



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 : 07272-268253/268468 Fax : 07272-255111
Web : <http://bnpdewas.spmcil.com>
E-Mail : bnpdewas@spmCIL.com
CIN No. : U22213DL2006GOI144763

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 Bid)	<input type="checkbox"/>
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.	<input type="checkbox"/>
3.	EMD- Nil. 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).	<input type="checkbox"/>
4.	CATEGORY OF MSME FIRMS	
	SC	<input type="checkbox"/>
	ST	<input type="checkbox"/>
	GEN	<input type="checkbox"/>
5.	Owner of the company	
	Male	<input type="checkbox"/>
	Female	<input type="checkbox"/>
6.	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.	<input type="checkbox"/>
7.	Copy of GST/PAN /TAN number/ TIN number enclosed in Techno-commercial Bid. Please do not fill the prices in Section-X-Tender Form.	<input type="checkbox"/>
8.	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.	<input type="checkbox"/>
9.	Tender validity 120 days given.	<input type="checkbox"/>
10.	Delivery Schedule accepted as per tender.	<input type="checkbox"/>
11.	Payment terms accepted as per tender.	<input type="checkbox"/>
12.	Complete details of firm as per Section VI (List of Requirement)	<input type="checkbox"/>
13.	Seal and Signed technical specification/scope of work as per Section VII	<input type="checkbox"/>
14.	Relevant documents to meet eligibility criteria as per Section IX eligibility criteria	<input type="checkbox"/>
15.	Manufacturer's Authorization form as per Section XIV (if applicable)	<input type="checkbox"/>
16.	Undertaking regarding acceptance of all terms and conditions of this tender without any deviation	<input type="checkbox"/>

NOTE :

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



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

NOT Transferable

Security Classification: Non Security

TENDER DOCUMENT FOR PROCUREMENT OF: Comprehensive Annual Maintenance Contract of DFMD.

TENDER NUMBER: SPMCIL/BANK NOTE PRESS DEWAS/PURCHASE/9/22-23/ET/50

(RFQ no. 6000017407 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 : Mangesh Kasvekar

Designation : Deputy General Manager (Purchase)

Address : BNPD (BANK NOTE PRESS, DEWAS)

INDIA

SECTION I: NOTICE INVITING TENDER (NIT)

Tender No. SPMCIL/BANK NOTE PRESS DEWAS/PURCHASE/9/22-23/ET/50

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

S. No.	Brief Description of Goods	Quantity Required	Remarks
1.	Comprehensive Annual Maintenance Contract of DFMD	1 AU	As per Section VI List of Requirement and detailed Technical Specification Mentioned in Section VII.
Type of Tender			TWO-BID Open Tender (E procurement)
Place of 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/>.
3. 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
Additional General Manager (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 No.	Topic	SIT Provision
1	4	Eligible Goods / Services (Origin of Goods / Services)	SIT - 1 (Mentioned below)
2	8	Pre bid Conference	Not applicable
3	9	Time Limit for receiving request for clarification of Tender Documents	SIT - 2 (Mentioned below)
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 submitted	SIT - 7 (Mentioned below)
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 :

Techno-commercial Bid and Financial Bid 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.

Part-I : Techno-commercial bid [First Envelope]

- I. Mandatory Check List
- II.
 1. **EMD-** Nil.
 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. **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:** - 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:

Since the work is not splittable MSE quoting price within price band of L1+15% shall be allowed the total quantity 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: Nil.

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. No	GCC Clause No.	Topic	SCC Provision
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 Despatch Documents for clearance/ Receipt of Goods	SCC - 4 (Mentioned below)
6	16.2,16.4	Warranty 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 be the part of the total cost of the material borne 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: As it is CAMC, Warranty not applicable.

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: Payment will be as follows:

100% Payment will be released in quarterly basis (03 months) after submission of bill and certification of the bill by the Officer In charge (Authorized officer of BNP, Dewas) after completion of each services/successful repair work & inspection, Acceptance of quarterly service by user department. The payment will be done **through NEFT/RTGS Only**. Therefore, the suppliers have to produce all the Bank details such as - Name of Bank, Account No., IFSC Code No., MICR No. along with the Tender Document.

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 $\frac{1}{2}\%$ **(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, lockouts, or acts of God, the Contractor shall, within a week from the 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
1.	Comprehensive Annual Maintenance Contract of DFMD	As per Section VII

- 1. Required Terms of Delivery & Destination:** FOR BNP Dewas.
- 2. Replacement:** If the material is rejected for any reason the supplier have to replace the material at firms own cost and risk from our press.
- 3. Preferred mode of Transportation:** As desired by the bidder which should be in safe and secured manner.
- 4. Delivery Schedule:** The agreement will be effective and valid for the period of TWO years with effect from the date of first servicing. If the services are found satisfactory during the period of first year, the agreement may be extended further for ONE more year (Total TWO Years) with the same terms & conditions and charges.
- 5. 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.

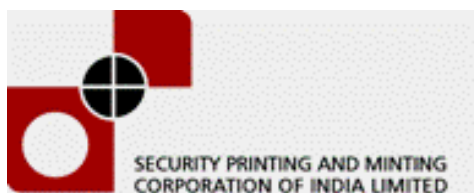
1. Other requirements for the Bidders:-

- 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.
- 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.
- The bidder shall indicate that authorized signatory is competent & legally authorized to submit the tender and / or to enter into legally binding contract.
- 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

- 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. _____
- v GST Registration No. (Copy of certificate enclosed. If applicable) : _____
- vi Income Tax P.A.N. No.(Copy enclosed) : _____
- vii For transaction through RTGS/NEFT :
1. Name of Bank : _____
2. Account No : _____
3. MICR No : _____
4. IFSC Code : _____
- viii Details of ITCC / NSIC / DGS&D Registration. Please enclose Photostat copies.
- ix Whether the firm is MSME Registered if yes, please enclose the copy of relevant documentary proof.
- x. Category (SC/ST/GEN): **SC** ☐ **ST** ☐ **GEN** ☐
- xi. Name of the owner of the company: _____
- xii: Gender of the owner (Male/Female) : **Male** ☐ **Female** ☐
- Date: _____ Name & Signature _____

Seal of the Firm & Address

SECTION VII: TECHNICAL SPECIFICATION

Scope of work: Comprehensive Annual Maintenance Contract of Multi zone DFMD

Quantity - 02 No.s

1. Your service engineer shall come to Bank Note Press, Dewas at least four visits in a year at equal intervals to examine/test, adjust and execute preventive maintenance of both the DFMDs.
2. The AMC is comprehensive one that is inclusive of all spares and all consumables including batteries, power chord etc.
3. The DFMDs have to be maintained in good working condition by calibrating the DFMDs as per the standards of the OEM.
4. A copy of service report shall be submitted to the BNP engineer in-charge after every quarterly visit of your service engineer.
5. PM Schedule – Preventive Maintenance to be carried on quarterly basis and report of same is to be submitted.
6. The triplicate bills have to be submitted to BNP after each quarterly maintenance of the DFMDs.
7. All travelling and other expenses of your service engineer and other staff are included in the AMC.
8. Any defects in the DFMDs, intimated over telephone or in writing by BNP, have to be attended by your service engineer within 3 working day to the satisfaction of the engineer in charge for which no charges shall be paid.
9. The contract is indivisible.
10. While working in BNP, your technical persons shall follow all security rules and safety procedures of BNP.
11. BNP is not responsible for any accidents to your service engineers while working at BNP, Dewas.
12. Based on Performance of 1st year CAMC, CAMC PO can be extended for maximum another one year i.e. 2nd Year.

Details of Existing Multi zone DFMDs

- 1) Total no. of DFMD is 2 nos. located at Main Gate and Admin Gate respectively.
- 2) Make – Reliance Electronics. Model – RE-MP-IX+

SECTION VIII: QUALITY CONTROL REQUIREMENTS

(As per technical specification mentioned in section VII)

SECTION IX: ELIGIBILITY CRITERIA

The Bidder firm should meet following eligibility criteria to qualify: -

I. For MSE/Startup firms: Capability-Equipment & Manufacturing Facilities: The bidder firm must have capability to perform at least one similar work.

II. 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.

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

SECTION X: TENDER FORM
ACCEPTANCE OF TERMS & CONDITIONS

To

Date.....

The Chief General Manager,
Bank Note Press,
(A unit of Security Printing and Minting Corporation of India Limited)
Dewas, Madhya Pradesh – INDIA

Ref: Your Tender document No.dated

We, the undersigned have examined the above mentioned tender enquiry document, including amendment No. -----, dated ----- (if any), the receipt of which is hereby confirmed. We now offer to supply and deliver..... (Description of goods and services) in conformity with your above referred document for the sum of ---xxxxx--- **(To be mentioned in the Price Bid only & not to be mentioned in PQB & Techno Commercial Bid)** (total tender amount in figures and words), as 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 up to -----, as required in the GIT clause 19, 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 up to 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 further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

1. MSMEs Status:

Having read and understood the Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 (as amended and revised till date), and solemnly declare the following:

- (a) Company /Partnership Firm /Proprietary Concern / Society/Trust / NGO/Others (Please Specify):.....
- (b) Micro/ Small / Medium Enterprise/ SSI/ Govt. Deptt. / PSU/ Others:....
- (c) Name of MSME Registering Body (NSIC/ DIC/ KVIC/KVIB etc.):.....
- (d) MSME Registration no. (with copy of registration):.....
- (e) Udyog Aadhaar Memorandum no.....
- (f) Whether Proprietor/ Partner belongs to SC/ ST or Women category.

(Please specify names and percentage of shares held by SC/ST Partners):.....

2. Make in India Status:

Having read and understood the Public Procurement (Preference to Make in India PPP_MII) Order, 2017 (as amended and revised till date) and related notifications from the relevant Nodal Ministry/

Department, and solemnly declare the following:

(a) Self-Certification for category of supplier:

- Class-I Local Supplier/
- Class-II Local Supplier/
- Non-Local Supplier.

(b) We also declare that

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

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

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

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

4. Debarment Status: Please state whether business dealings with you currently stand suspended/ banned by any Ministry/ Depts. of Government of India or by any State Govt.:

- Yes (with period of Ban)
- No, We, solemnly declare that neither we nor any of our affiliates or subsidiaries – including subcontractors or suppliers for any part of the contract – do not stand declared ineligible/ blacklisted/ banned/ debarred by any Government Agency anywhere in the world, for participating in its tenders, under that country's laws or official regulations.

5. Penalties for false or misleading declarations: I/we hereby confirm that the particulars given above are correct and complete and also undertake to advise any future changes to the above details. We understood that any wrong or misleading self-declaration by us would be violation of code of Ethics and would attract penalties as mentioned in this tender document, including debarment.

.....
(Signature with date)

.....

(Name and designation)

Duly authorized to sign tender for and on behalf of

SECTION XI: PRICE SCHEDULE

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

Section XII: Vendor Details

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

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

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

1. Vendor/ Contractor particulars:

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

2. Taxation Details:

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

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

.....
(Signature with date)

.....
.....

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

For and on behalf of

.....
.....

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



Section XIII: Bank Guarantee Form for EMD

(ON BANK'S LETTERHEAD WITH ADHESIVE STAMP)

Ref

Date

Bank Guarantee No

To,
(Insert Name & Address of the Purchaser)

Dear Sir,

Whereas (Hereinafter called the "Tenderer") has submitted its bid numbered datedfor the supply of(Hereinafter called the "tender") againsts **(insert name of Purchaser)** (hereinafter called as the 'Purchaser') tender enquiry No. opened on Know all persons by these presents that we of (hereinafter called the "Bank") having our registered office at..... are bound unto the Purchaser, in the sum offor which payment will and truly be made forthwith, on demand by the Purchaser, without demure to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this..... day of20...

The conditions of this obligation are —

- (1) If the Tenderer withdraws or amends, impairs, or derogates from the tender, in any respect within the period of validity of this tender.
- (2) If the Tenderer or anyone employed by it or acting on its behalf (whether with or without the knowledge of the Tenderer) breaches any of the provisions of the pre-bid/ Pre-contract Integrity Clause.
- (3) If the Tenderer having been notified of the acceptance of his tender by Purchaser during the period of its validity:-
 - a) Fails or refuses to furnish the performance security for the due performance of the contract.
 - b) Fails or refuses to accept/ execute the contract.

We undertake to pay Purchaser up to the above amount, upon receipt of its first written demand, without Purchaser having to substantiate its demand, provided that in its demand Purchaser will note that the amount claimed by it, is due to it owing to the occurrence of one or more or all the above conditions, specifying the occurred condition(s). We agree that the decision of the Purchaser, whether above conditions have occurred, shall be final and binding on us.

This guarantee will remain in force for a period of **(Insert the period of validity plus 45 days, in words and figures)** days after the date of **(Insert date of tender opening)** and any demand in respect thereof should reach the Bank not later than the above date.

Date

Place

Witnesses

(Bank's Common Seal)

Signature
(Printed Name)
(Designation)

Section XIV: Manufacturer's Authorization Form

To

.....
.....

(Name and address of SPMCIL)

Dear Sirs,

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

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

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

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

Yours faithfully,

.....
.....

[Signature with date, name, and designation]

for and on behalf of Messrs.....

[Name & address of the manufacturers]

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

Section XV: Bank Guarantee Form for Performance Security

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

Ref

Date

Bank Guarantee No

To,

(Insert Name & Address of the Purchaser)

Dear Sir,

1. Against contract vide Notification for Award of the Tender Nodated covering supply of..... (hereinafter called the 'contract') entered into between the **(insert name of Purchaser)** (herein after called as the Purchaser) and M/s.....,..... (here in after called the 'Contractor'), this is to certify that, at the request of the Contractor, we **(name of the bank)**, are holding in trust in favour of the Purchaser, the amount of**(write the sum here in words)**, to indemnify and keep indemnified the Purchaser, against any loss or damage that may be caused to, or suffered by the Purchaser, by reason of any breach by the Contractor of any of the terms and conditions of the said contract and/or in the performance thereof. We agree that the decision of the Purchaser, whether any breach of any of the terms and conditions of the said contract and/or in the performance thereof has been committed by the Contractor; and the amount of loss or damage that has been caused or suffered by the Purchaser, shall be final and binding on us, and the amount of the said loss or damage shall be paid by us, forthwith on demand and without demur to the Purchaser.

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

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

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

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

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

Date

Place

Signature
(Printed Name)
(Designation)

Witnesses

(Bank's Common Seal)

Section XVI: Contract Form

(Address of SPMCIL's office issuing the contract)

Contract No..... dated.....

This is in continuation to this office' Notification of Award No..... dated

1. Name & address of the Supplier:

2. SPMCIL's Tender document No..... dated..... and subsequent Amendment No....., dated.....
(If any), issued by SPMCIL

3. Supplier's Tender No..... dated..... and subsequent communication(s) No..... dated (If any),
exchanged between the supplier and SPMCIL in connection with this tender.

4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as part of this contract:

- (i) General Conditions of Contract;
- (ii) Special Conditions of Contract;
- (iii) List of Requirements;
- (iv) Technical Specifications;
- (v) Quality Control Requirements;
- (vi) Tender Form furnished by the supplier;
- (vii) Price Schedule(s) furnished by the supplier in its tender;
- (viii) Manufacturers' 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 Section – V - 'General Conditions of Contract' of SPMCIL's Tender document shall also apply to this contract.

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

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

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

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

Total value (in figure) _____ (In words) _____

(ii) Delivery schedule

(iii) Details of Performance Security

(iv) Quality Control

(a) Mode(s), stage(s), and place(s) of conducting inspections and tests.

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

(v) Destination and dispatch instructions

(vi) Consignee, including port consignee, if any

(vii) Warranty clause

(viii) Payment terms

(ix) Paying authority

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

For and on behalf of.....

Received and accepted this contract

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

For and on behalf of

(Name and address of the supplier)

.....
(Seal of the supplier)

Date:

Place:

**Section XVII: Letter of Authority for attending a
Pre-bid Conference/ Bid Opening
(Refer to clause 24.2 of GIT)**

The Chief General Manager

Unit Address

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

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

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

Note:

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

Section XVIII: Proforma of Bills for Payments

(Refer Clause 22.6 of GCC)

Name and Address of the Firm.....

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

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

Name and address of the consignee.....

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

1. GST/ CGST/ SGST/ UTGST/ IGST Amount
2. Freight (if applicable)
3. Excise Duty (if applicable)
4. Packing and Forwarding charges (if applicable)
5. Others (Please specify)
6. PVC Amount (with calculation sheet enclosed)
7. (-) deduction/Discount
8. Net amount payable (in words Rs.)

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

Dated.....(enclosed)

Inspection Certificate No.....Dated.....(enclosed)

Place and Date

Received Rs.....

Rupees).....

We solemnly certify that:

- a. Goods and Services Tax (GST) charged on this Bill is not more than what is payable under the provision of the relevant Act or the Rules made there under.
- b. Goods on which GST has been charged have not been exempted under the GST Act or the rules made there under and the charges on account of GST on these goods are correct under the provisions of that Act or the Rules made there under.
- c. We are registered with above indicated GSTIN as dealer in the State where in their Billing address is located for the purpose of GST.
- d. This bill form / invoice is not a replacement for the GST invoice. The proper GST invoice as per requirements of GST rules has been sent to the Purchaser as and when deliveries are made to the consignee.
- e. that the payment being claimed is strictly in terms of the contract and all the obligations on the part of the supplier for claiming that payment has been fulfilled as required under the contract.

Revenue stamp

Signature and of Stamp Supplier

Section XIX: NEFT Mandate

(Refer clause 22.2 of GCC)

From: M/s. Date:

To:

(Insert Name and Address of Purchaser's Paying Authority as per NIT Clause 1)

Sub: NEFT payments

We refer to RBI's NEFT scheme. Our mandate SPMCIL for making payments to us through the above scheme to our under noted account.

NATIONAL ELECTRONIC FUNDS TRANSFER MANDATE FORM

1.	Name of City	
2.	Bank Code No.	
3.	Branch Code No.	
4.	Bank's Name	
5.	Branch Address	
6.	Branch Telephone / Fax No.	
7.	Supplier's Account No.	
8.	Type of Account	
9.	IFSC code for NEFT	
10.	IFSC code for RTGS	
11.	Supplier's name as per Account	
12.	MICR Code No.	

In Lieu of Bank Certificate to be obtained as under, please attach a bank cancelled cheque or photocopy of a cheque or front page of your bank passbook issued by your bank for verification of the above particulars.

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I have read the option intimation letter and agree to discharge responsibility expected of me as a participant under the scheme.

Date

Signature of the Customer

Certified that the above particulars are correct as per our record.

Stamp and
Signature of authorized
Official of the bank

*****End*****

MSTC registration Guide for Vendors

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.

