTE: If valid DSC doesn't appear in the DSC box, the vendor is advised to follow the steps given below.

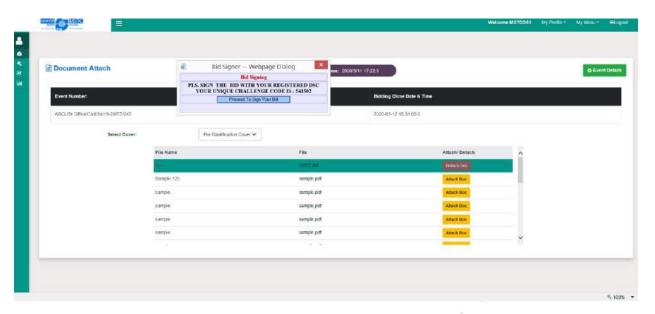


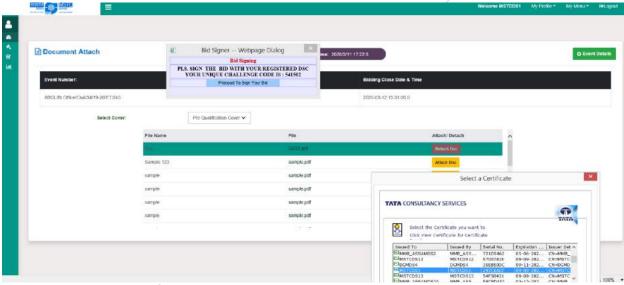


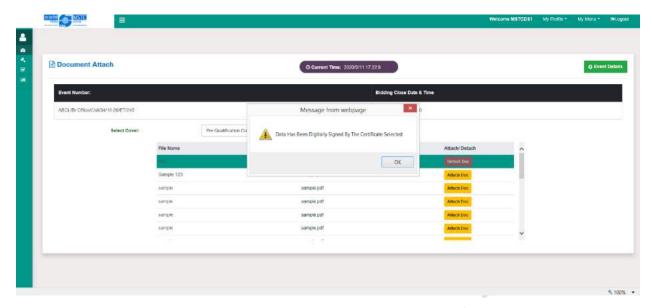
On successful attachment of the file, the button against the said file shall appear as 'Detach Doc'. The attached file shall be highlighted as displayed below.

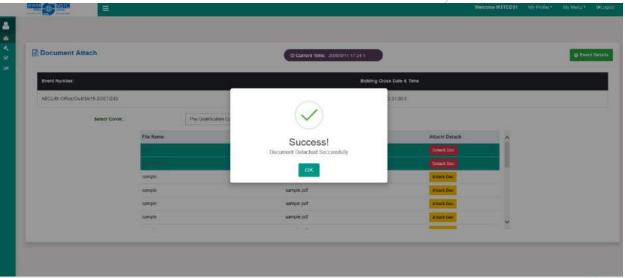


In order to remove the attachment from the event, the vendor has to click on 'Detach Doc' button.



