

## Bid Document

Bid Details	
<b>Bid End Date/Time</b>	05-12-2022 19:00:00
<b>Bid Opening Date/Time</b>	05-12-2022 19:30:00
<b>Bid Offer Validity (From End Date)</b>	120 (Days)
<b>Ministry/State Name</b>	Ministry Of Finance
<b>Department Name</b>	Department Of Economic Affairs
<b>Organisation Name</b>	Security Printing And Minting Corporation Of India Limited (spmci)
<b>Office Name</b>	Madhya Pradesh
<b>Item Category</b>	Asset Management Services - Inventory Verification; Onsite
<b>Contract Period</b>	3 Year(s)
<b>MSE Exemption for Years Of Experience</b>	Yes
<b>Startup Exemption for Years Of Experience</b>	Yes
<b>Document required from seller</b>	Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
<b>Bid to RA enabled</b>	No
<b>Time allowed for Technical Clarifications during technical evaluation</b>	2 Days
<b>Estimated Bid Value</b>	299130
<b>Evaluation Method</b>	Total value wise evaluation

### EMD Detail

Required	No
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### ePBG Detail

Required	No
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### Splitting

Bid splitting not applied.

### MSE Purchase Preference

MSE Purchase Preference

Yes

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

#### Additional Qualification/Data Required

#### Asset Management Services - Inventory Verification; Onsite ( 1 )

#### Technical Specifications

Specification	Values
<b>Core</b>	
Scope of Work	Inventory Verification
Deployment Location	Onsite
Type of Assets	Tangible
Category of Asset	As per Scope of Work
Valuation Method for Assets	As per Scope of Work
Valuation Report	Yes
Frequency of Valuation Report	As per Scope of Work
Type of Professional/Resources required for valuation	As per Scope of Work
Qualification of Professional/Resources required	As per Scope of Work
Certification of Professional/Resources required	As per Scope of Work
Total Experience of Professionals / Resources (In years)	As per Scope of Work
<b>Addon(s)</b>	

## Additional Specification Documents

### Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	To be set as 1	Additional Requirement
1	Subhash Kumar	455001,General Manager Admin Office , Bank Note Press, Dewas	1	N/A

## Buyer Added Bid Specific Terms and Conditions

### 1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

### 2. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of GENERAL MANAGER, BANK NOTE PRESS DEWAS payable at DEWAS.  
Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

### 3. Forms of EMD and PBG

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C (Name of the Buyer). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

### 4. Forms of EMD and PBG

Bidders can also submit the EMD with Banker's Cheque in favour of GENERAL MANAGER, BANK NOTE PRESS DEWAS payable at DEWAS.  
Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

### 5. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of GENERAL MANAGER, BANK NOTE PRESS DEWAS payable at DEWAS. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

### 6. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides

PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of GENERAL MANAGER, BANK NOTE PRESS DEWAS A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

## 7. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Scope of Work:

I. Categories of items to be verified: -

1. Raw Materials, Packing Materials and chemicals
2. Finished & Semi- Finished goods.
3. Stores, Spare Parts & Valuable Scrap.
4. Assets held for sale and discarded assets.

II Objective: -

1. Physical verification of all types and sub types of inventories in order to Identify Slow moving, non-moving, surplus, unserviceable items, obsolete items.
2. Providing detail ageing analysis for all categories and sub categories of inventories.
3. Identification of un-reconciled items.

III. Scope of Work: -

1. The Company is working in a computerized environment and maintains all its records in SAP.
2. The assignment of physical verification should cover physical verification of Inventories /Stores and its reconciliation with SAP and Store Ledger. Following areas of physical verification of Inventories and stores shall be covered by selected firm of Chartered Accountants / Cost Accountants: -

- Stores and spares/ inventories (including raw material/ WIP/ Finished Goods)
- Sub-station Equipment's
- Loose Tools
- Miscellaneous equipment's
- Material at Site Account
- Obsolete Stores and Inventory
- Discarded inventory and asset held for sale.
- Any other item.