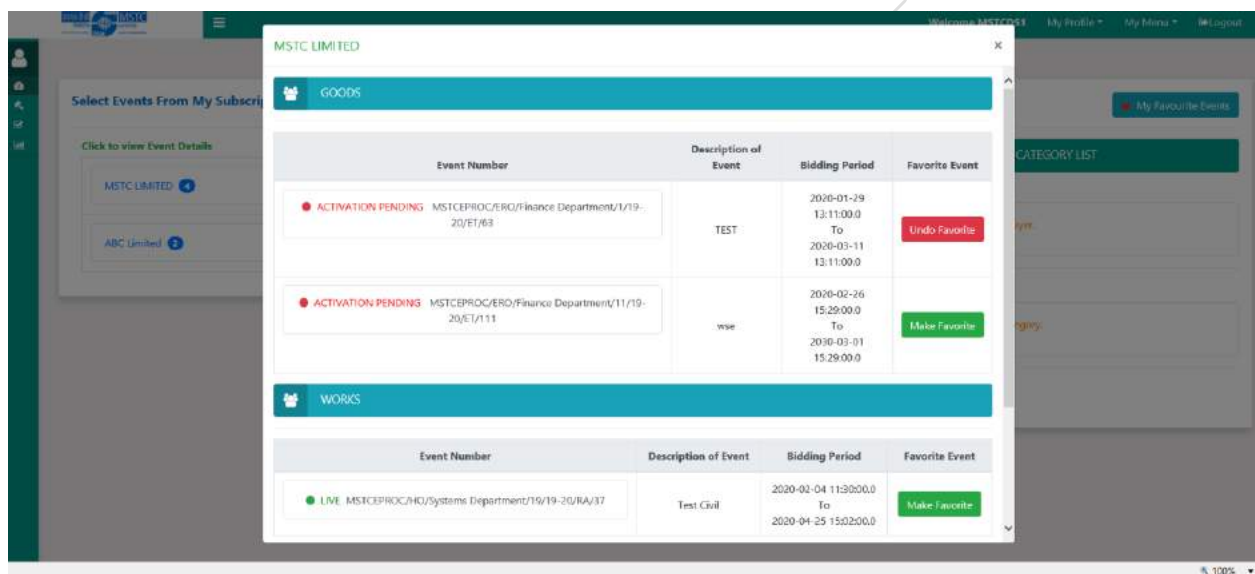
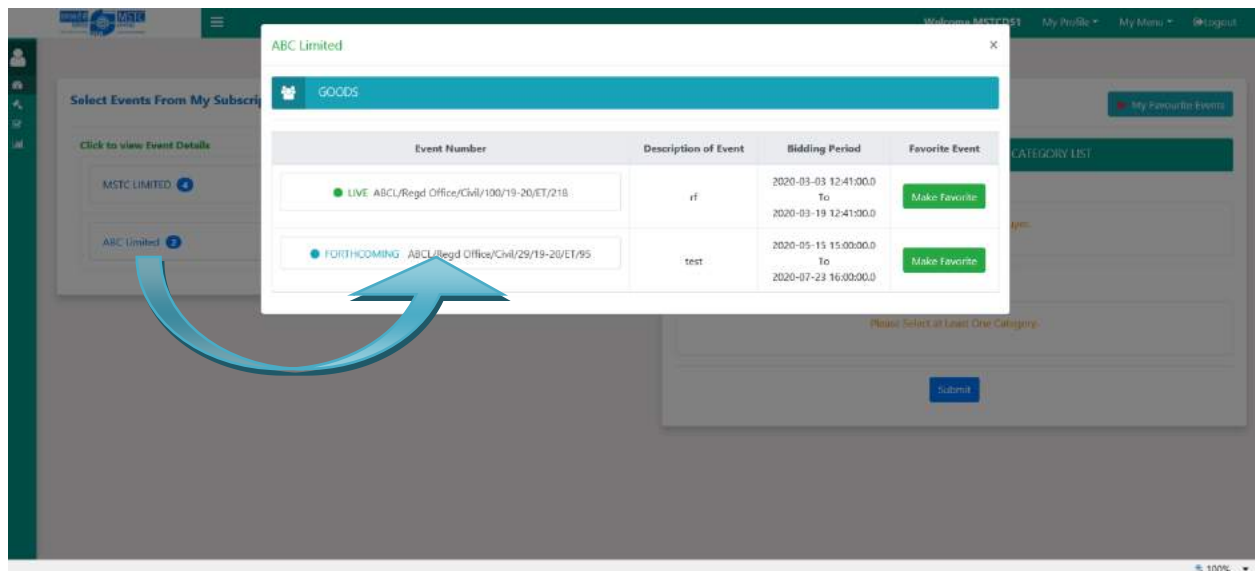
Dashboard provides two options to vendors-

- **Select Events From My Subscription**
- **Select From All Events**

The screenshot displays the MSTC portal dashboard. At the top, a green header bar contains the MSTC logo, a menu icon, and user information: 'Welcome MSTCDS1', 'My Profile', 'My Menu', and 'Logout'. Below the header, the dashboard is divided into two main panels. The left panel, titled 'Select Events From My Subscription', features a green 'My Subscription' button and a link 'Click to view Event Details'. It lists two subscribers: 'MSTC LIMITED' with a count of 1 and 'ABC Limited' with a count of 3. The right panel, titled 'Select From All Events', has a red 'My Favourite Events' button. It includes two tabs: 'BUYER LIST' and 'CATEGORY LIST'. Below these tabs, there are two selection areas: 'Selected Buyers:' with a placeholder 'Please Select at Least One Buyer' and 'Selected Categories:' with a placeholder 'Please Select at Least One Category'. A blue 'Submit' button is located at the bottom of the right panel. A large grey arrow points from the text 'Select Events From My Subscription' below the image to the left panel of the screenshot.

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.

The screenshot shows the 'Select From All Events' interface. On the left, there's a sidebar with 'Select Events From My Subscription' and a 'My Subscription' button. The main panel has 'Select From All Events' with tabs for 'BUYER LIST' and 'CATEGORY LIST'. Below the tabs, there are two sections: 'Selected Buyers' and 'Selected Categories', both with a placeholder text 'Please Select at Least One Buyer/Category'. A 'Submit' button is at the bottom right.

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

The screenshot shows the 'Buyer Details' modal. The modal is open over the 'Select From All Events' interface. It shows a list of buyers with checkboxes. The 'ABC Limited' checkbox is checked. A 'Submit' button is at the bottom right of the modal.

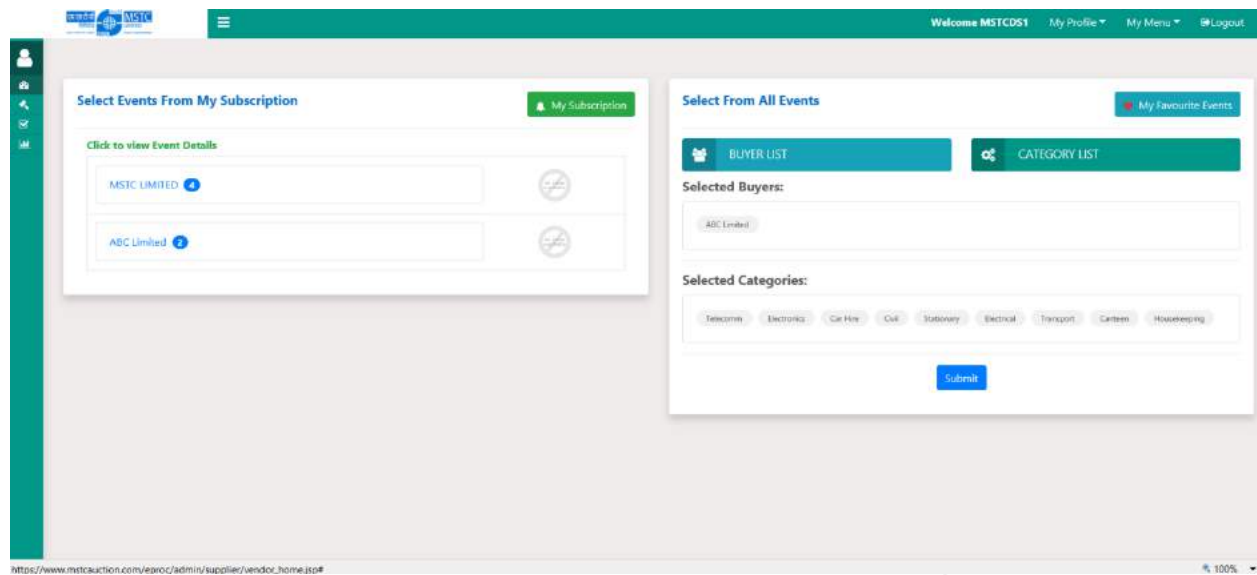
On clicking 'Submit' button, the selected buyers shall be displayed in the 'Selected Buyers' list.

The screenshot displays the MSTCD51 web application interface. The top navigation bar includes the user's name 'Welcome MSTCD51', 'My Profile', 'My Menu', and a 'Logout' button. On the left, a sidebar contains icons for user profile, home, and a list of items. The main content area is divided into two panels. The left panel, titled 'Select Events From My Subscription', features a green 'My Subscription' button and a 'Click to view Event Details' link. It contains two input fields: 'MSTC LIMITED' with a blue '4' icon and 'ABC Limited' with a blue '2' icon. The right panel, titled 'Select From All Events', has a red 'My Favourite Events' button. It includes two tabs: 'BUYER LIST' and 'CATEGORY LIST'. Under 'Selected Buyers', there is a field containing 'ABC Limited'. Under 'Selected Categories', there is a message 'Please Select at Least One Category.' and a blue 'Submit' button.

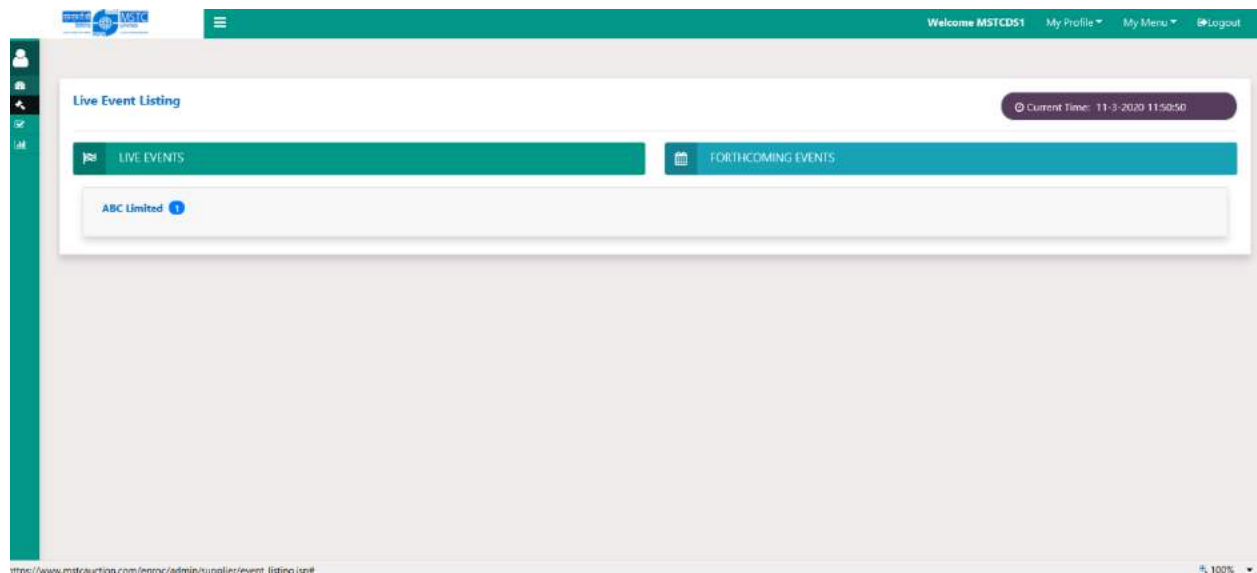
Vendor shall have to select category from Category List and click on 'Submit'.

This screenshot shows the same web application interface as the previous one, but with a 'Category Details' modal window open. The modal has a title bar with a close button (X) and a list of categories with checkboxes: 'Telecom', 'Electronics', 'Car Hire', 'Chill', 'Stationary', 'Electrical', 'Transport', 'Canteen', and 'Housekeeping'. A green 'Submit' button is located at the bottom right of the modal. The background interface is dimmed, showing the 'Select Events From My Subscription' and 'Select From All Events' panels. A grey arrow points from the text above to the 'Submit' button in the modal.

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



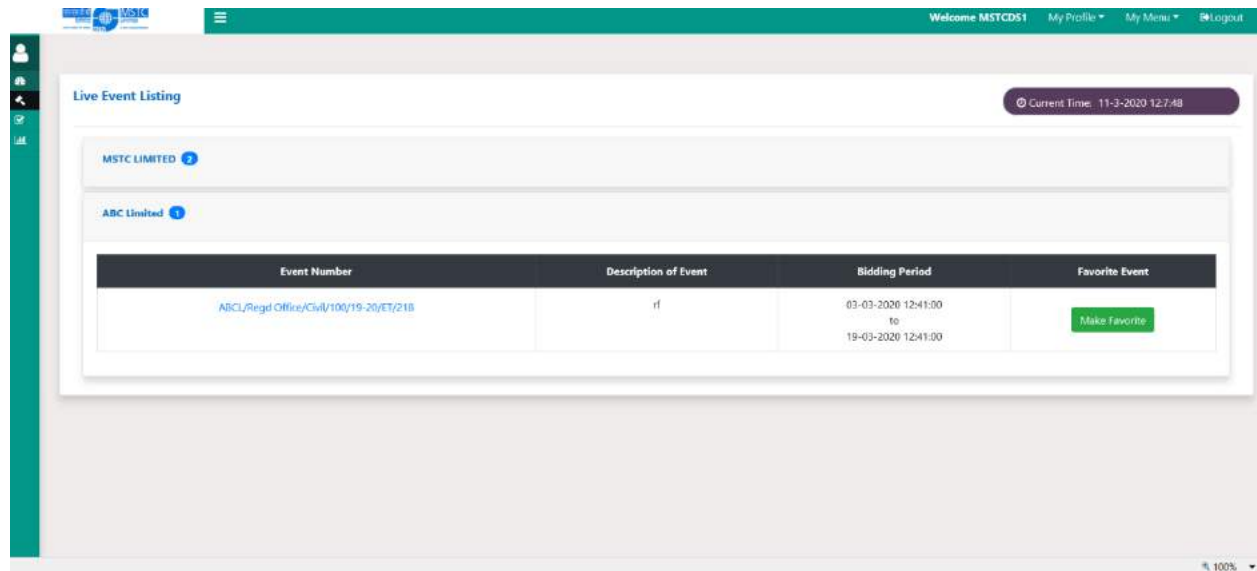
On clicking 'Submit', system shall display each buyer along with the total count of events under 'LIVE Events'.



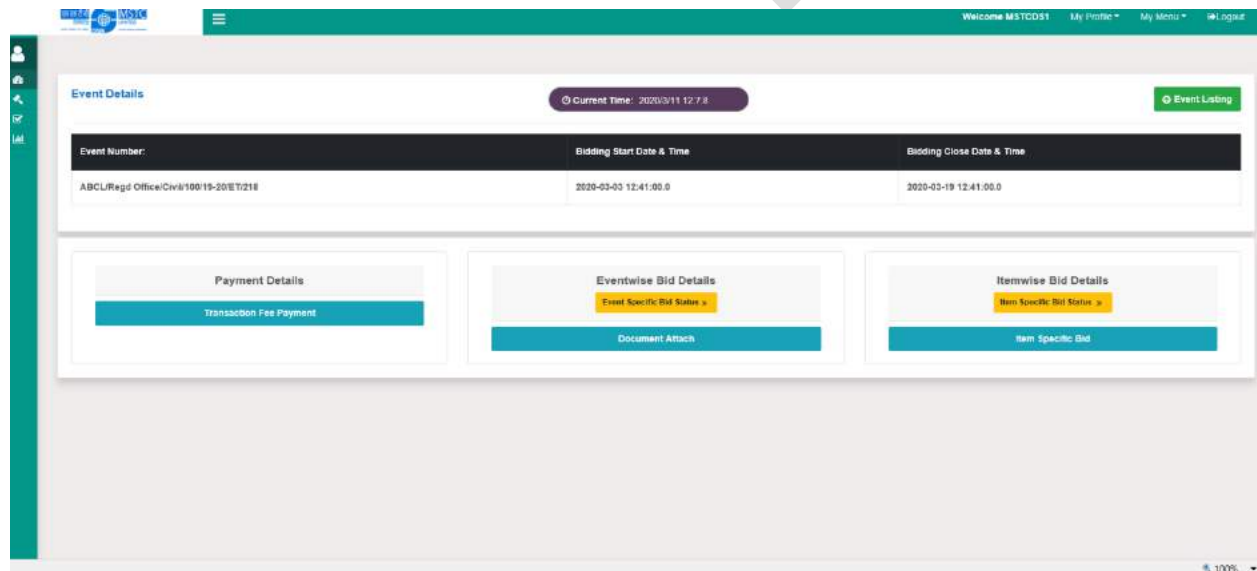
LIVE Event Listing

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'.



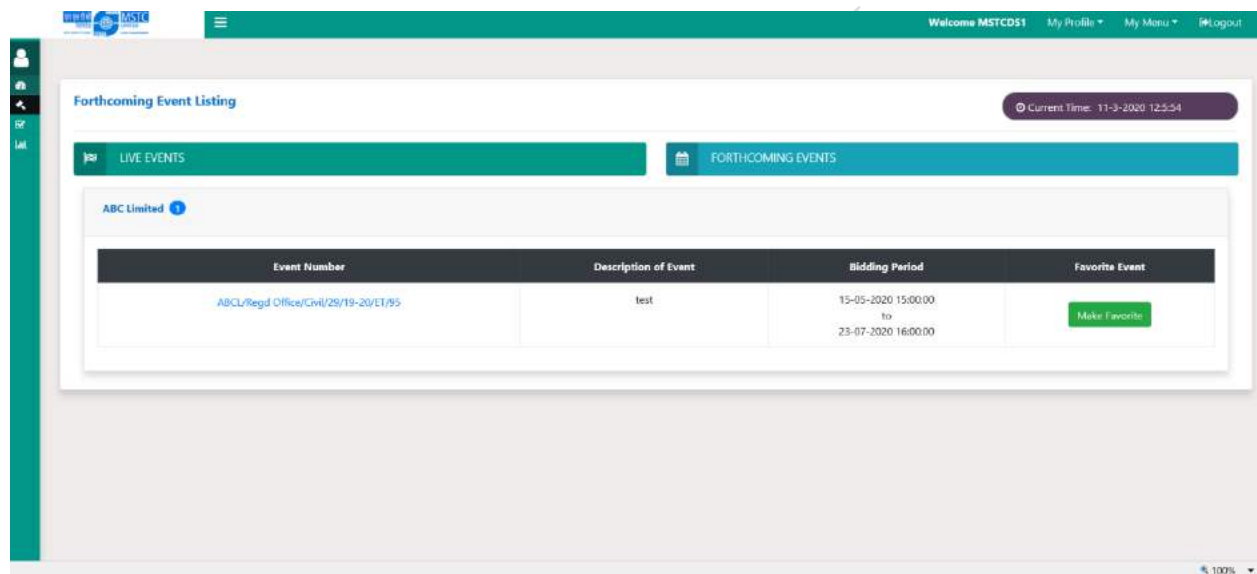
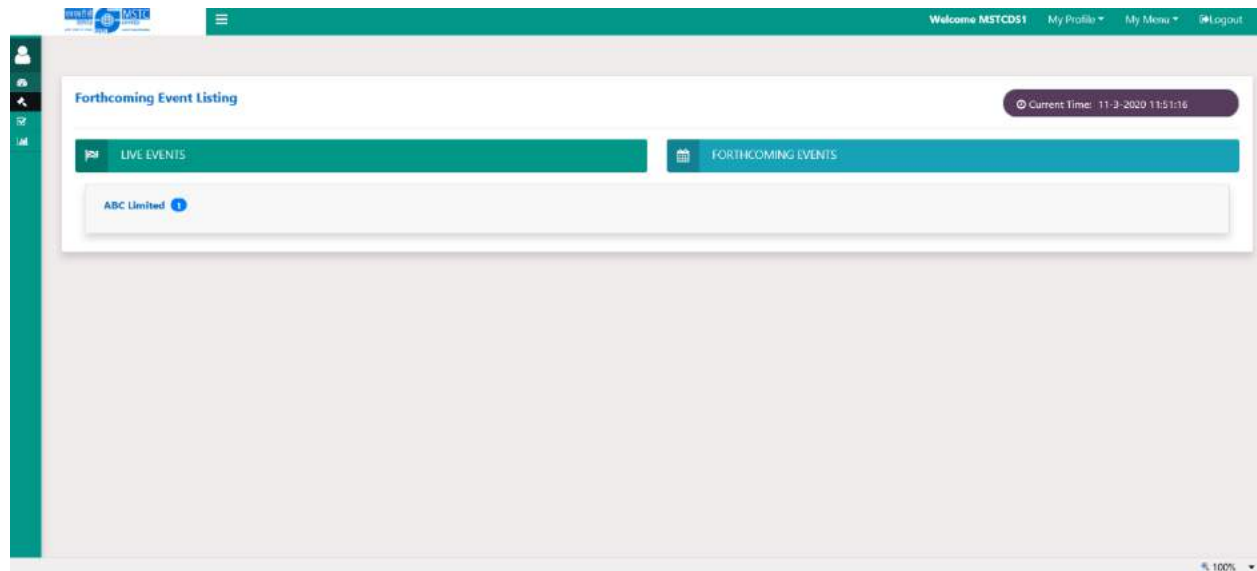
On selecting an event, system leads a vendor to the bid floor.



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.