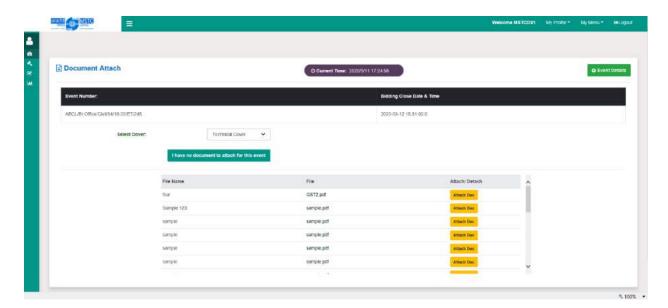




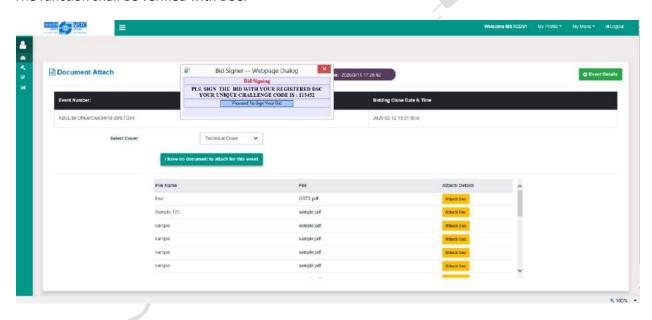


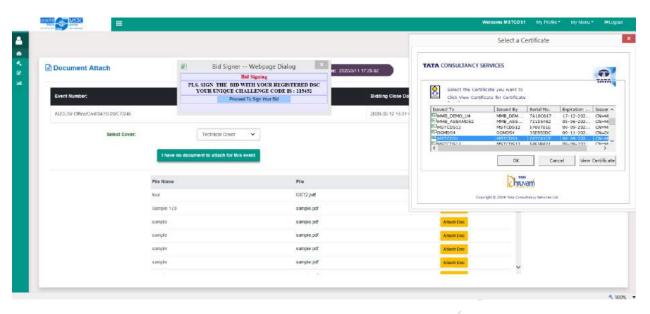
I have no Documents to Attach

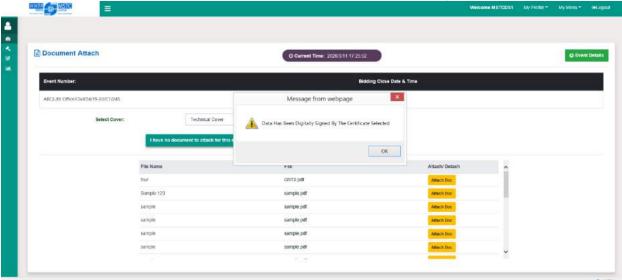
In case a vendor wishes not to attach any document against the event, the button 'I have no Documents to Attach'.

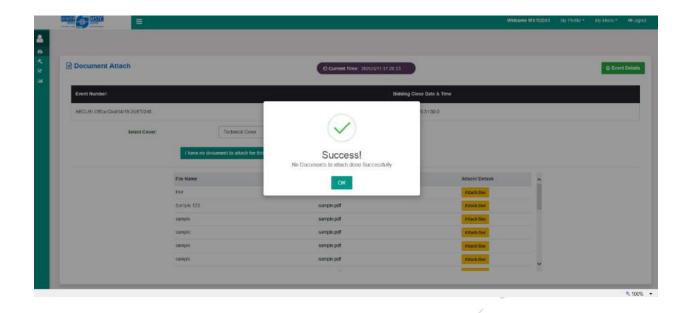


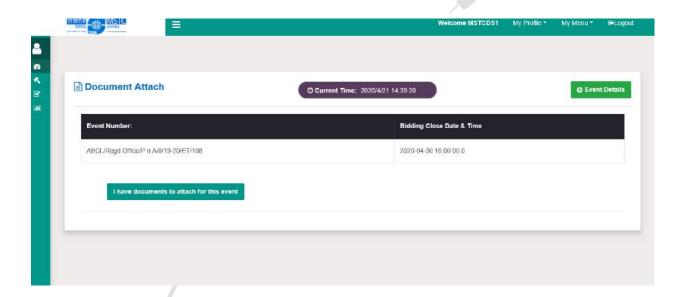
The function shall be verified with DSC.