The Physical Verification of Inventory and Stores shall be done with Store Ledger maintained in SAP Module.

3. Points to be covered in the report of the auditor: -

- Reconciliation of physical quantities with Store Ledger/Inventory records and report on shortage/excess of quantities.
- Identify slow moving, non-moving, surplus, unserviceable items, obsolete items along with ageing analysis.
- All posting in respect of receipts, issues, adjustments etc. have been carried out in stock register.
- Individual quantities and other particulars in respect of material received but GRNs/ MRN / SIN (IN) are not pending for posting.
- The quantity of scraps, assets held for sale and discarded items lying in the store is to be ascertained.
- Inflammable stores are stocked in accordance with the instructions of storage.
- Statutory regulations regarding storage of explosives are observed.
- Wrong classification of stores.
- Stores not supported by records.
- Comments on Action taken on previous year's Physical Verification Report.

- Any other activity relating to Physical verification of Store/inventory items.
- The firm shall offer comments on Store and Inventory Management and whether entry in SAP has been made on real time basis in respect of Purchase order (POs), Good Receipt (GRs), Material Requisition, Material Issue Note etc. along with exceptions, if any.

IV. Deliverables be as follows: -

Reports to Units: -

- i. The firm shall directly submit its reports covering the Para 3 of scope of work along with the following: -
- a. Discrepancy Report.
  - b. Serious irregularities/repeated mistakes observed during physical verification.
  - c. Action taken by unit on shortcoming /discrepancies pointed out by previous physical verification team and whether the action taken is satisfactory.
  - d. Agreement of the Store ledger with General Ledger of SAP.
  - e. The procedure for inter unit transfer of fixed Inventory/material and stores through Material Transfer Note (MTN) and Stores Transfer Note (STN) is also to be reported including timely account of transfer in books of accounts.
  - f. The firm should offer comments/ suggestions, if any on shortcoming in the controls and procedures presently being followed by the company in the assigned area.
  - g. A report on Surplus, Obsolete & unserviceable Stores and Assets held for sale.
  - h. Action taken by the projects on disposal of surplus stores and assets held for sale

The firm shall offer comments on Store and Inventory Management and whether entry in SAP has been made on real time basis in respect of Purchase order (POs), Goods Receipt (GRs), Material Requisition, Material Issue Note etc.

- ii. The firm shall submit its report in three sets duly spiral bounded to the following:-
- i. One set to Head of Unit.
  - ii. One set to Head of Finance of Unit.
  - iii. One Set to Corporate office.

**Qualification criteria:**

The participating firm (CA/CMA firm) should be registered with The Institute of chartered accountants of India/ The Institute of Cost & Management accountants of India. The participating firm should submit the registration certificate of ICAI/ICMAC along with Bid.

**Contract Period:**

Contract period is 3 years however performance will be reviewed every year and if found unsatisfactory, BNP Dewas reserves the right to cancel the contract at any time.

**1. Payment Terms:**

100 % payment will be done after receipt of satisfactory report from user department and on production of all required documents by the firm. The Payment will be done through RTGS only.

Paying Authority: HOD (F&A) / Manager (F&A)

**The firm has to submit bank details along with invoice mentioning-**

Beneficiary name:

Account Number :

IFSC code :

Address and Branch Details:

**2. At the time of submitting the offer, bidder has to submit the following:**

- (a). Sealed and Signed Technical Specification/scope of work.
- (b). Sealed and signed bid document as an acceptance of all additional terms and conditions, technical specification and payment terms as mentioned in the bid.

**3. The bidder firm should meet following eligibility criteria to qualify:**

- a. **For MSE/Start-up firm: Capability:-** The bidder firm must have capability to perform at least one similar work.
- b. **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 31.03.2022.

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

## Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity/restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and/or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents/clauses shall also be null and void. If any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

This Bid is governed by the [General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---Thank You---**