The screenshot displays a web application interface for event management. The main content area shows the 'Event Details' for 'ABC Limited'. The event details are organized into a table with the following data:

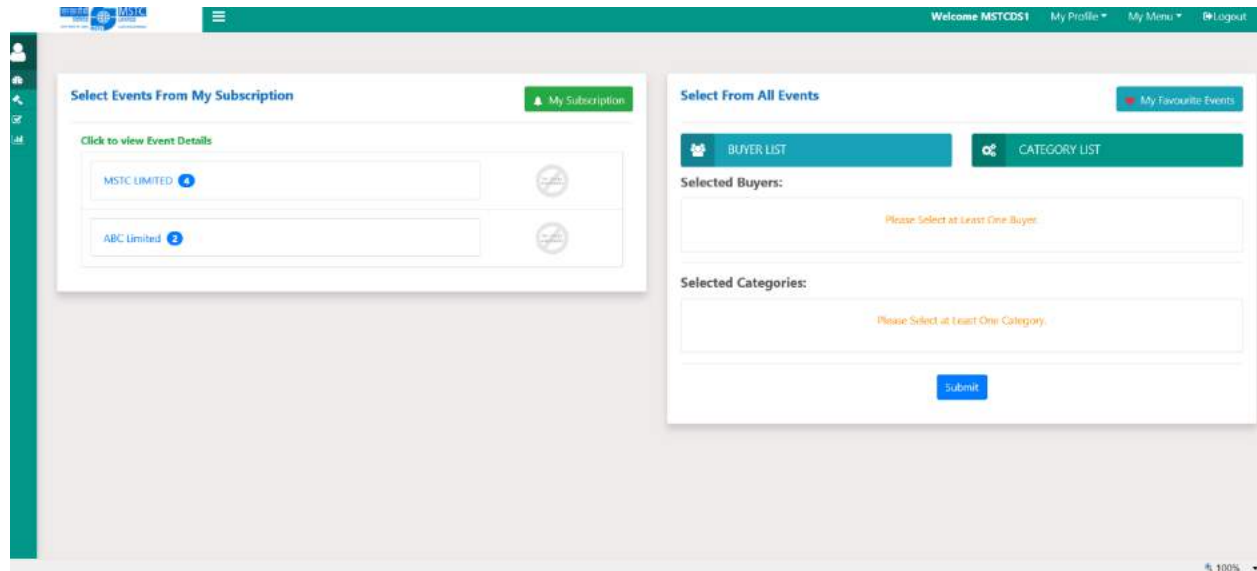
Event No: ABC/Regd Office/Civil/29/19-20/ET/95				Event Status
Trade: Goods				Event Published
Description of Event: test				Activities
Mode: E-Tender_Excel	Type of Tender: Open	Bid Submission: Itemwise	Public Opening: YES	Published on: 02-03-2020 11:13:16
Document Upload: YES				Activated on: -
Governance Document Upload: YES				Tender Extended on: -
				Tender Opened on: -
				Price Opened on: -
				Event Cancelled on: -

Online Pre Bid Meeting	Bidding Period	Tender Opening Period	Price Bid Opening Date
Not Applicable	15.05.2020 - 05.00 PM	23.07.2020 - 04.04 PM to 23.08.2020 - 04.04 PM	-

The right sidebar shows the 'Current Time: 11-3-2020 12:43:4' and a 'Favourite Event' section with a 'Make Favourite' button. The bottom right corner indicates a zoom level of 100%.

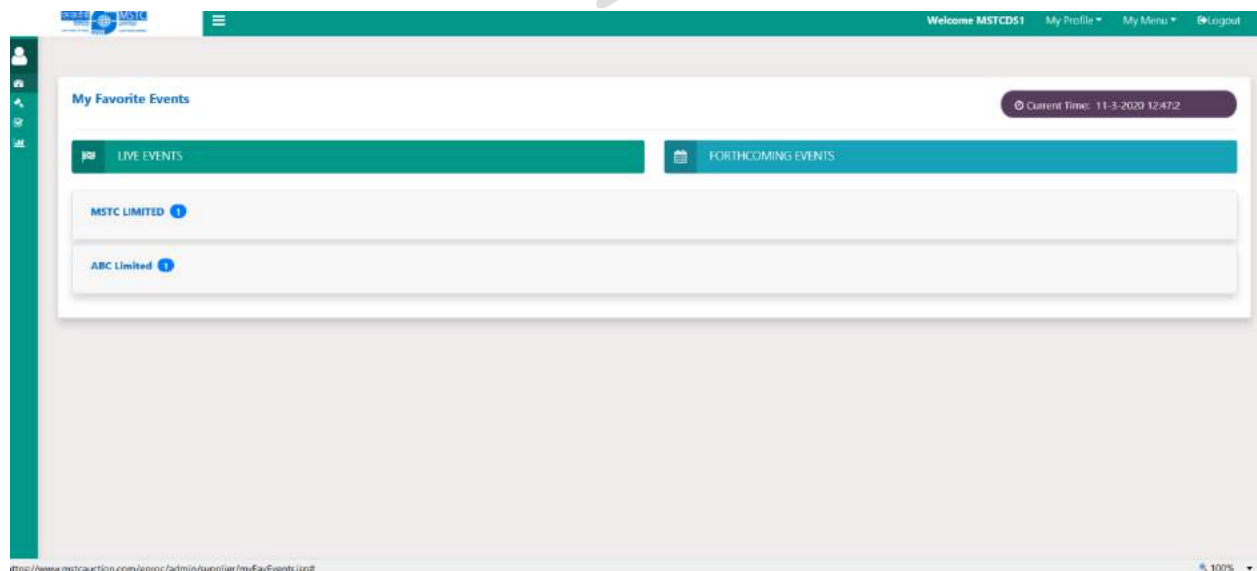
My Favourite Events

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.

The screenshot shows the 'My Favorite Events' page. At the top, there's a header with 'Welcome MSTCDS1', 'My Profile', 'My Menu', and 'Logout'. Below the header, there's a 'Current Time' display showing '11-3-2020 12:51:38'. The main content area has two tabs: 'LIVE EVENTS' and 'FORTHCOMING EVENTS'. Under 'FORTHCOMING EVENTS', there's a section for 'ABC Limited'. Below this, a table lists events:

Event Number	Description of Event	Bidding Period
ABCL/Bidg Office/Cat/100/19-20/ET/218	rt	03-03-2020 12:41:00 to 19-03-2020 12:41:00

The screenshot shows the 'Event Details' page. At the top, there's a header with 'Welcome MSTCDS1', 'My Profile', 'My Menu', and 'Logout'. Below the header, there's a 'Current Time' display showing '2020/03/11 12:52:23'. The main content area has a 'Event Listing' button. Below this, there's a table with event details:

Event Number	Bidding Start Date & Time	Bidding Close Date & Time
ABCL/Bidg Office/Cat/100/19-20/ET/218	2020-03-02 12:41:00.0	2020-03-19 12:41:00.0

Below the table, there are three sections: 'Payment Details' (Transaction Fee Payment), 'Eventwise Bid Details' (Event Specific Bid Status), and 'Itemwise Bid Details' (Item Specific Bid Status). Each section has a 'Document Attach' button.

Forthcoming Events

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

The screenshot shows the 'My Favorite Events' page. At the top, there's a header with 'Welcome MSTCDS1', 'My Profile', 'My Menu', and 'Logout'. Below the header, there's a 'Current Time' display showing '11-3-2020 12:47:34'. The main content area has two tabs: 'LIVE EVENTS' and 'FORTHCOMING EVENTS'. The 'FORTHCOMING EVENTS' tab is selected, and it shows a section for 'ABC Limited' with a notification icon.

My Favorite Events

Current Time: 11-3-2020 12:51:5

LIVE EVENTS FORTHCOMING EVENTS

ABC Limited 1

Event Number	Description of Event	Bidding Period
ABCU/Regd Office/Civil/29/19-20/ET/95	test	15-05-2020 15:00:00 to 23-07-2020 16:00:00

On selecting an event, system displays the catalogue.

ABCU/Regd Office/Civil/29/19-20/ET/95

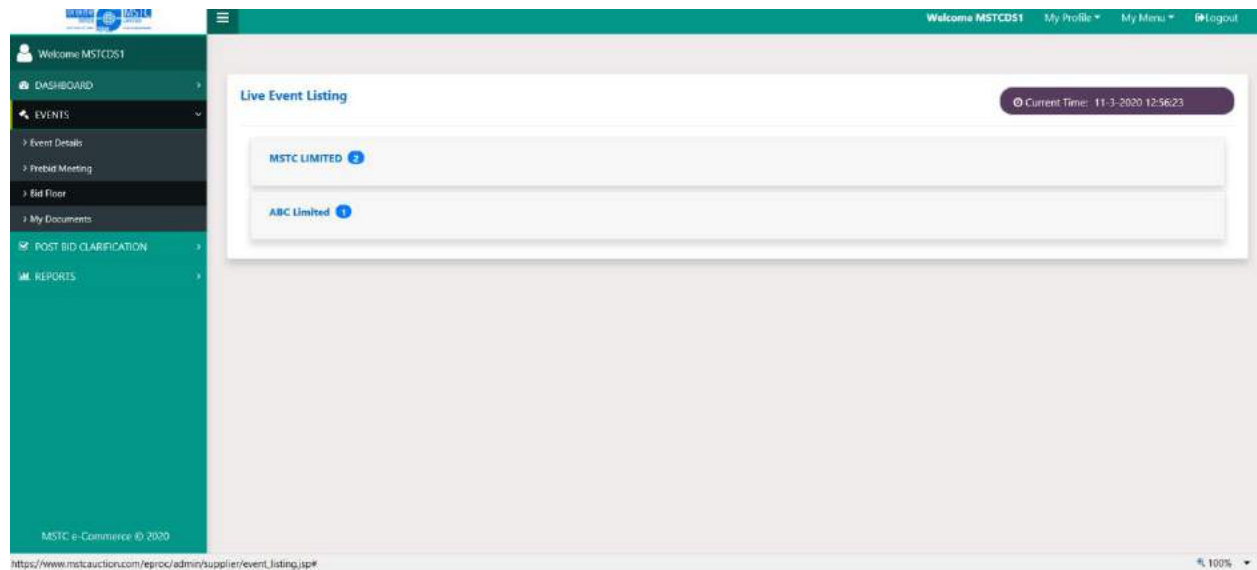
Event Details

Event No: ABCU/Regd Office/Civil/29/19-20/ET/95				Event Status	
Trade: Goods				Event Published	
Description of Event: test					
Mode: E-Tender_Excel	Type of Tender: Open	Bid Submission: Iterative	Public Opening: YES	Published on: 02-03-2020 11:13:16	
Document Upload: YES				Activated on: -	
Conversive Document Upload: YES				Tender Extended on: -	
				Tender Opened on: -	
				Price Opened on: -	
				Event Cancelled on: -	

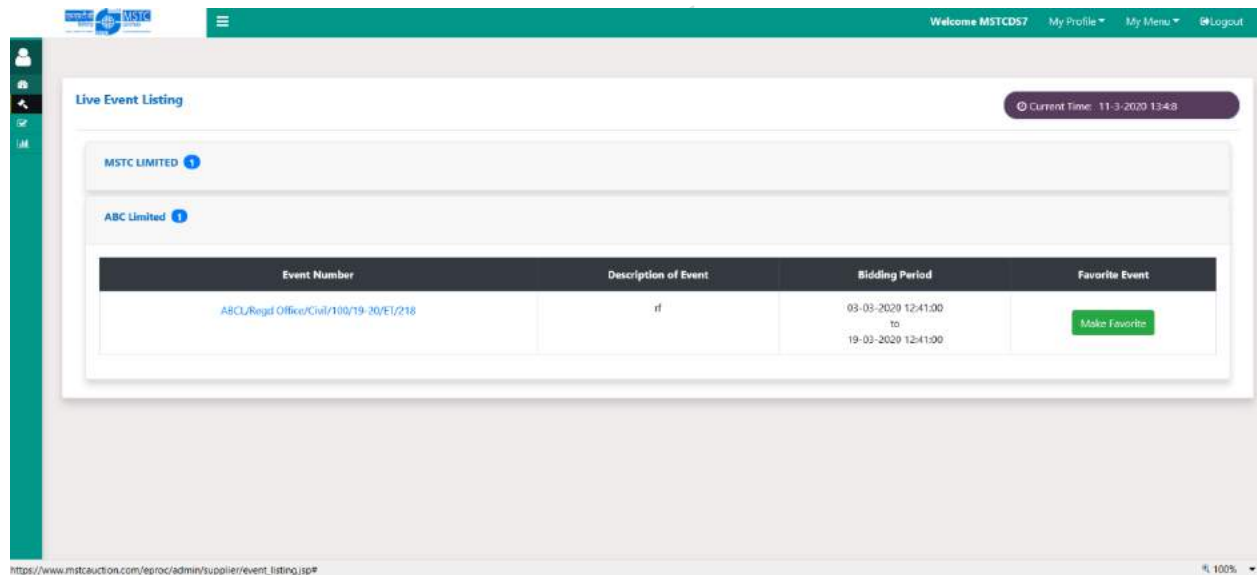
Online Pre Bid Meeting	Bidding Period	Tender Opening Period	Price Bid Opening Date
Not Applicable	15.05.2020 - 05:00 PM	23.07.2020 - 04:01 PM	-

Bid Floor

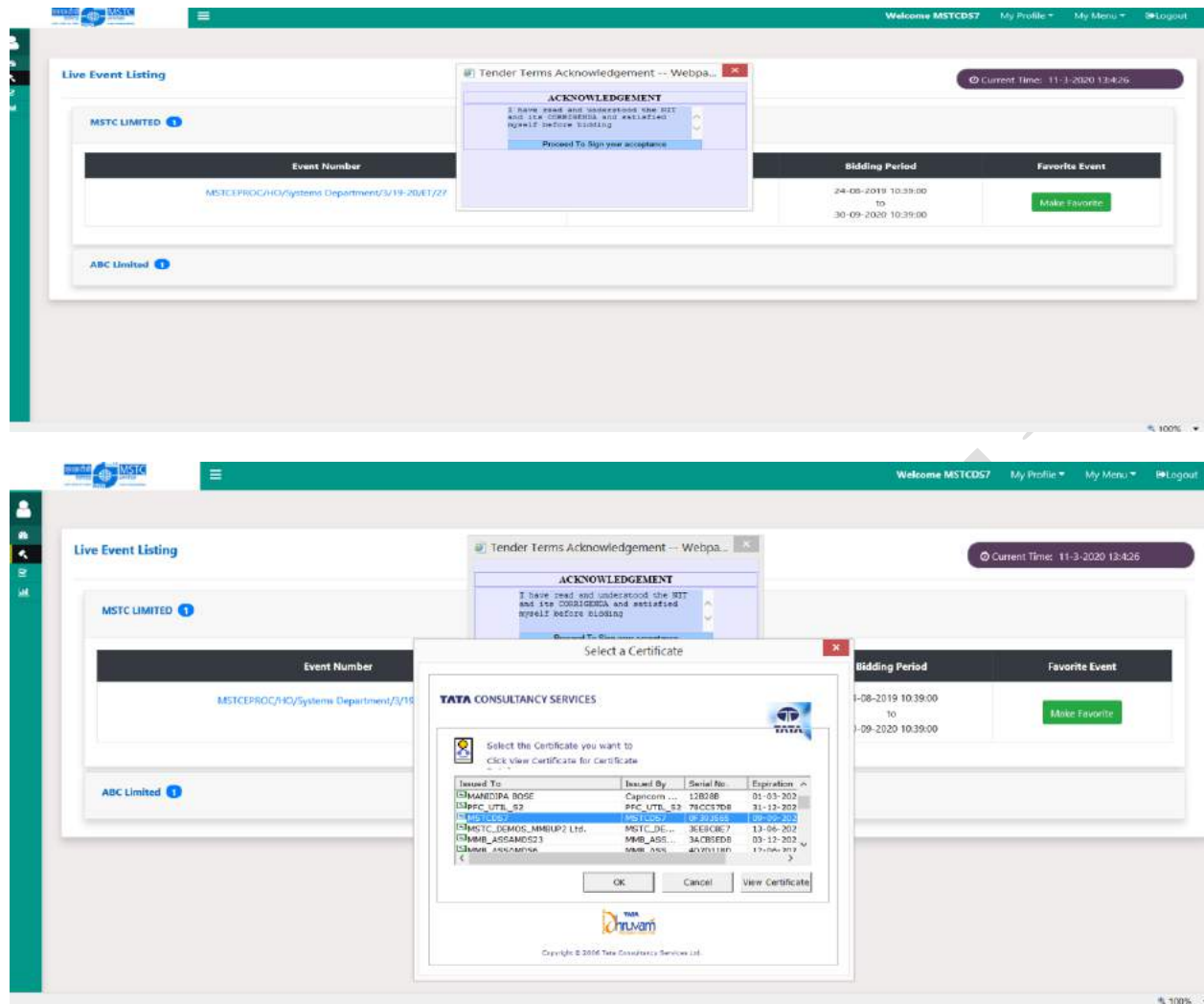
Vendors shall be able to view the buyers list with counts of LIVE events through this link.



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

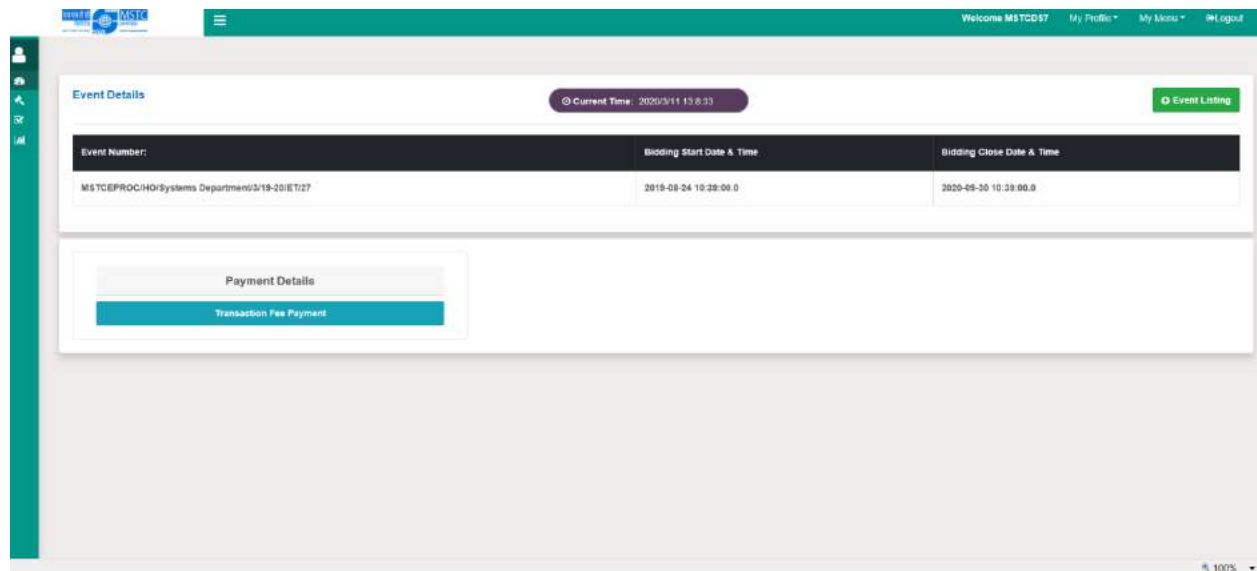


On clicking an event for the first time, the same shall be verified with DSC.



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.