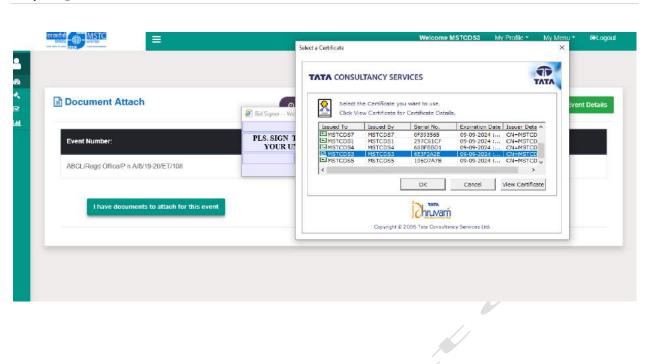


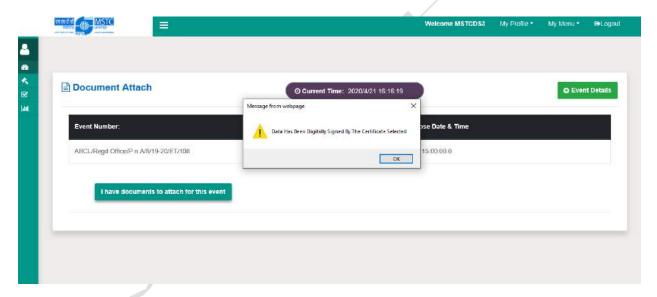


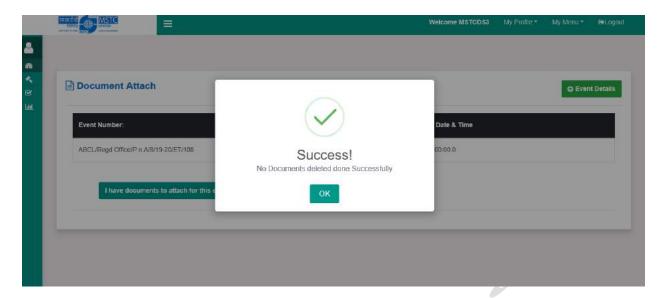




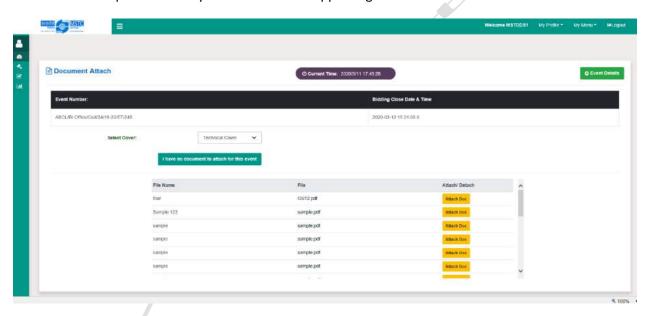
In order to attach document after the above case, the button 'I have documents to attach for this event' has to be clicked.



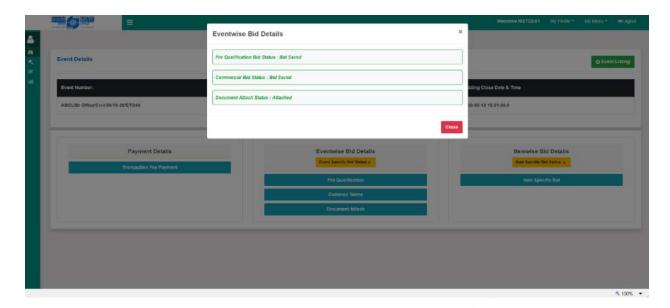




The Documents uploaded in 'My Documents' shall appear again in this link.



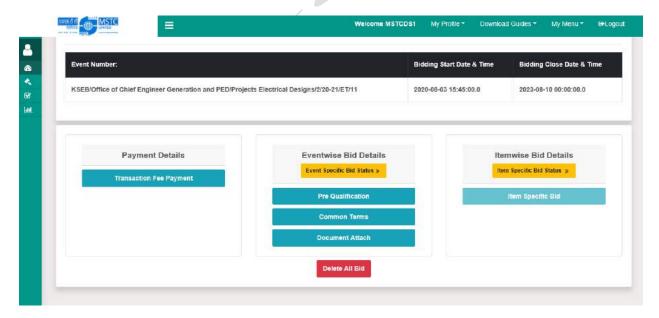
The 'Document Attach Status' shall display 'Attached'.



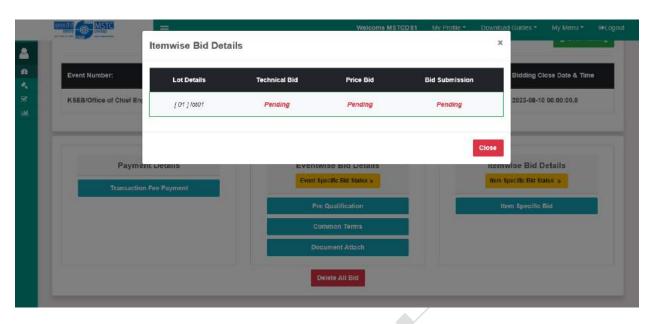
On saving the event specific bid along with attaching documents, system shall enable the 'Item Specific Bid Details'.

Itemwise Bid Details: A vendor shall be able to submit Technical Bid and / or Price Bid against individual tabs (based on the requirement of the tender).

Item Specific Bid Status: A vendor shall be able to view the status of bidding against each tab of 'Item wise Bid Details'.

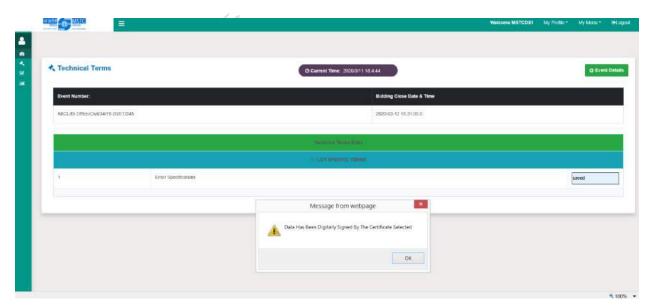


Initially, the Item specific bid status shall display 'Pending' against the required 'Technical Bid'/ 'Price Bid' and 'Bid Submission'.



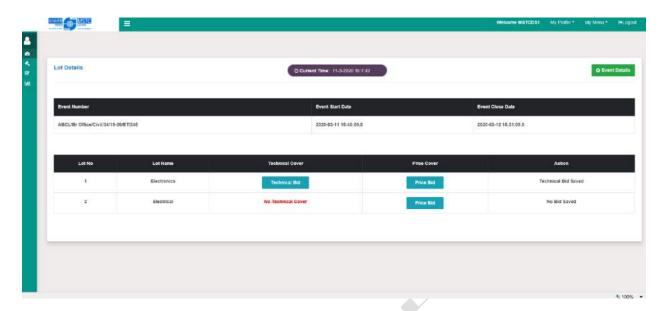
Technical Bid

The Technical Bid shall have to be saved as described for 'Pre Qualification' above.

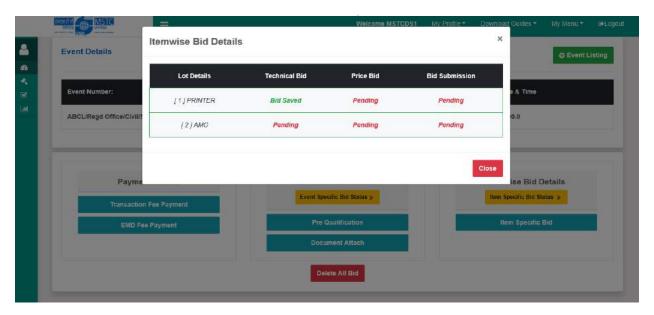


The column 'Action' shall display 'Technical Bid Saved' and the button to save 'Price Bid' shall appear.

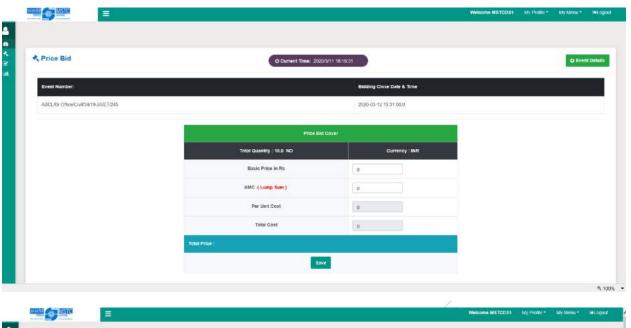
In order to modify the above bid, vendor has to click on 'Technical Bid' and update the bid.