Event Details

Current Time: 2020/3/11 15:03:33

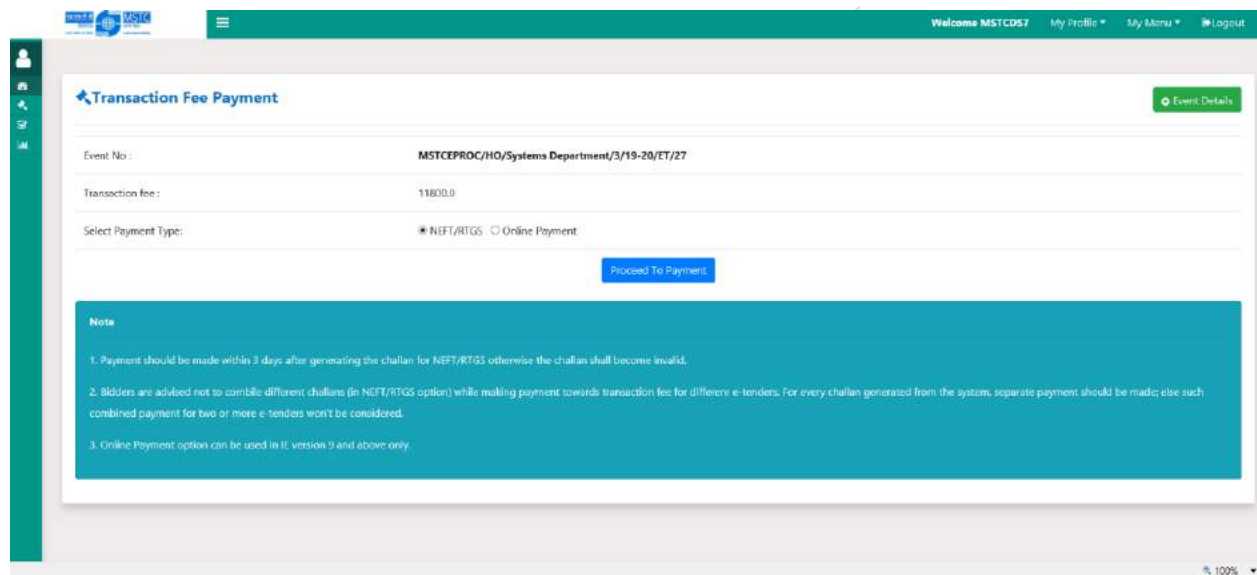
Event Listing

Event Number:	Bidding Start Date & Time	Bidding Close Date & Time
MSTCEPROC/HO/Systems Department/3/19-20/ET/27	2019-08-24 10:28:00.0	2020-09-20 10:28:00.0

Payment Details

Transaction Fee Payment

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



Transaction Fee Payment

Event Details

Event No: MSTCEPROC/HO/Systems Department/3/19-20/ET/27

Transaction fee: 11800.0

Select Payment Type: ☒ NEFT/RTGS ☐ Online Payment

Proceed To Payment

Note

1. Payment should be made within 3 days after generating the challan for NEFT/RTGS otherwise the challan shall become invalid.
2. Bidders are advised not to combine different challans (in NEFT/RTGS option) while making payment towards transaction fee for different e-tenders. For every challan generated from the system, separate payment should be made; else such combined payment for two or more e-tenders won't be considered.
3. Online Payment option can be used in IT version 9 and above only.

NEFT/ RTGS

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

NEFT/RTGS Transaction Fees(In to be filled by Applicant for Bank Details) Amount (In Rs.): 11800.0

Bank Name:

Address 1:

Address 2:

Address 3:

City:

Pincode:

Account Title:

Debit Account No.:

Account type:

Amount(in figures):

[Generate Challan](#)

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

Date: 11/03/2020

TO:
TEST BANK
TEST ADDRESS
TEST
TEST
TEST
000000

Sub: **Request for transfer of fund by RTGS/NEFT**

<p>Applicant Details:</p> <p>Account Title: Test Name Debit Account No: 0000000000/8329 Account Type: 1</p>	<p>Beneficiary Details:</p> <p>Beneficiary Name: MSTC LIMITED Credit Account No: 15250012052 Bank: IndusInd Bank Branch: Kolkata Account Type: Current Account IFSC Code: INDB0000015</p>
--	--

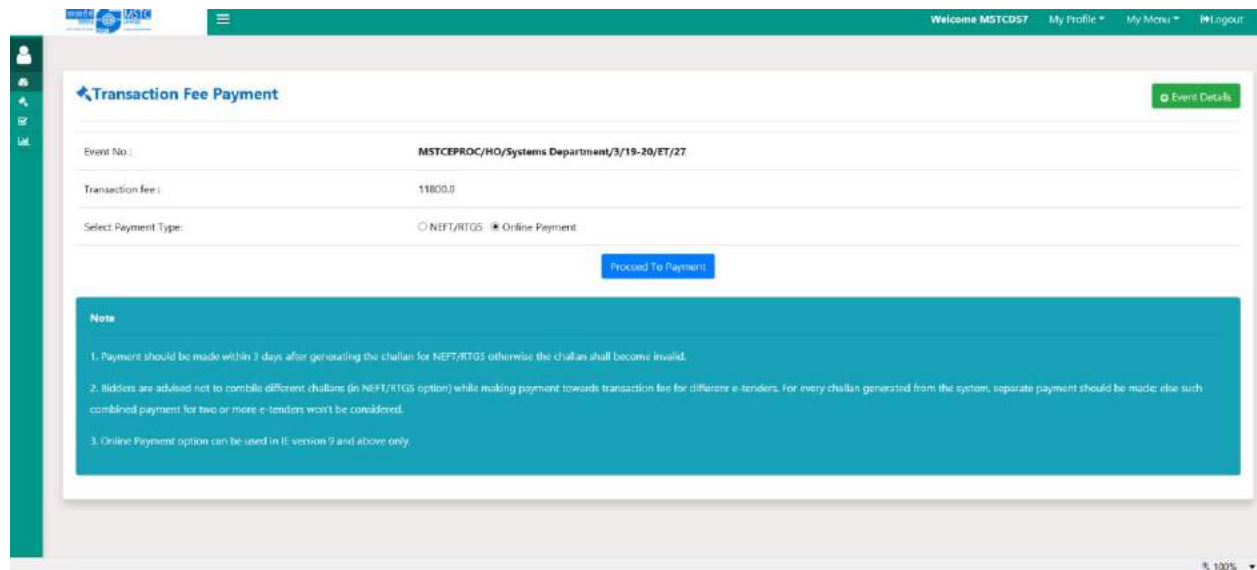
Remittance Details:
Amount: Rs.11800.0
Amount(in figures): Eleven Thousand Eight Hundred Only
Please remit the amount as per the aforesaid details, by debiting my/our account for the amount of remittance with the followingmg remittance details:
Remittance Data: Transaction Fee for E-Tender no : (MSTCEPROC/HO/Systems Department/3/19-20/ET/27) by the bidder my company

Regards,
From:
MSTC e-Procurement Team

[Print](#)
[Event Details](#)

Online Payment

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



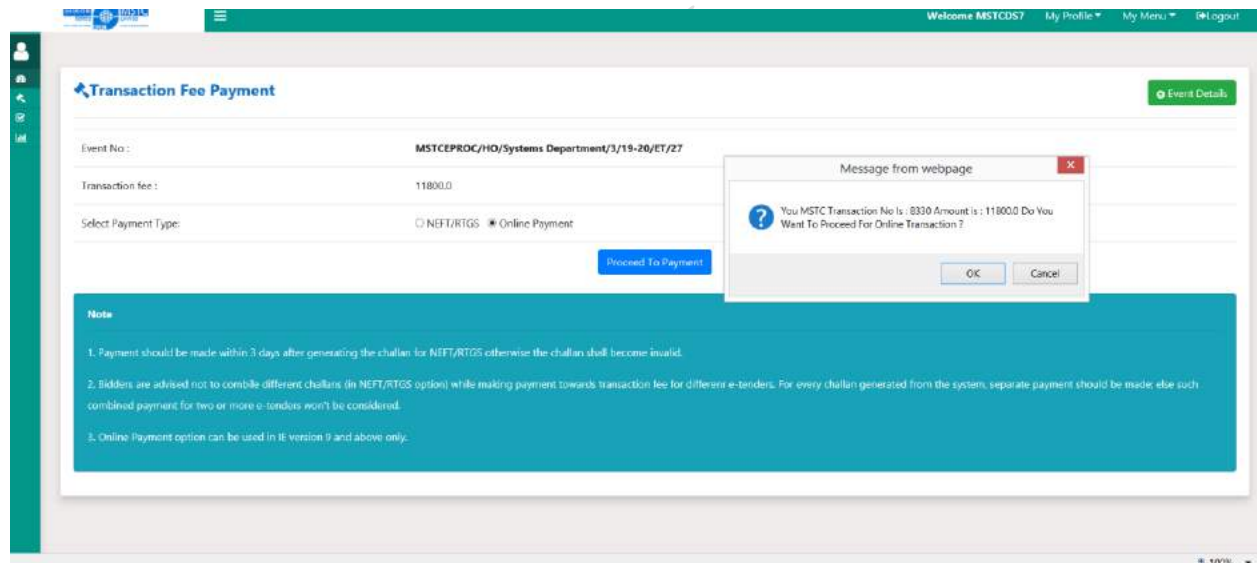
The screenshot shows the 'Transaction Fee Payment' page. At the top, there is a header with 'Welcome MSTCDS7', 'My Profile', 'My Menu', and 'Logout'. The page title is 'Transaction Fee Payment' with an 'Event Details' link. The form contains the following fields:

- Event No.: MSTCEPROC/HO/Systems Department/3/19-20/ET/27
- Transaction fee: 11800.0
- Select Payment Type: ☐ NEFT/RTGS ☒ Online Payment

A blue 'Proceed To Payment' button is located below the payment type selection. Below the button is a 'Note' section with three points:

1. Payment should be made within 3 days after generating the challan for NEFT/RTGS otherwise the challan shall become invalid.
2. Bidders are advised not to combine different challans (in NEFT/RTGS option) while making payment towards transaction fee for different e-tenders. For every challan generated from the system, separate payment should be made; else such combined payment for two or more e-tenders won't be considered.
3. Online Payment option can be used in IE version 9 and above only.

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



This screenshot shows the same 'Transaction Fee Payment' page as above, but with a confirmation dialog box overlaid. The dialog box has a title 'Message from webpage' and contains the following text:

? You MSTC Transaction No is : 8330 Amount is : 11800.0 Do You Want To Proceed For Online Transaction ?

At the bottom of the dialog box are 'OK' and 'Cancel' buttons. The background page content is partially obscured by the dialog box.

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

The screenshot displays the ATOM payment gateway interface. On the left, a 'PAYMENT MODE' sidebar lists options: Credit Card (selected), Debit Card, Net Banking, UPI, EMI, and Wallet. The main area is titled 'Credit Card' and contains input fields for 'Credit Card Number' (with a dropdown for '01' and '2020'), 'CVV', 'Name On Card', and 'Bank Name'. There are checkboxes for 'Save card for future use' and 'Please tick the box option for standing instruction on your credit card'. A 'Pay Now' button is at the bottom. On the right, a summary box shows 'Amount Payable ₹ 11800.00', 'ATOM SINGLE REQUEST TESTING', 'Transaction ID: 8330', and a breakdown of fees: Amount (11800.00), Processing Fee (0.00), and GST (0.00). A disclaimer states '* Processing fee & GST are non refundable.' At the bottom, logos for various payment methods (Visa, MasterCard, SafeKey, etc.) are shown.

Transaction Fee Payment Acknowledgement

Event No.: [MSTCEPROC/HO/Systems Department/3/19-20/ET/27](#)
Company Name: my company
Contact Person: MSTCDS7

MSTC Ref. No.: [8330](#)
Transaction Ref. No.: 7000048818901
Transaction Date: Wed Mar 11 13:28:05 IST 2020
Amount: 11800.00
Transaction Status: **Transaction Successfully Completed.**

Print

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.

The screenshot shows the 'Event Details' page with the following data:

Event Number:	Bidding Start Date & Time	Bidding Close Date & Time
MSTCEPROC/HQ/Systems Department/19/28/E/27	2019-08-24 10:29:00.0	2020-09-30 10:29:00.0

Current Time: 2020/3/11 13:30:52

Buttons available:

- Event Listing (Green)
- Transaction Fee Payment (Blue)
- Event Specific Bid Status (Yellow)
- Pre Qualification (Blue)
- Contract Terms (Blue)
- Document Attach (Blue)
- Item Specific Bid Status (Yellow)
- Item Specific Bid (Blue)

Bid Submission Floor for Reverse Auction

The screenshot shows the 'Event Details' page with the following data:

Event Number:	Bidding Start Date & Time	Bidding Close Date & Time
MSTCEPROC/HQ/Systems Department/19/19/28/RA/37	2020-02-04 11:30:00.0	2020-04-25 15:02:00.0

Current Time: 2020/3/11 13:34:53

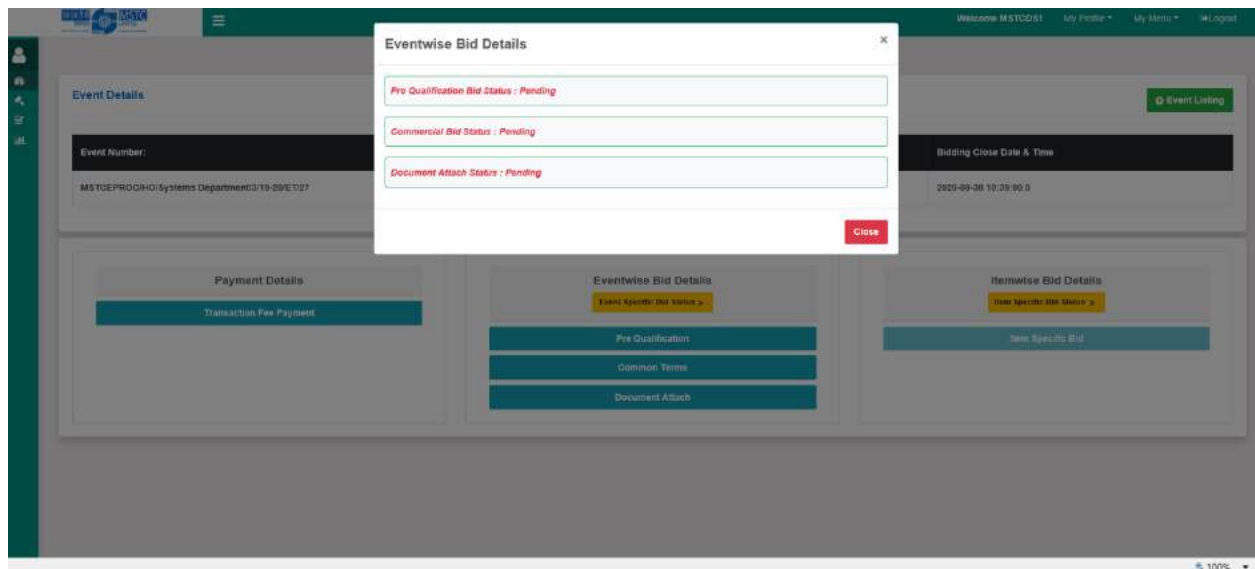
Buttons available:

- Event Listing (Green)
- Transaction Fee Payment (Blue)
- RA Bid Floor (Blue)

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).

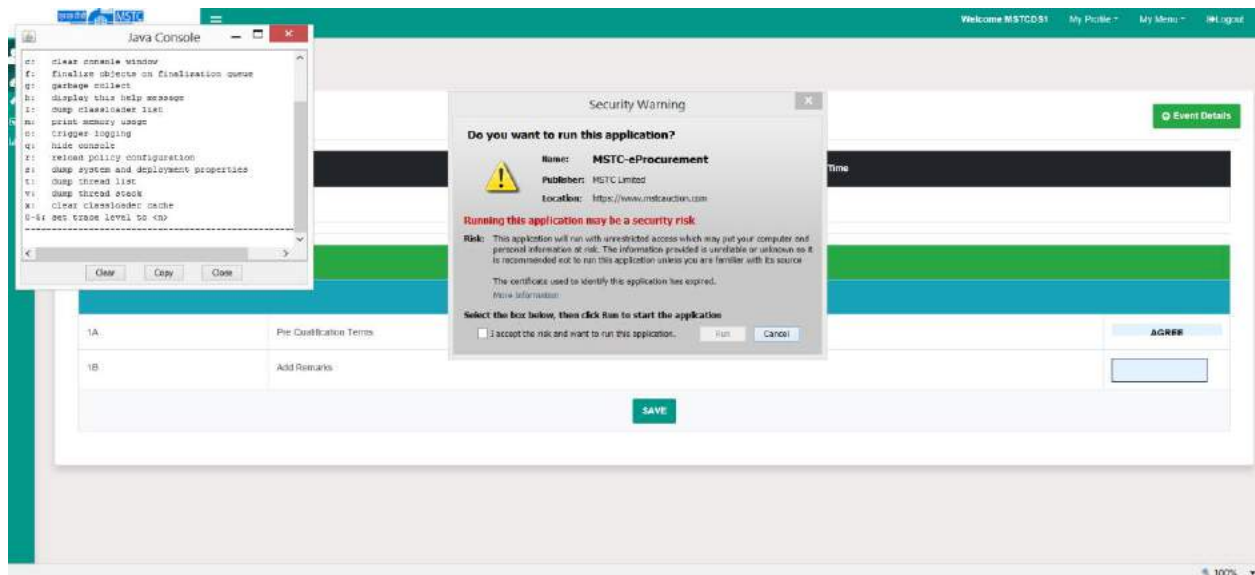
Event Specific Bid Status: A vendor shall be able to view the status of bidding against each tab of 'Event wise Bid Details'.



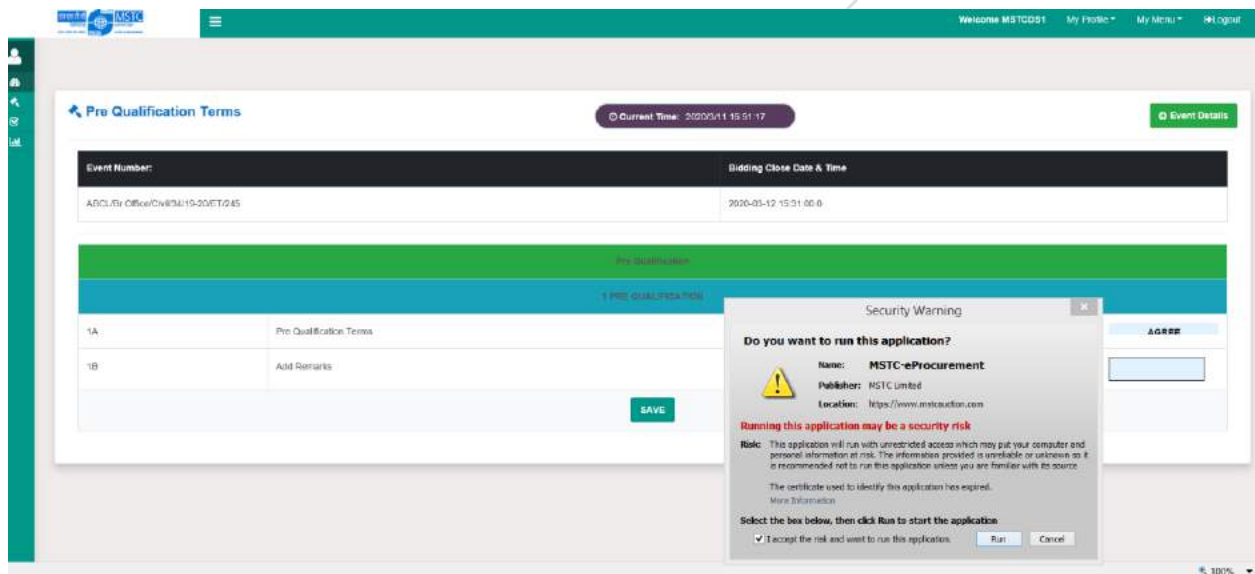
Pre Qualification

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.

Pre Qualification Terms

Current Time: 2020/3/11 15:52:27

Event Number: ABQLE/Office/Civil/34/19-20/ET/245

Bidding Close Date & Time: 2020-03-12 15:31:00.0

17982 QUALIFICATION

1A: Pre Qualification Terms

1B: Add Remarks

Bid Signing

PLS. SIGN THE BID WITH YOUR REGISTERED DSC
YOUR UNIQUE CHALLENGE CODE IS : 642479

Proceed To Sign Your Bid

Pre Qualification Terms

Event Number: ABQLE/Office/Civil/34/19-20/ET/245

Bidding Close Date & Time: 2020-03-12 15:31:00.0

1A: Pre Qualification Terms

1B: Add Remarks

Select a Certificate

TATA CONSULTANCY SERVICES

Select the Certificate you want to
Click View Certificate for Certificate

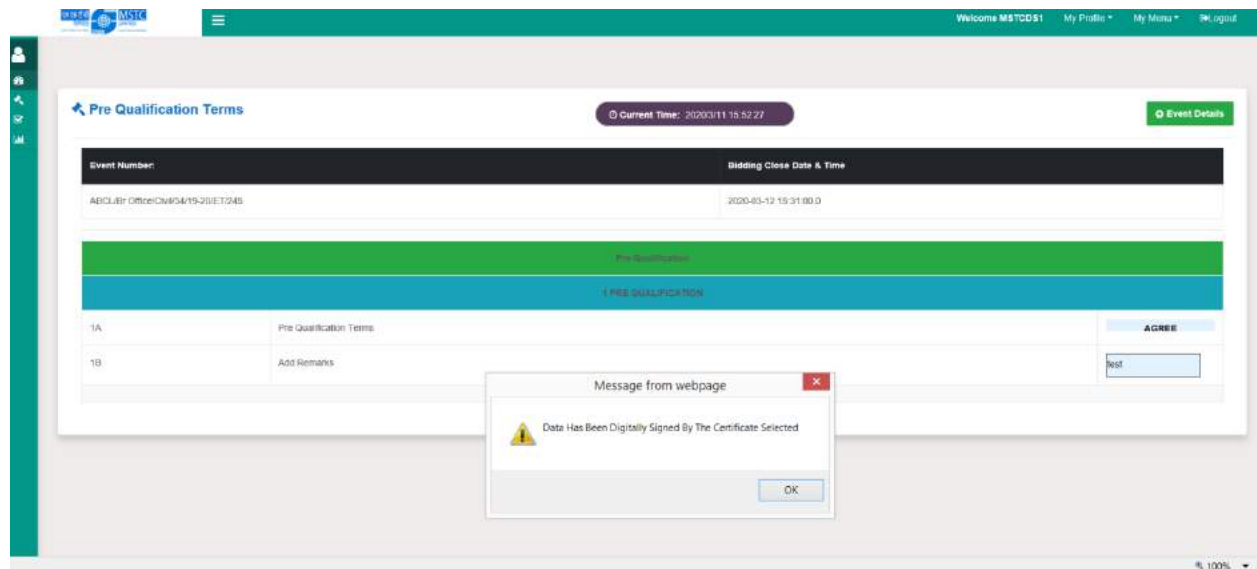
Issued To	Issued By	Serial No.	Expiration
MSTCDS12	MSTCDS12	5700781E	09-09-2022
POINDE4	POINDE4	35E853DC	06-11-2022
POINDE4	POINDE4	470A331A	02-08-2022
MSTCDS13	MSTCDS13	54F3B431	09-09-2022
MNP_ASSAND520	MNP_ASS...	59CB0152	03-12-2022
MNP_ASSAND520	MNP_ASS...	59CB0152	03-12-2022

OK Cancel View Certificate

Bid Signing

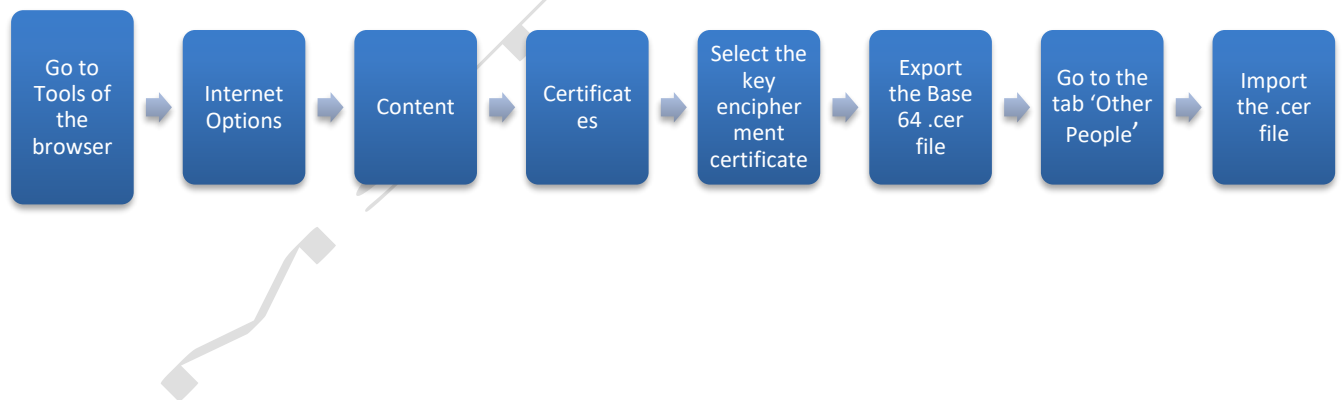
PLS. SIGN THE BID WITH YOUR REGISTERED DSC
YOUR UNIQUE CHALLENGE CODE IS : 642479

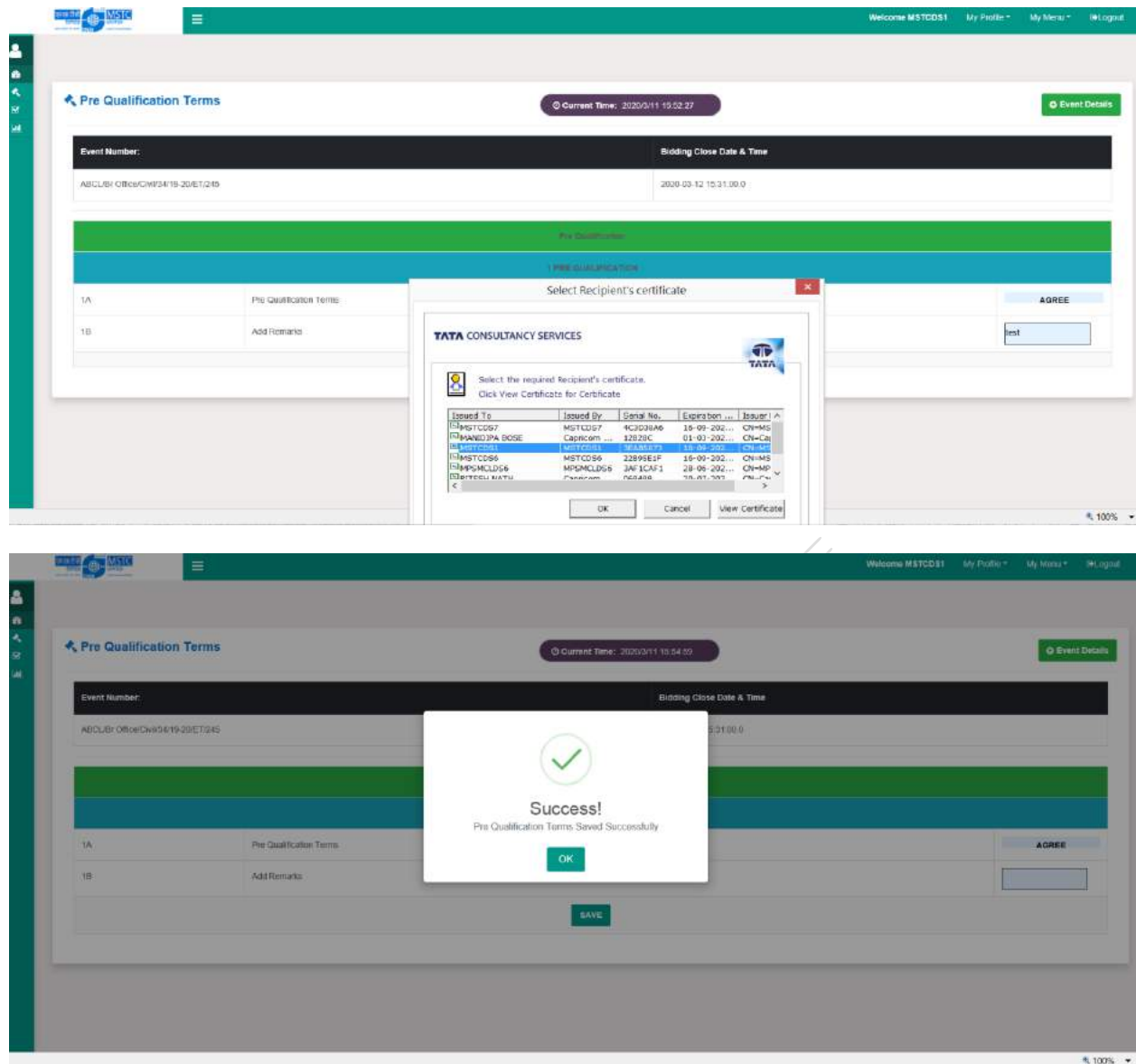
Proceed To Sign Your Bid



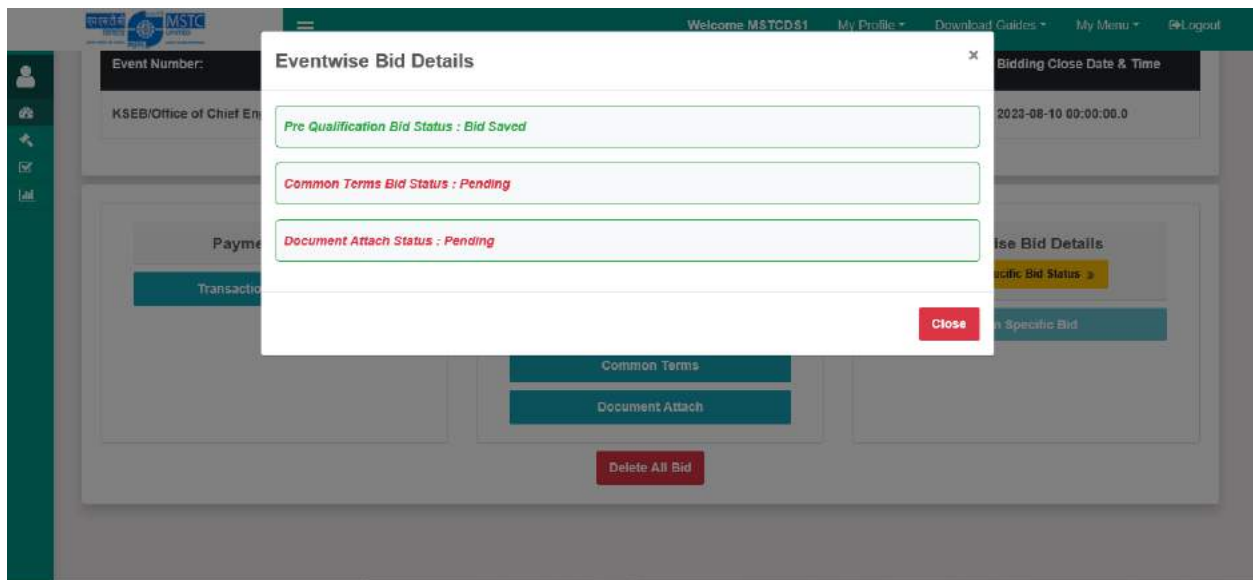
2. The DSC box shall again appear. The vendor shall have to select the correct DSC and click on 'OK'.

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

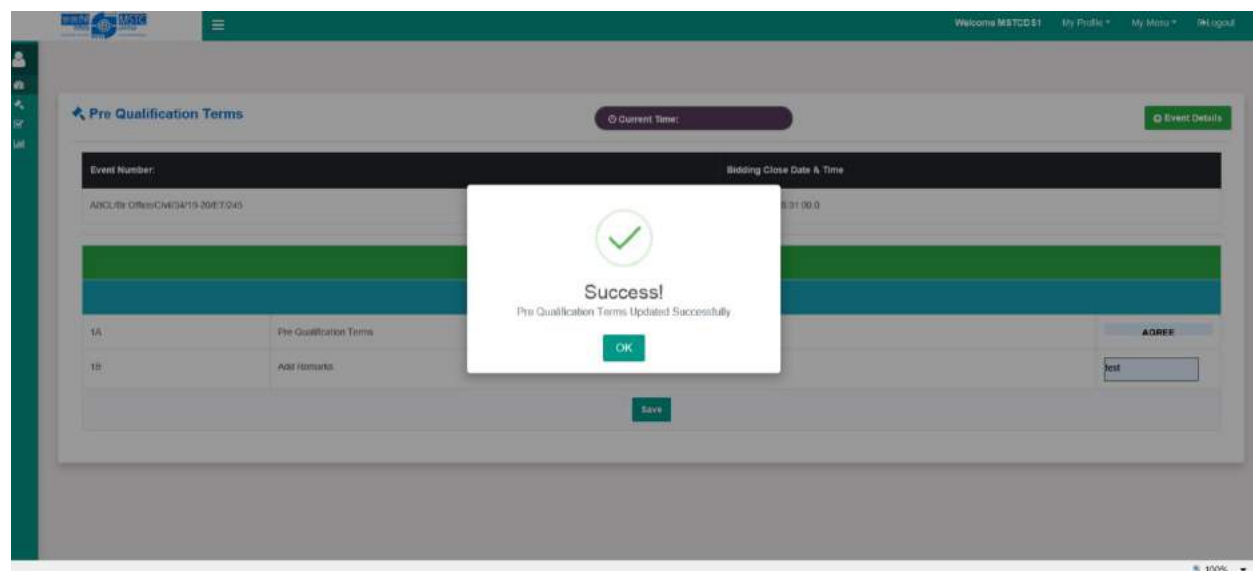




The 'Pre Qualification Bid Status' shall display 'Bid Saved'.



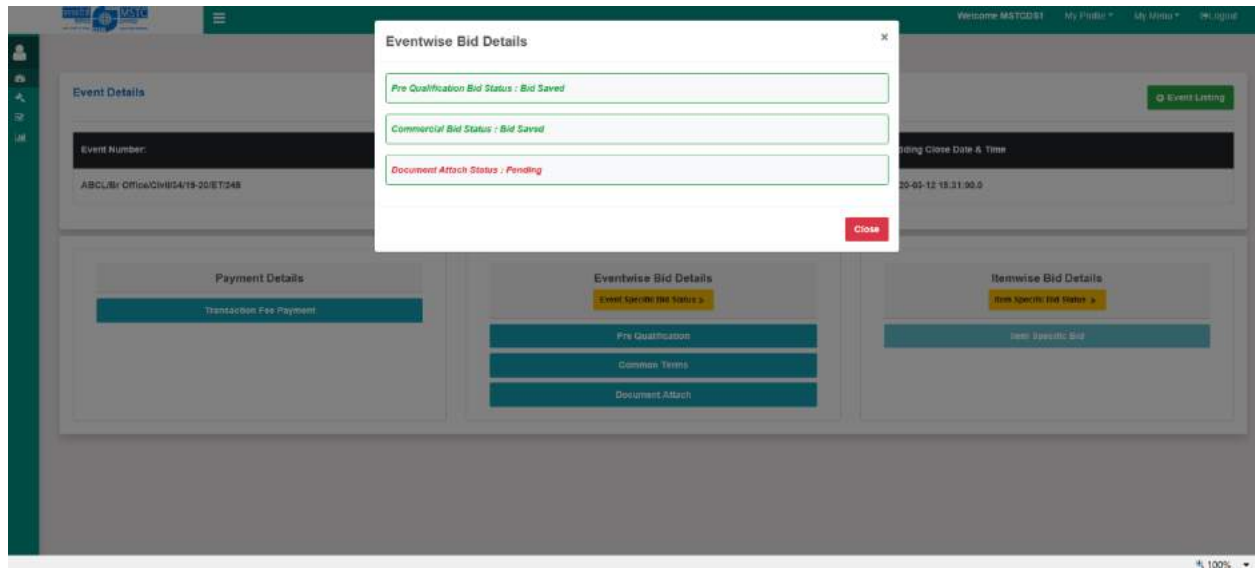
In order to edit the bid, the vendor has to once again click on the 'Pre Qualification' tab and save the bid by clicking 'Save' button.



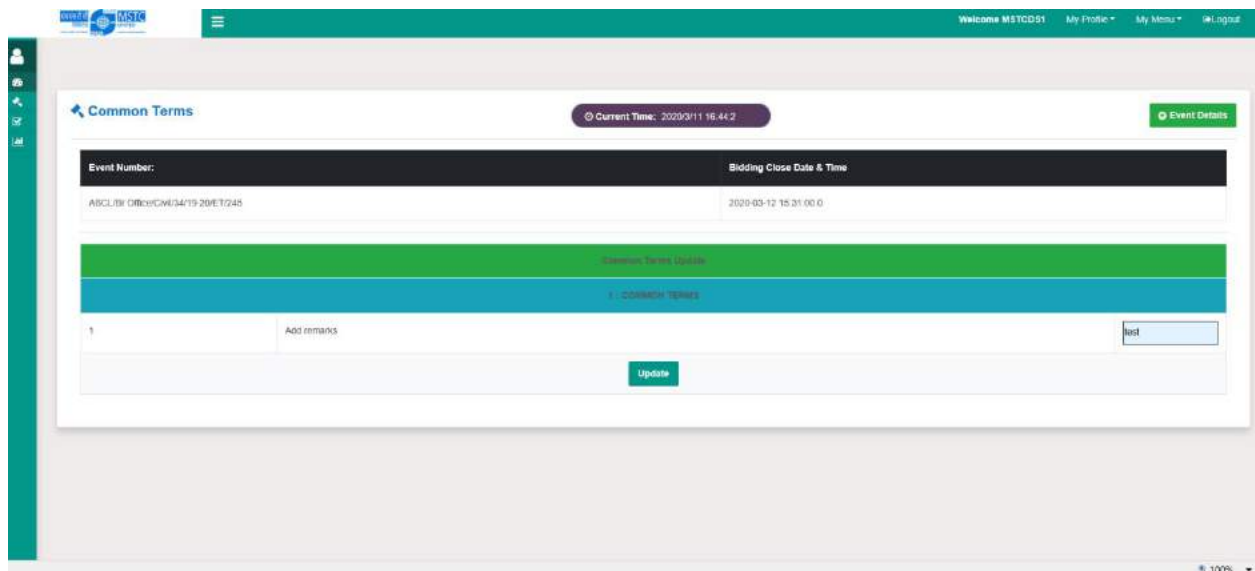
Common Term

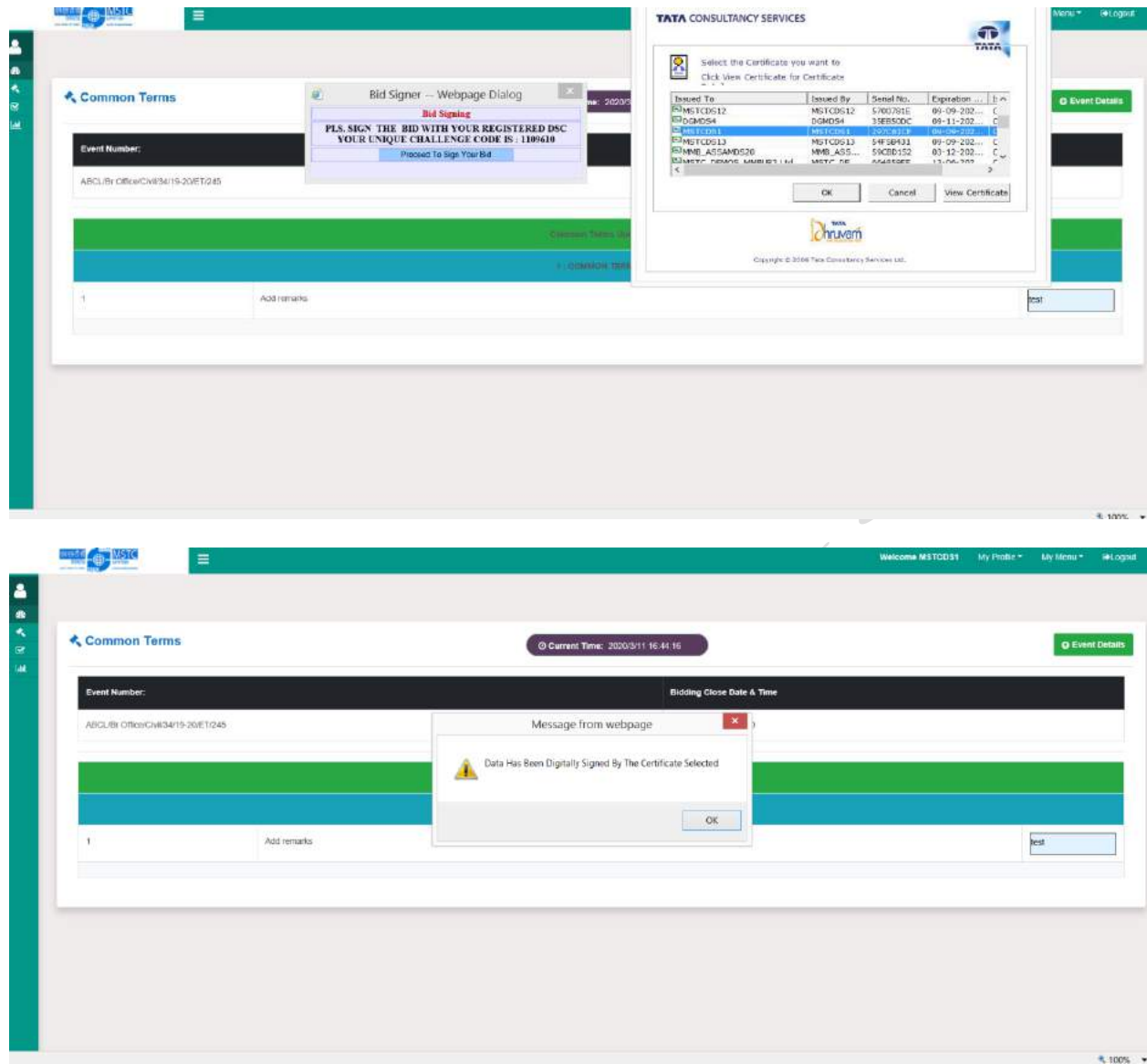
The Common Terms have to be saved in a similar way as described above for 'Pre Qualification' bid submission.