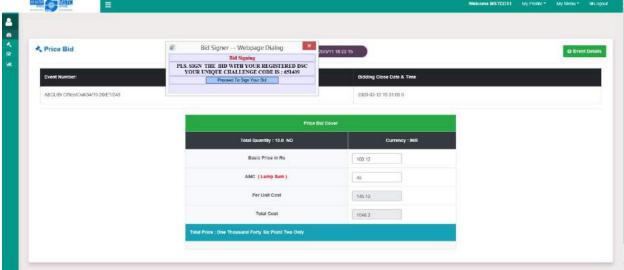


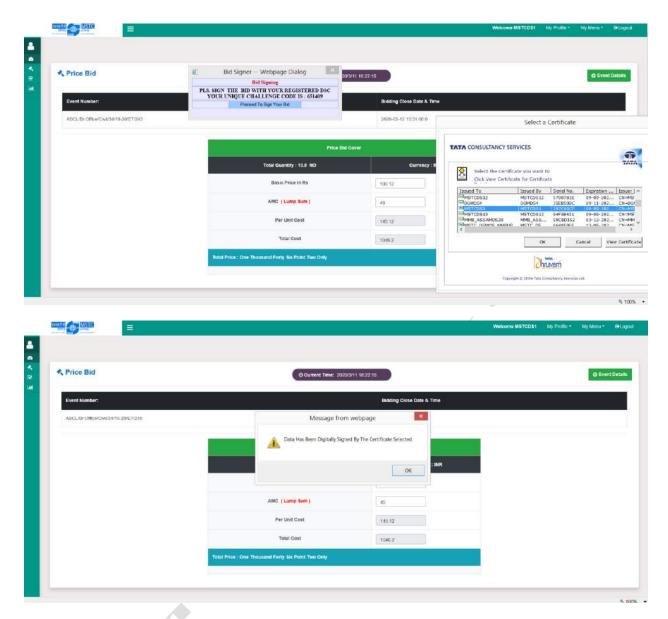
The 'Itemwise Bid Status' shall display 'Bid Saved' under 'Technical Bid' column.



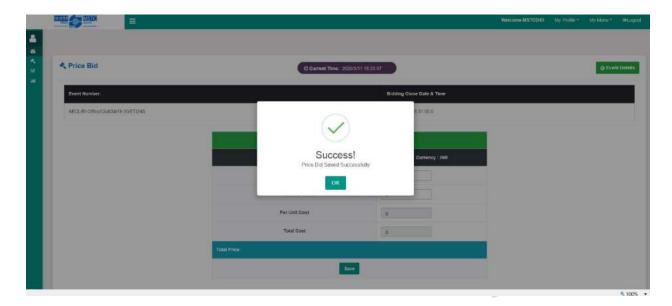
On saving the Technical Bid, a bidder has to save Price Bid.



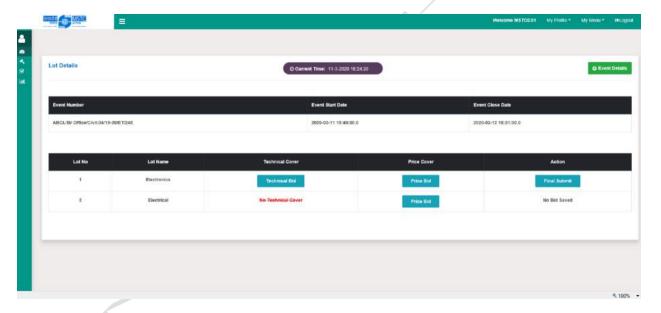




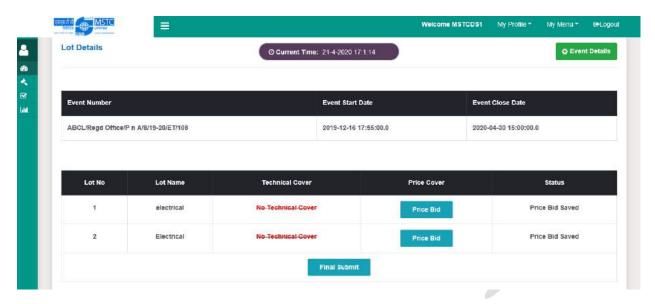
On saving Price Bid with DSC, system shall display the following message.