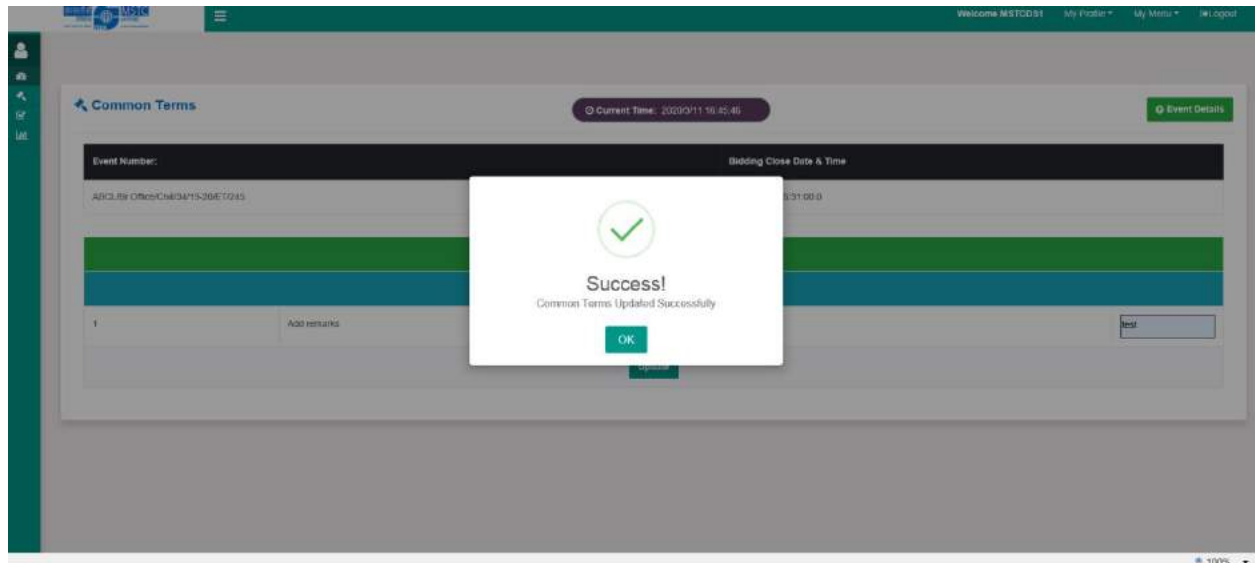
The 'Common Terms Bid Status' shall display 'Bid Saved'.



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.

Document Attach

Current Time: 2020/3/11 16:53:46

Event Details

Event Number: ABCLB Office Civil/34/19-20/ET/243

Bidding Close Date & Time: 2020-03-12 15:31:00.0

Select Cover: Select

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'.

Document Attach

Current Time: 2020/3/11 16:54:24

Event Details

Event Number: ABCLB Office Civil/34/19-20/ET/243

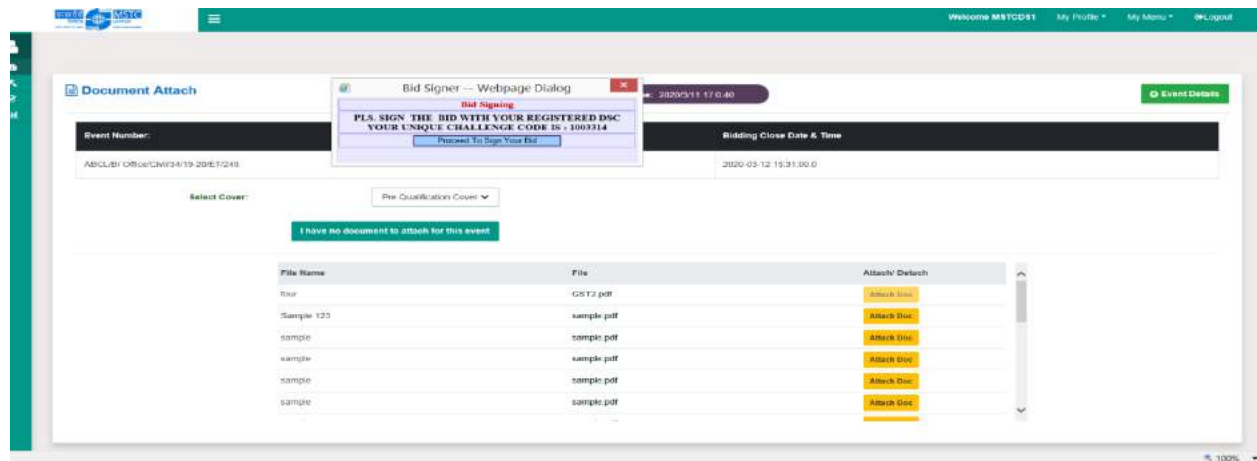
Bidding Close Date & Time: 2020-03-12 15:31:00.0

Select Cover: Pre Qualification Cover

I have no document to attach for this event

File Name	File	Attach/ Detach
four	GST2.pdf	Attach Doc
Sample 123	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc

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.

The image displays two screenshots of a web application interface, likely for a procurement or bidding system, showing the process of attaching documents and signing a bid.

Top Screenshot:

- Document Attach Section:**
 - Event Number: ABCDEF Office/Contract/19-20/ET/245
 - Select Cover: Pre Qualification Cover
 - Buttons: "I have no document to attach for this event" and "Proceed To Sign Your Bid"
 - Table of Attachments:

File Name	File Type	Attach Doc
four	GS	Attach Doc
Sample 123	SA	Attach Doc
sample	SA	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
- Bid Signing Webpage Dialog:**
 - Text: "PLS. SIGN THE BID WITH YOUR REGISTERED YOUR UNIQUE CHALLENGE CODE IS : 100"
 - Buttons: "Proceed To Sign Your Bid"
- Select a Certificate Dialog:**
 - Header: TATA CONSULTANCY SERVICES
 - Text: "Select the Certificate you want to Click View Certificate for Certificate"
 - Table of Certificates:

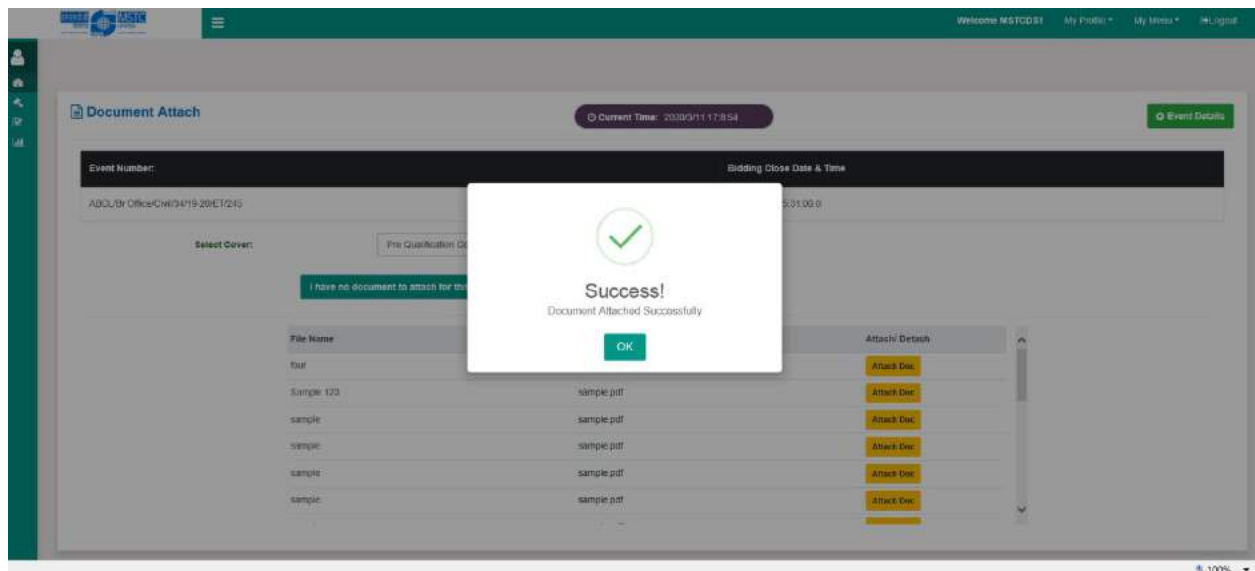
Issued To	Issued By	Serial No.	Expiration	Issue
MSMSTC001	MSMSTC001	35E8905C	09-11-202...	CH-02
MSMSTC001	MSMSTC001	307C01C7	09-09-202...	CH-02
MSMSTC001	MSMSTC001	34F5B431	08-08-202...	CH-02
MSMSTC001	MSMSTC001	59C8D182	00-12-202...	CH-02
MSMSTC001	MSMSTC001	664059F7	13-06-202...	CH-02
MSMSTC001	MSMSTC001	78C14E0F	15-11-202...	CH-02
 - Buttons: "OK", "Cancel", "View Certificate"

Bottom Screenshot:

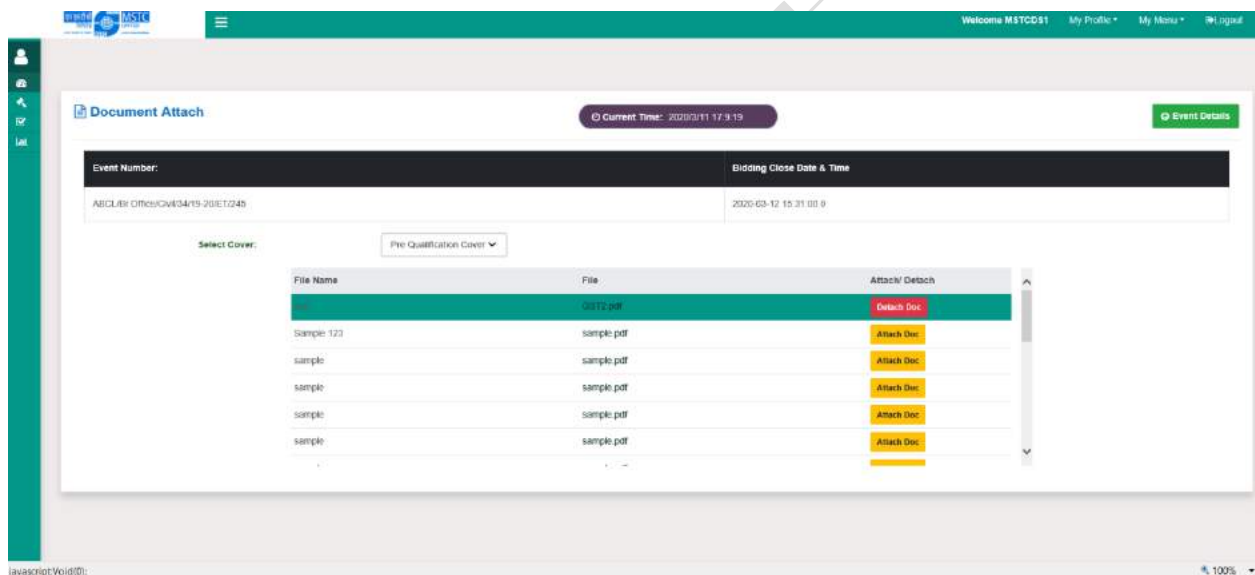
- Document Attach Section:**
 - Event Number: ABCDEF Office/Contract/19-20/ET/245
 - Select Cover: Pre Qualification Cover
 - Buttons: "I have no document to attach for this event" and "Proceed To Sign Your Bid"
 - Table of Attachments:

File Name	File Type	Attach Doc
four	GS12.pdf	Attach Doc
Sample 123	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
- Message from webpage Dialog:**
 - Text: "Data Has Been Digitally Signed By The Certificate Selected"
 - Buttons: "OK"
- Current Time:** 2020/3/11 17:0:40
- Bidding Close Date & Time:**

- 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.

Document Attach

Event Number: ABCL/Br Office/Cw/34/15-20/ET/243

Bidding Close Date & Time: 2020-03-12 15:31:00.0

Select Cover: Pre Qualification Cover

File Name	File	Attach/ Detach
Sample 123	sample.pdf	Attach/Detach
sample	sample.pdf	Attach/Detach
sample	sample.pdf	Attach/Detach
sample	sample.pdf	Attach/Detach
sample	sample.pdf	Attach/Detach
sample	sample.pdf	Attach/Detach

Bid Signing
PLS. SIGN THE BID WITH YOUR REGISTERED DSC
YOUR UNIQUE CHALLENGE CODE IS : 541502
Proceed To Sign Your Bid

Document Attach

Event Number: ABCL/Br Office/Cw/34/15-20/ET/243

Bidding Close Date & Time: 2020-03-12 15:31:00.0

Select Cover: Pre Qualification Cover

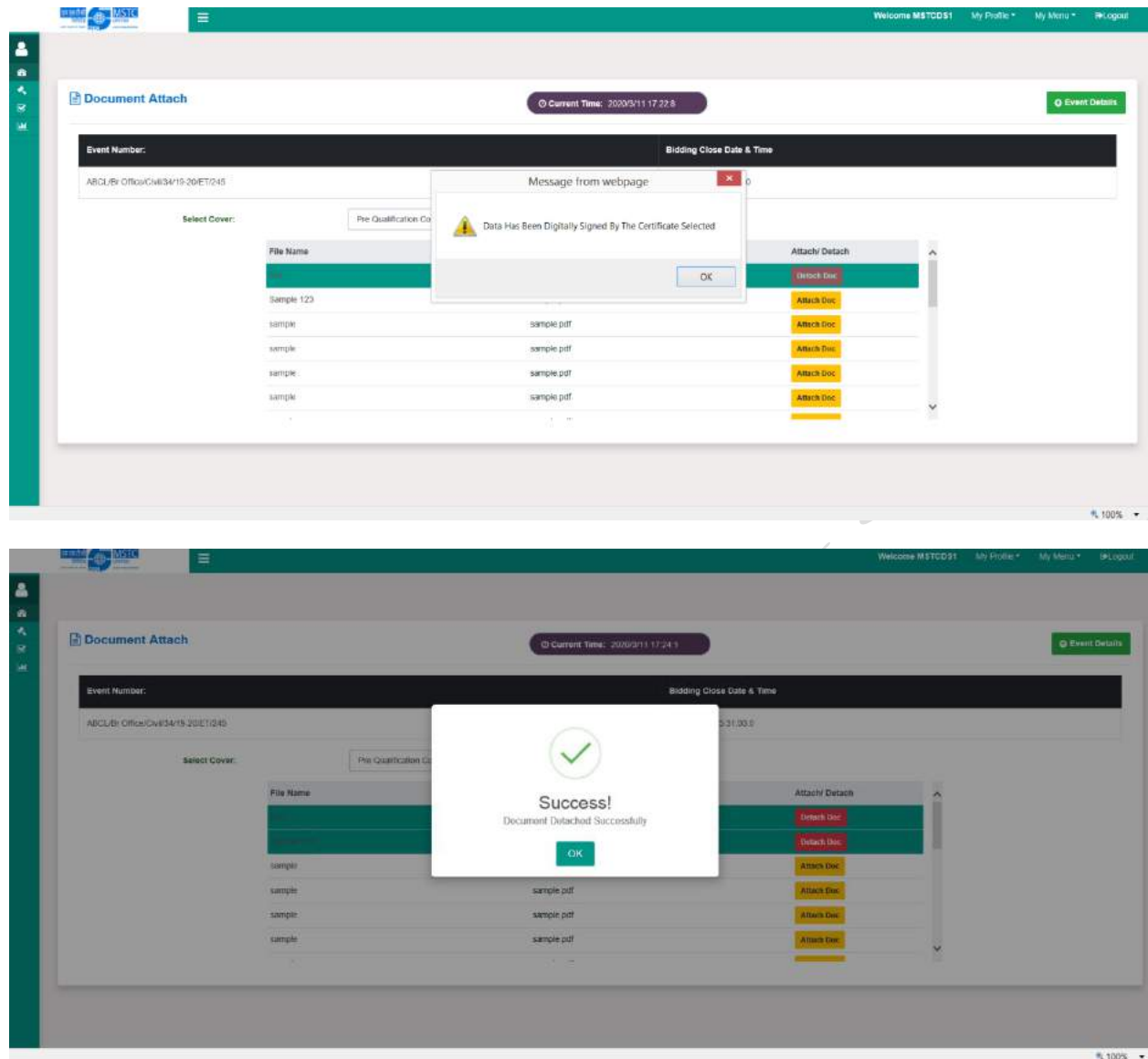
File Name	File	Attach/ Detach
Sample 123	sample.pdf	Attach/Detach
sample	sample.pdf	Attach/Detach
sample	sample.pdf	Attach/Detach
sample	sample.pdf	Attach/Detach
sample	sample.pdf	Attach/Detach
sample	sample.pdf	Attach/Detach

Select a Certificate

TATA CONSULTANCY SERVICES

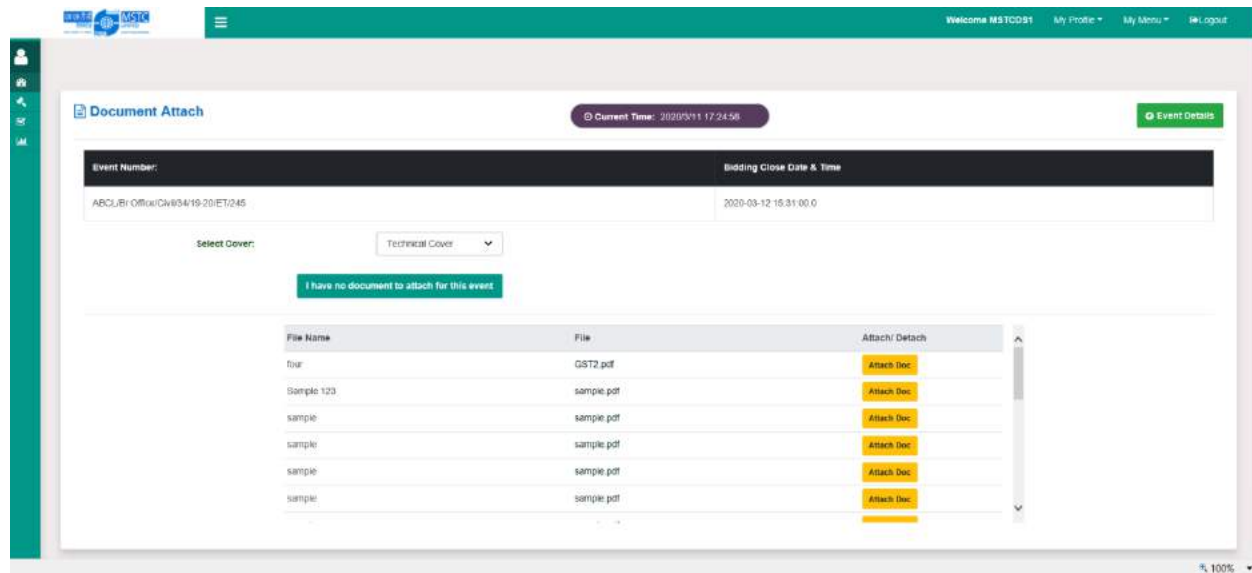
Select the Certificate you want to click view Certificate for Certificate

Issued To	Issued By	Serial No.	Expiration	Issuer Det
MMB_ASSAM02	MMB_ASS...	72105462	01-06-202...	CN=MMB...
MSTCDS12	MSTCDS12	57007818	09-09-202...	CN=MSTC...
CHOD054	CHOD054	2988930C	09-11-202...	CN=CHOD...
MSTCDS1	MSTCDS1	2451335	09-09-202...	CN=MSTC...
MSTCDS13	MSTCDS13	54F50431	09-09-202...	CN=MSTC...
MMB_ASSAM054	MMB_ASS...	60789143	01-11-202...	CN=MMB...