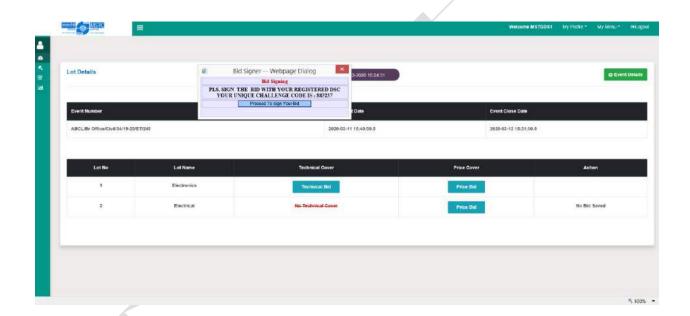
Once 'Price Bid' is saved, the button 'Final Submit' under column 'Action' shall appear against each lot (for item wise tender).

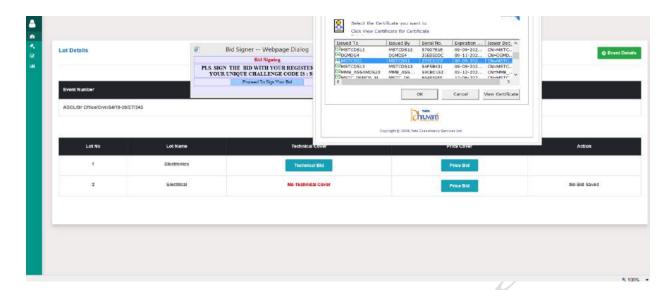


Once 'Price Bid' is saved for all the lots, the button 'Final Submit' shall appear (for event wise tender).

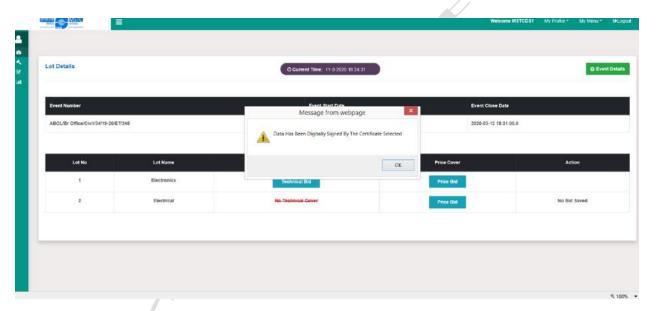


Once the button 'Final Submit' is clicked, the bid shall be verified with DSC.



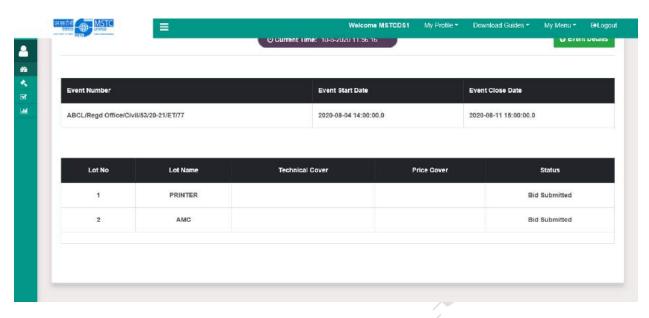


The final submission is verified with valid DSC.

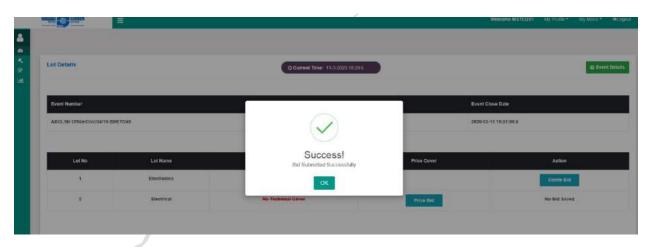


Once final submission is done, system displays the pop up message as given below. The column 'Technical Cover' & 'Price Cover' shall display 'Bid Submitted' for item wise tender. The 'Status' column shall display 'Bid Submitted' for event wise tender. Bidders shall receive system generated confirmation mail.

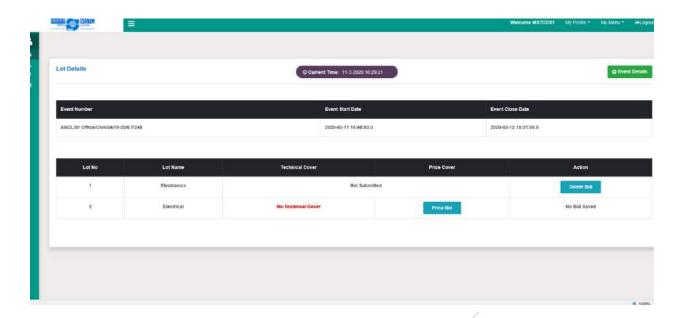
Event wise Tender on Final Submission



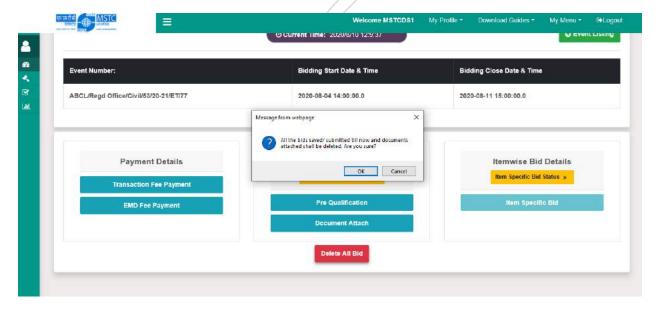
Item wise Tender on Final Submission for one of the lots

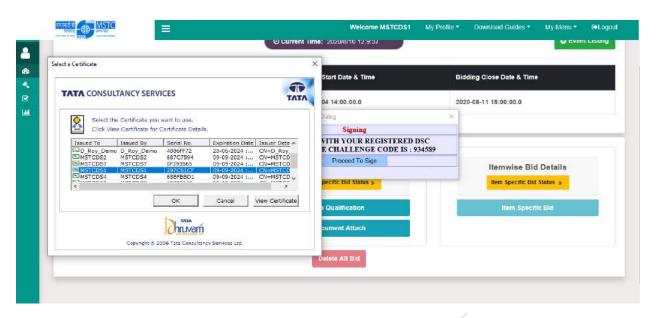


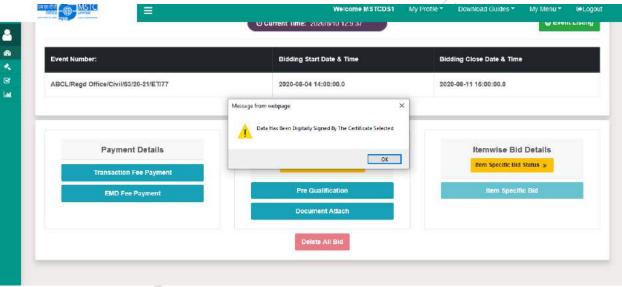
In order to change any lot specific bid after final submission, the 'Delete Bid' has to be clicked. Once bid is deleted for item wise tender, the 'Action' column shall display 'No Bid Saved' for respective lot. Once bid is deleted, the 'Status' column shall display 'No Bid Saved'. Bidders shall receive system generated confirmation mail of bid deletion.