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'.



Document Attach Current Time: 2020/3/11 17:24:58 Event Details

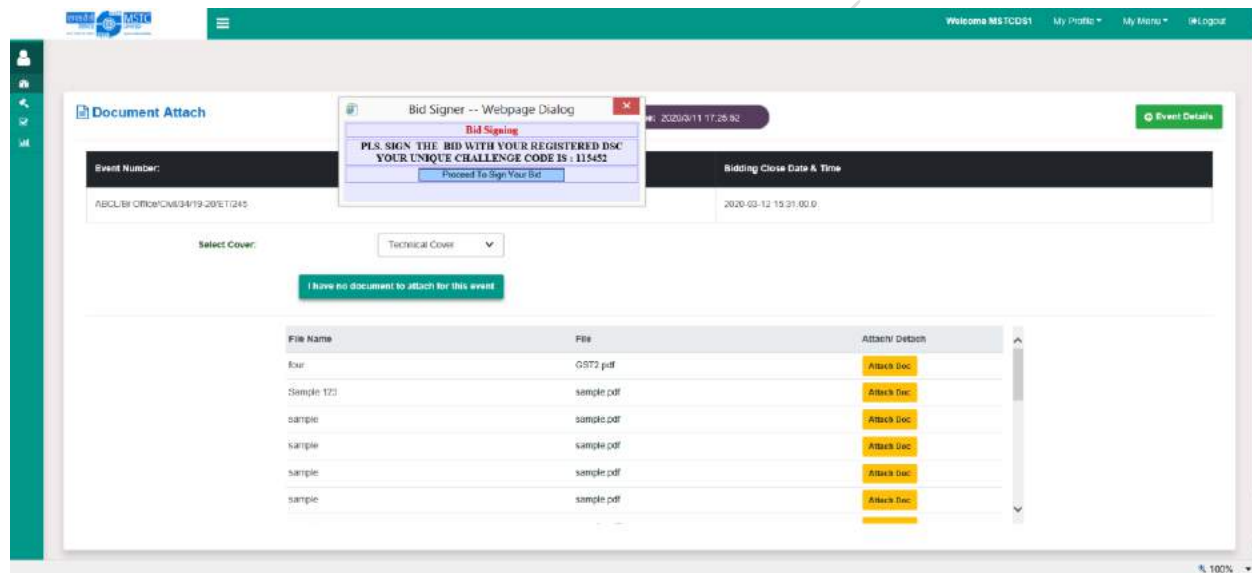
Event Number: ABCUBr Office/Civ/34/19-20/ET/245 Bidding Close Date & Time: 2020-03-12 15:31:00.0

Select Cover: Technical Cover

I have no document to attach for this event

File Name	File	Attach/ Detach
four	GST2.pdf	Attach Doc
Sample 123	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc

The function shall be verified with DSC.



Document Attach Current Time: 2020/3/11 17:25:52 Event Details

Event Number: ABCUBr Office/Civ/34/19-20/ET/245 Bidding Close Date & Time: 2020-03-12 15:31:00.0

Select Cover: Technical Cover

I have no document to attach for this event

File Name	File	Attach/ Detach
four	GST2.pdf	Attach Doc
Sample 123	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc

Bid Signing

PLS SIGN THE BID WITH YOUR REGISTERED DSC
YOUR UNIQUE CHALLENGE CODE IS : 115452

Proceed To Sign Your Bid

The screenshot shows the 'Document Attach' page with a 'Bid Signing' dialog box and a 'Select a Certificate' window.

Bid Signing Dialog:

PLS. SIGN THE BID WITH YOUR REGISTERED DSC
YOUR UNIQUE CHALLENGE CODE IS: 115452
Proceed To Sign Your Bid

Select a Certificate Window:

Select the Certificate you want to
Click View Certificate for Certificate

Issued To	Issued By	Serial No.	Expiration	Issuer
NAME_DEMO_L4	MMB_DEM...	74180617	17-12-202...	CN=MM
NAME_ISSANDS2	MMB_ISS...	72155462	05-06-202...	CN=MM
MSTCDS12	MSTCDS12	57007016	09-09-202...	CN=MM
DOMD54	DOMD54	55E850DC	09-11-202...	CN=MM
MSTCDS13	MSTCDS13	57007016	09-09-202...	CN=MM
MSTCDS13.2	MSTCDS13.2	57007016	09-09-202...	CN=MM

Buttons: OK, Cancel, View Certificate

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The screenshot shows the 'Document Attach' page with a 'Message from webpage' dialog box.

Message from webpage:

⚠ Data Has Been Digitally Signed By The Certificate Selected

Buttons: OK

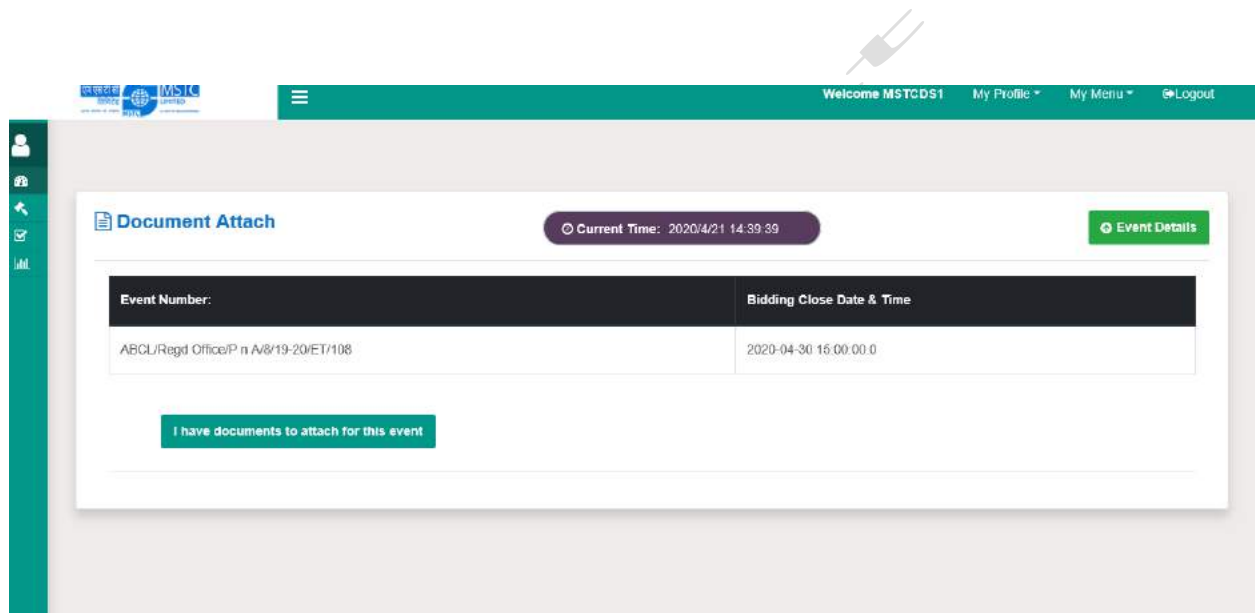
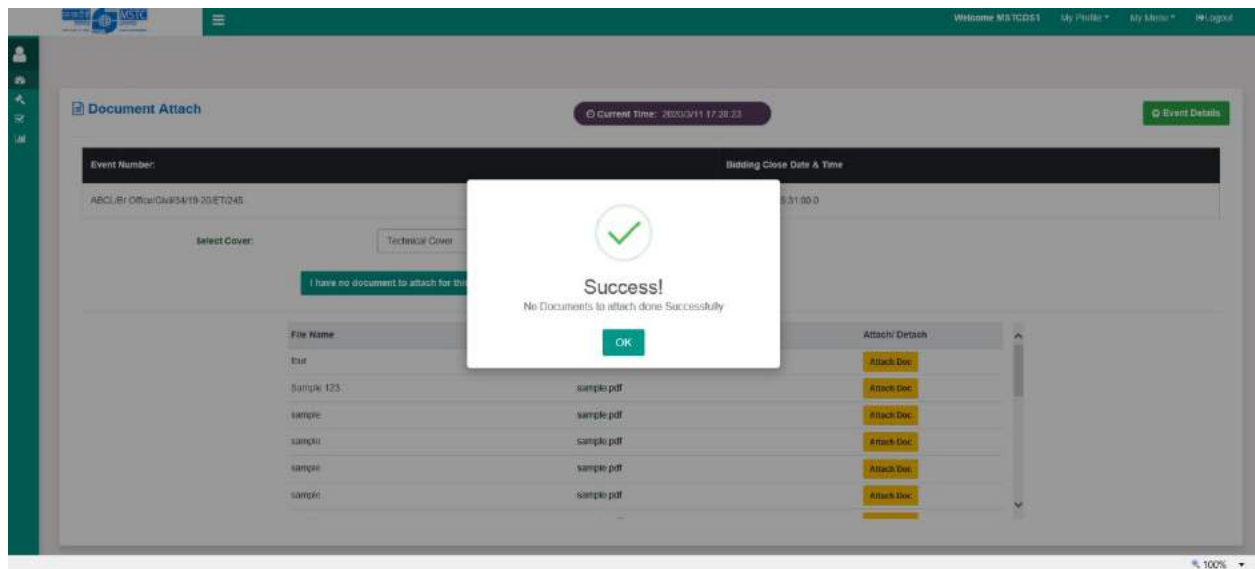
Document Attach Page:

Event Number: ABCUBR Office/CN/34/19-20/ET/245

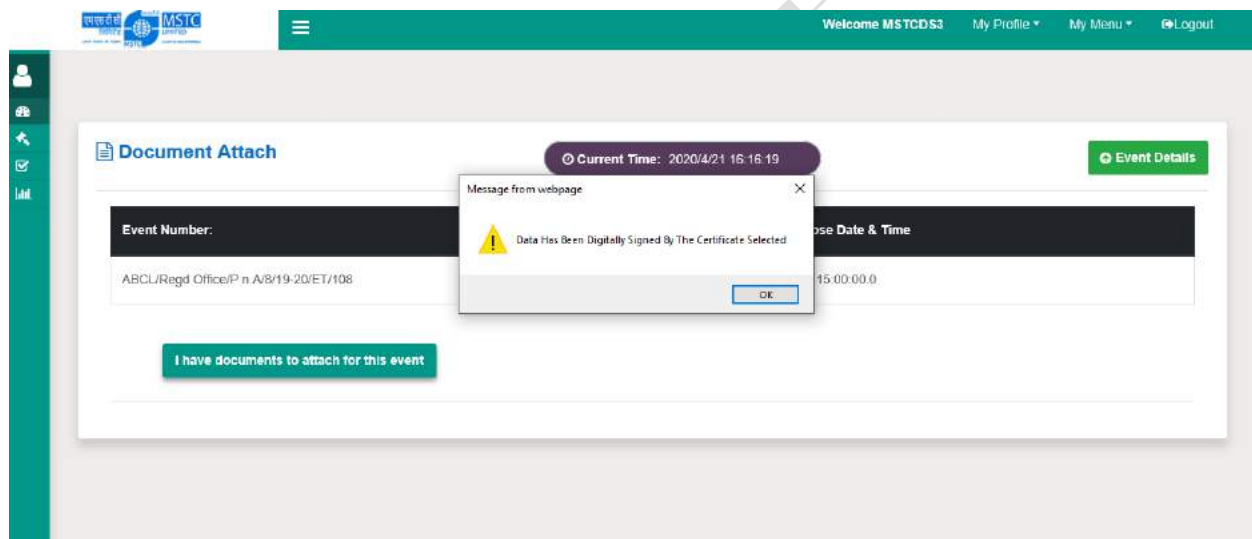
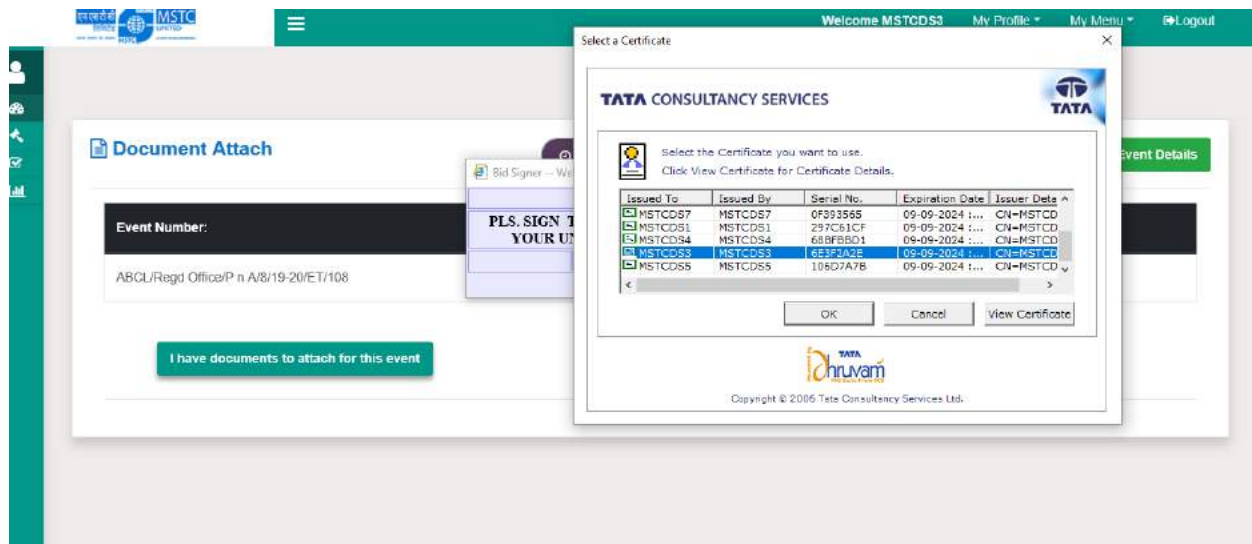
Select Cover: Technical Cover

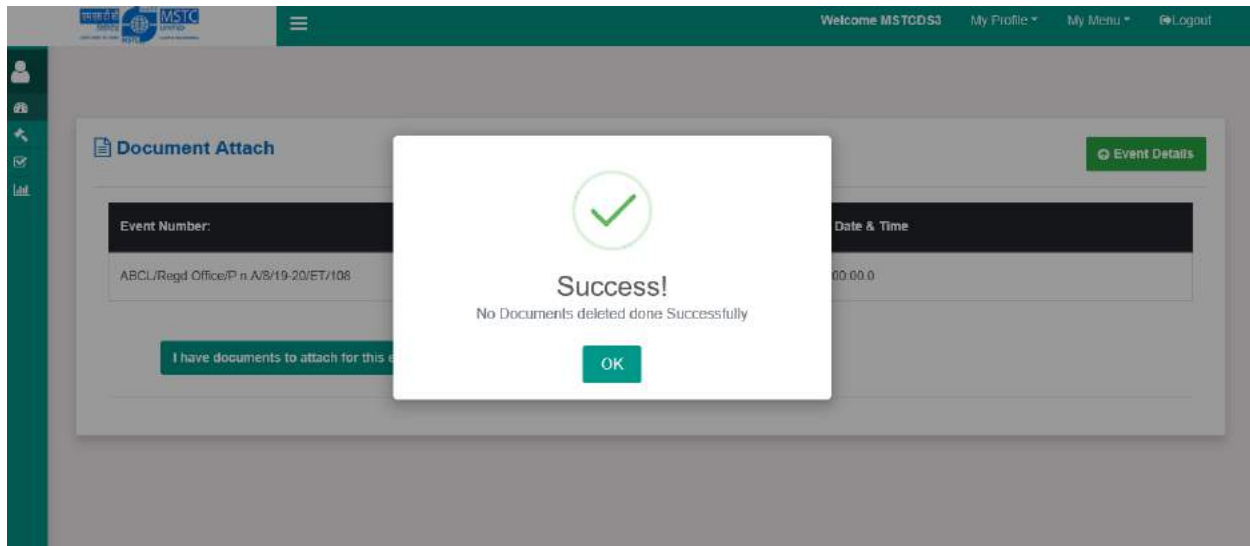
I have no document to attach for this event

File Name	File	Attach/ Detach
four	GST2.pdf	Attach Doc
Sample 123	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc

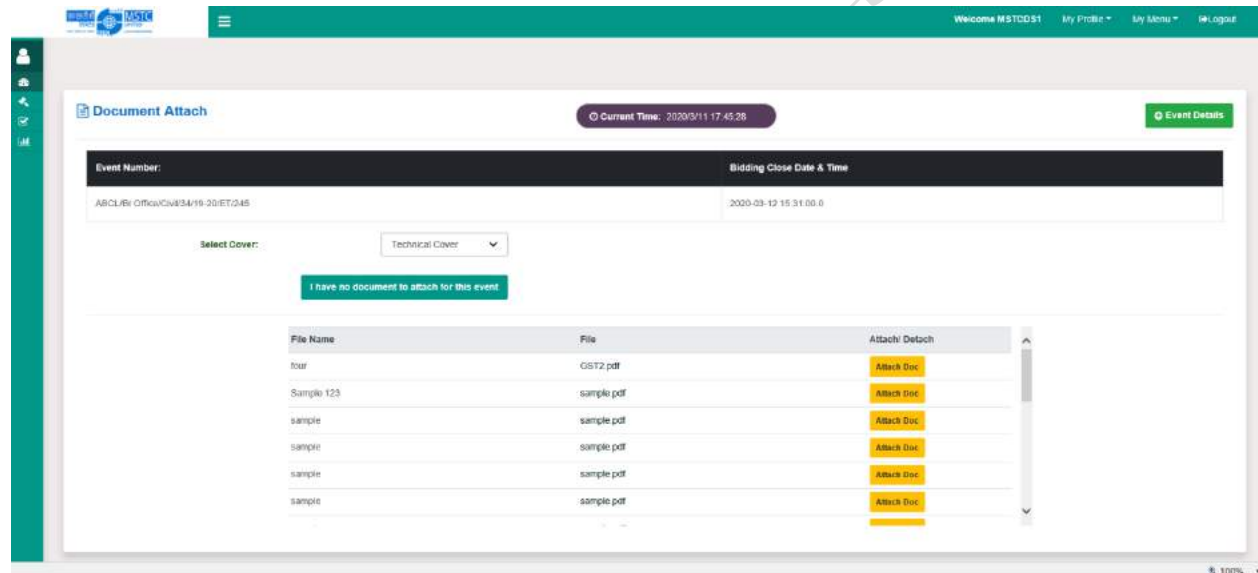


In order to attach document after the above case, the button 'I have documents to attach for this event' has to be clicked.

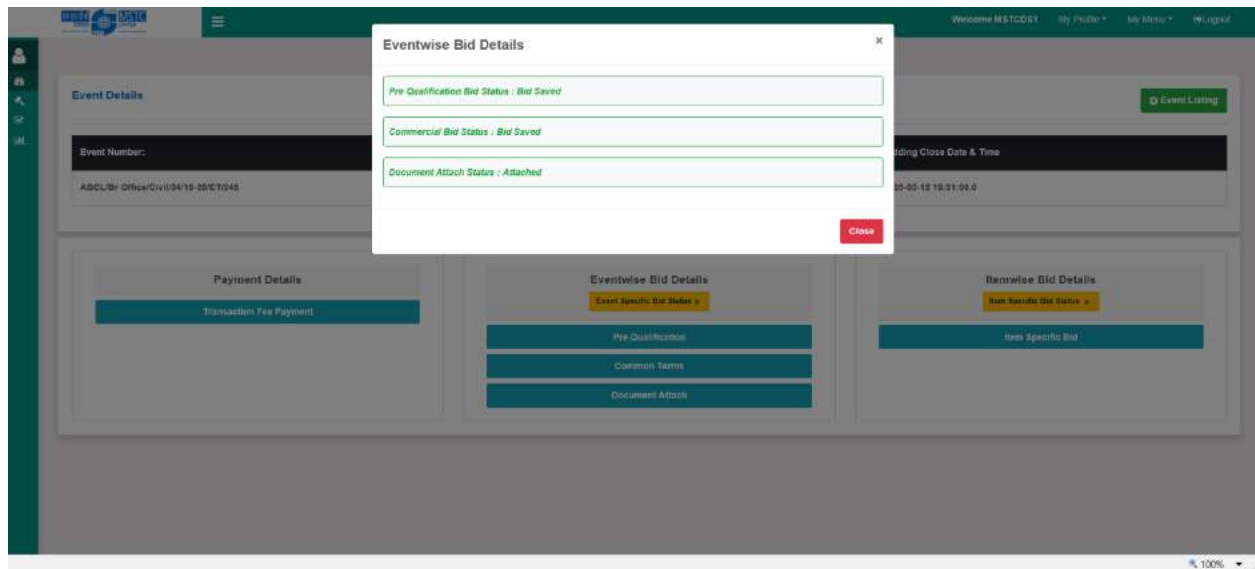




The Documents uploaded in 'My Documents' shall appear again in this link.