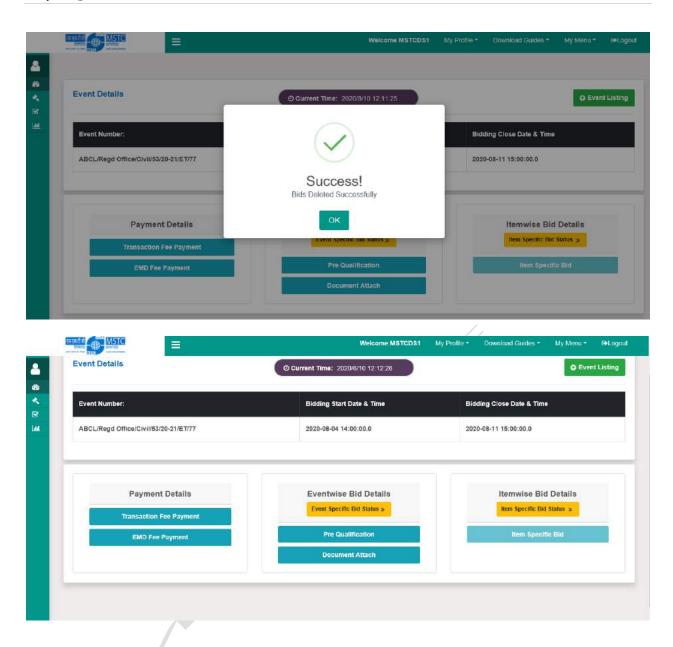


NOTE: On saving any of the covers of the tender, a button 'Delete All Bid' shall appear on the bid floor. On clicking the button followed by signing with valid DSC, system shall delete all the bid saved/ submitted and documents attached. A confirmation mail shall be forwarded to the registered mail id. This functionality is common for both Item wise and Event wise tenders.



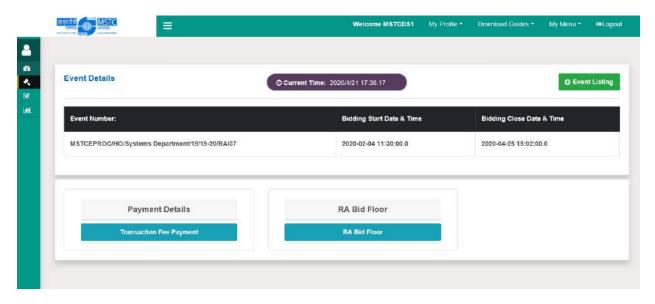




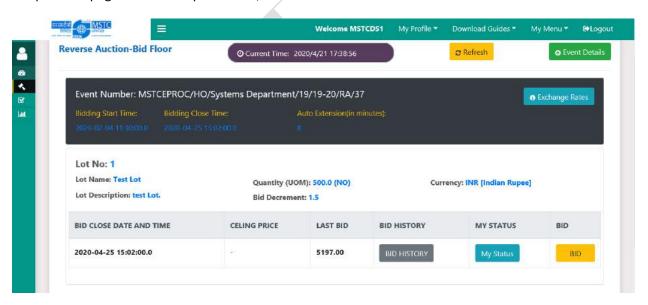


Bid Submission in Reverse Auction

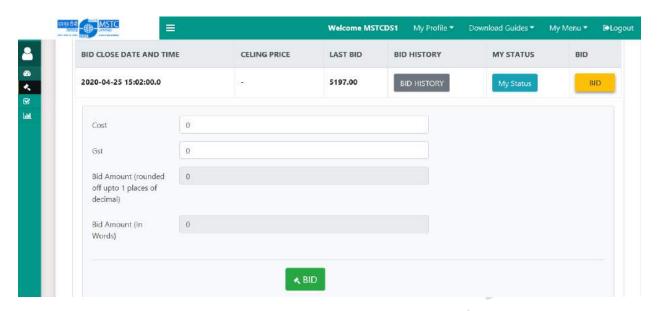
Once Transaction fee is paid (if any), the tab 'RA Bid Floor' shall appear.



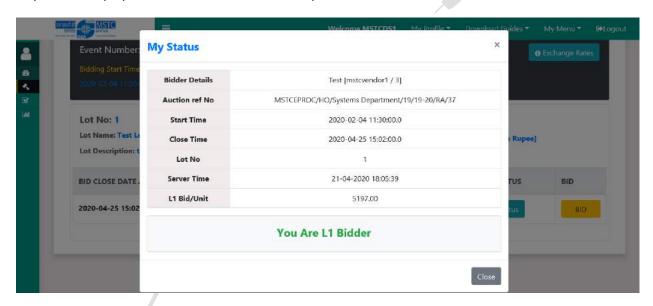
The bid floor shall have all the necessary information related to bidding for a lot. The 'Refresh' button reloads the bidding page. 'My Status' provides the latest status of the bidder for a particular lot. 'Bid History' provides the information about last few bids and the bidding trend. The 'Event Details' leads to the previous page. In order to place a bid, the button 'Bid' has to be clicked.



On entering the respective values against the price fileds, the system calculates the 'Bid Amount' based on the predefined formula. On clicking 'Bid', the DSC gets verified and bid is placed.



'My Status' displays the bidder's own status for a particular lot of an event.



'Bid History' displays the bid trend for the particular lot of an event.