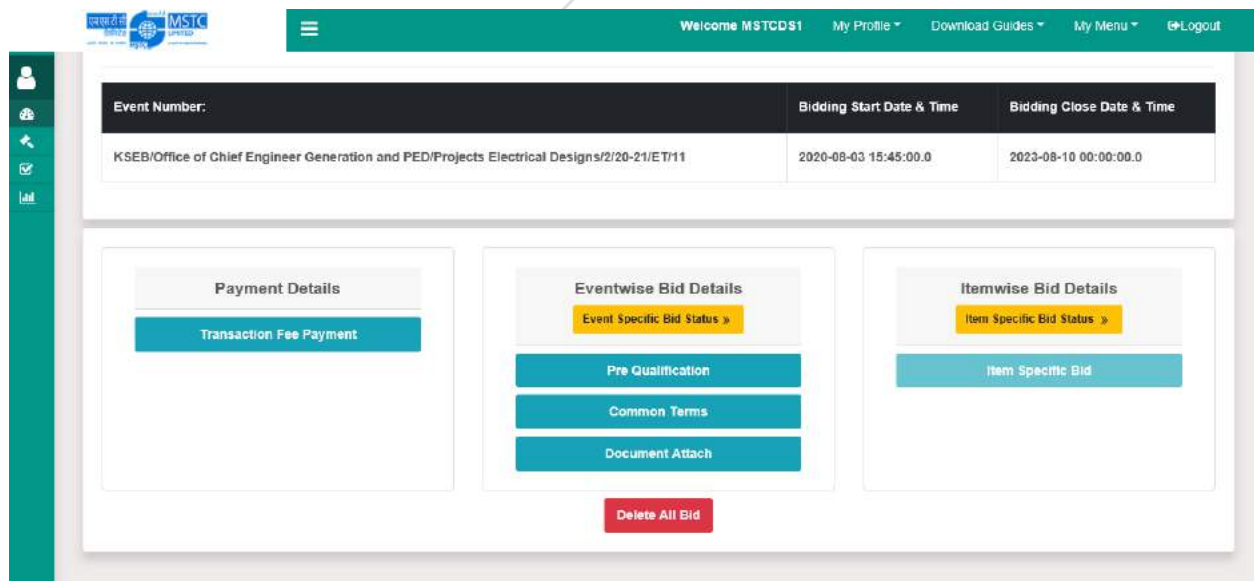
The 'Document Attach Status' shall display 'Attached'.



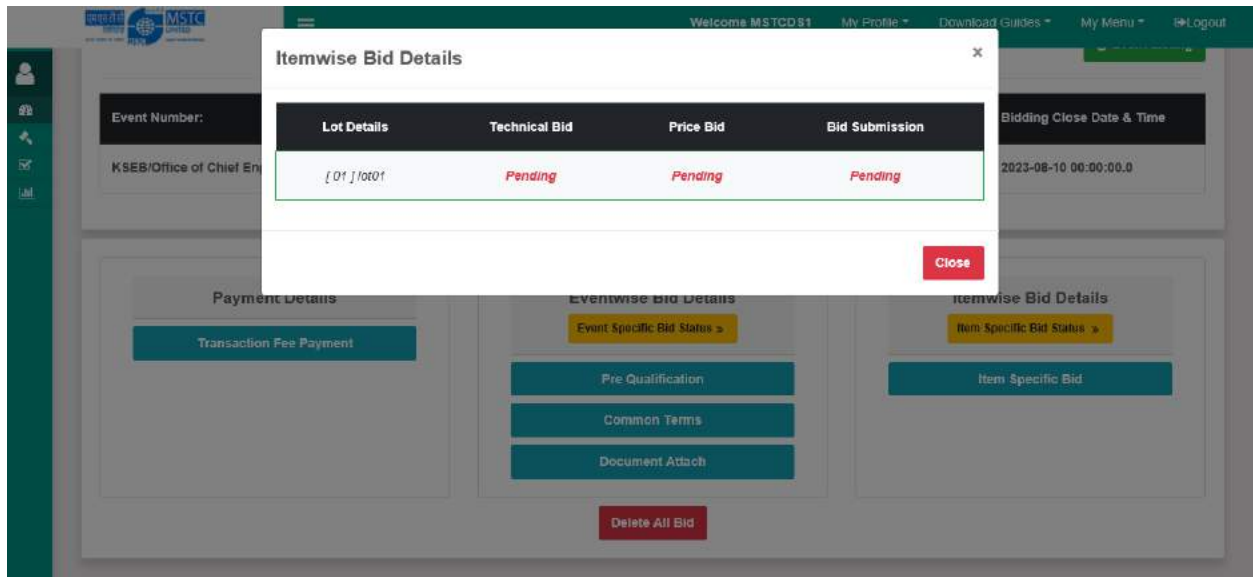
On saving the event specific bid along with attaching documents, system shall enable the 'Item Specific Bid Details'.

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'.

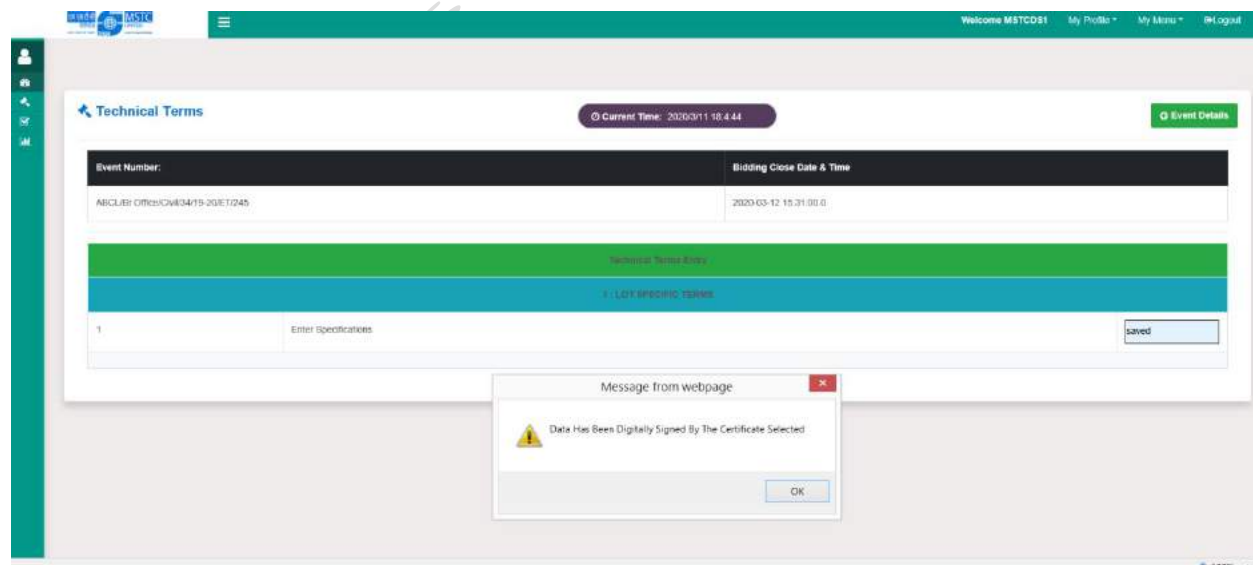


Initially, the Item specific bid status shall display 'Pending' against the required 'Technical Bid' / 'Price Bid' and 'Bid Submission'.



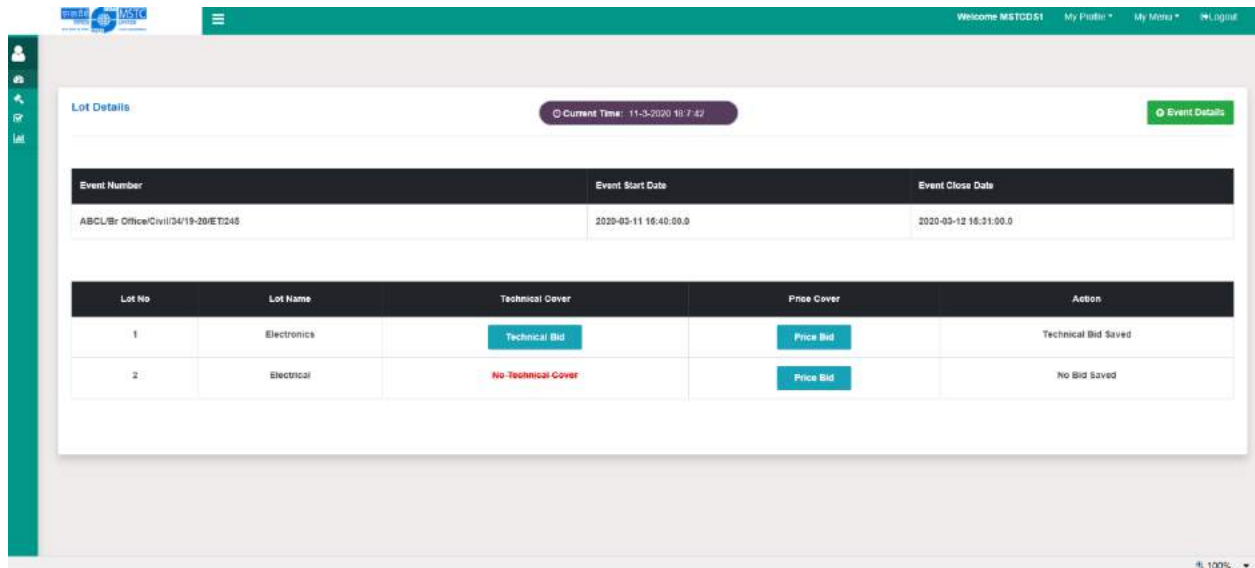
Technical Bid

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

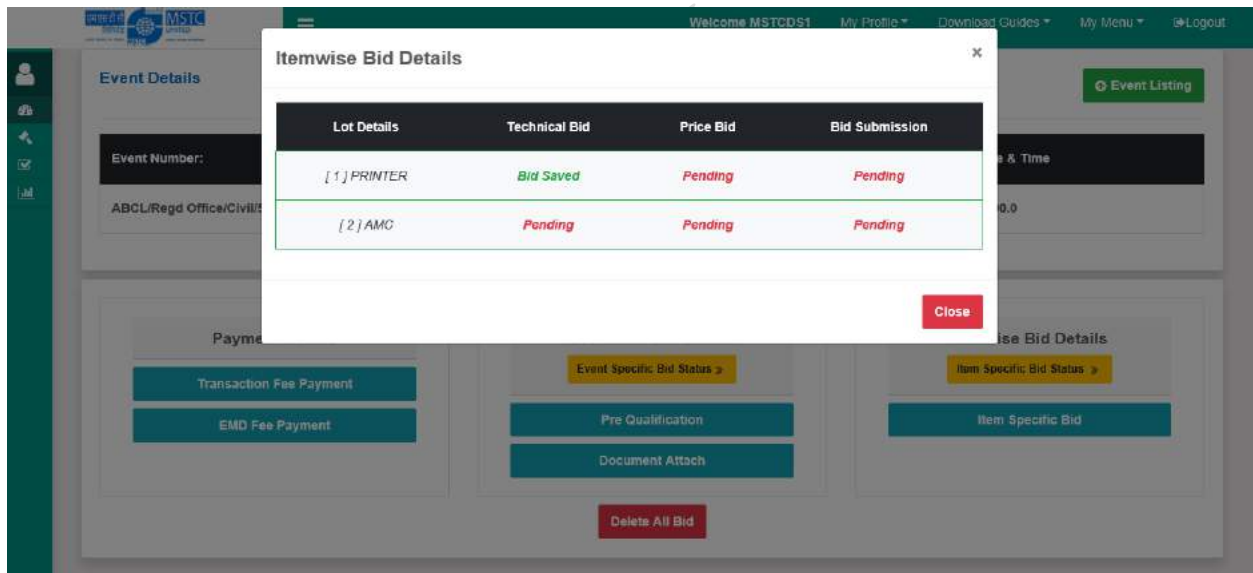


The column 'Action' shall display 'Technical Bid Saved' and the button to save 'Price Bid' shall appear.

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.

Price Bid

Bid Signing

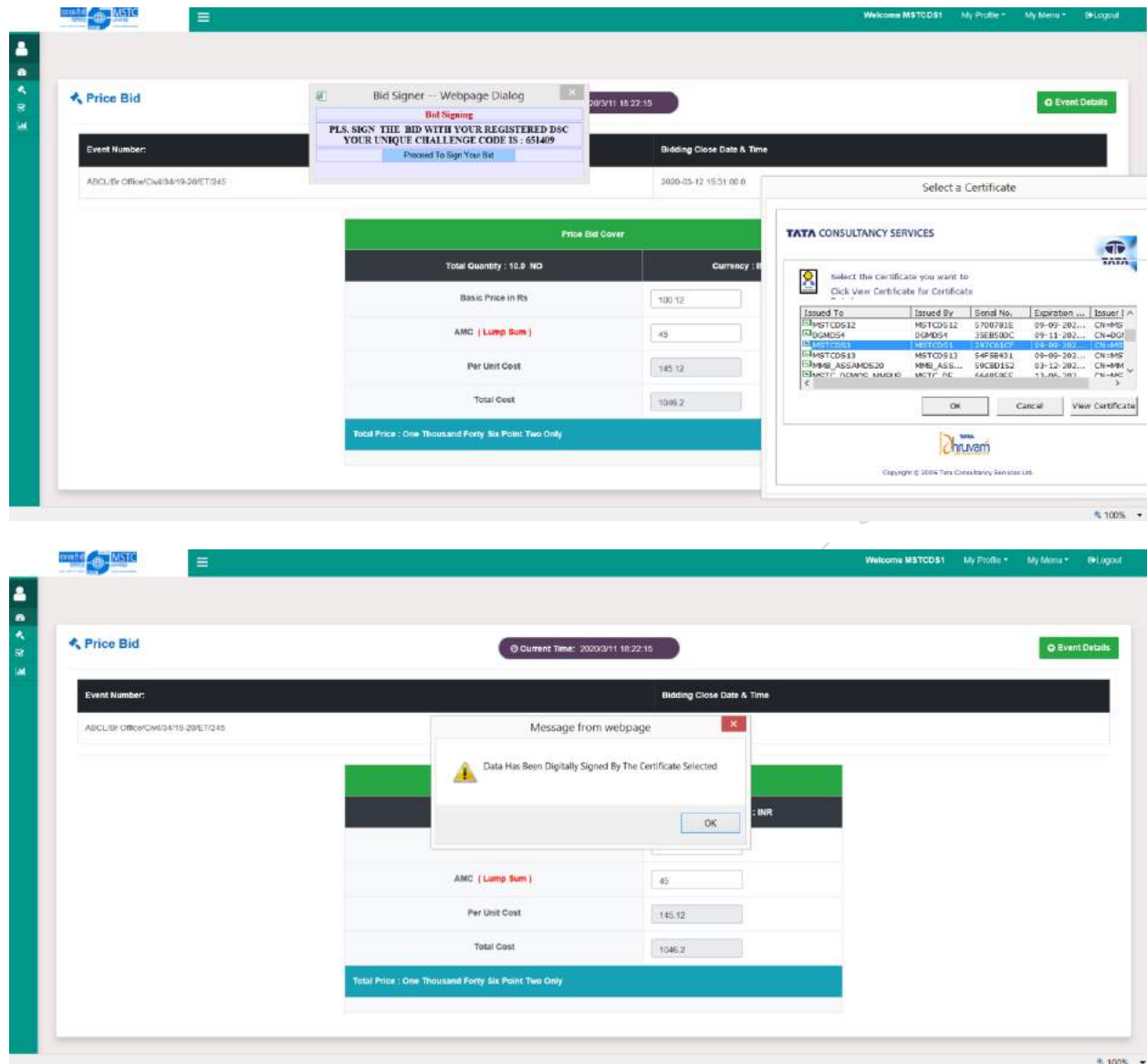
PLS SIGN THE BID WITH YOUR REGISTERED DSC
YOUR UNIQUE CHALLENGE CODE IS : 651499

[Proceed To Sign Your Bid](#)

Event Number: ANCLB/Office/CvW3/4/19-20/EI248

Bidding Close Date & Time: 2020-03-12 15:31:00.0

Price Bid Cover	
Total Quantity : 15.0 NO	Currency : INR
Basic Price in Rs	100.12
AMC (Lump Sum)	45
Per Unit Cost	185.12
Total Cost	1046.2
Total Price : One Thousand Forty Six Point Two Only	



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

The screenshot shows the 'Price Bid' form in a web application. A modal window is displayed in the center with a green checkmark icon and the text 'Success! Price Bid Saved Successfully'. Below the modal, the form fields are visible, including 'Event Number' (ABCL/Br Office/Civil/19-20/ET/245), 'Bidding Close Date & Time' (2020-05-12 15:31:00.0), 'Currency' (INR), 'Per Unit Cost', 'Total Cost', and 'Total Price'. A 'Save' button is at the bottom right of the form.

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

The screenshot shows the 'Lot Details' page. It includes a table with two lots. The first lot, 'Electronics', has a 'Technical Bid' button under 'Technical Cover' and a 'Price Bid' button under 'Price Cover'. The second lot, 'Electrical', has a 'No Technical Cover' status and a 'Price Bid' button. Both lots have a 'Final Submit' button in the 'Action' column.

Lot No	Lot Name	Technical Cover	Price Cover	Action
1	Electronics	Technical Bid	Price Bid	Final Submit
2	Electrical	No Technical Cover	Price Bid	No Bid Saved

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

Lot Details Current Time: 21-4-2020 17:11:14 Event Details

Event Number	Event Start Date	Event Close Date
ABCL/Regd Office/P n A/B/19-20/E7/108	2019-12-16 17:55:00.0	2020-04-30 15:00:00.0

Lot No	Lot Name	Technical Cover	Price Cover	Status
1	electrical	No-Technical Cover	Price Bid	Price Bid Saved
2	Electrical	No-Technical Cover	Price Bid	Price Bid Saved

[Final Submit](#)

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

Lot Details Current Time: 21-4-2020 17:11:14 Event Details

Event Number	Event Start Date	Event Close Date
ABCL/Regd Office/Civil/24/19-20/E7/248	2020-03-11 16:49:09.0	2020-03-12 16:31:06.0

Lot No	Lot Name	Technical Cover	Price Cover	Action
1	Electronics	Technical Bid	Price Bid	
2	Electrical	No-Technical Cover	Price Bid	No Bid Saved

100%

Event wise Tender on Final Submission

Current Time: 10-05-2020 11:56:16

Event Number	Event Start Date	Event Close Date
ABCL/Regd Office/Civil/53/20-21/ET/77	2020-08-04 14:00:00.0	2020-08-11 15:00:00.0

Lot No	Lot Name	Technical Cover	Price Cover	Status
1	PRINTER			Bid Submitted
2	AMC			Bid Submitted

Item wise Tender on Final Submission for one of the lots

Current Time: 11-5-2020 19:29:5

Event Number: ABCL/BF Office/Civil/34/19-20/ET/245

Event Close Date: 2020-05-12 15:21:00.0

Success!
Bid Submitted Successfully

OK

Lot No	Lot Name	Technical Cover	Price Cover	Action
1	Electronics			Delete Bid
2	Electrical	No Technical Cover	Price Bid	No Bid Saved

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.

Lot Details Current Time: 11-3-2020 16:29:21 Event Details

Event Number	Event Start Date	Event Close Date
ABCL/Regd Office/Civil/53/20-21/ET/245	2020-03-11 15:40:00.0	2020-03-12 15:31:00.0

Lot No	Lot Name	Technical Cover	Price Cover	Action
1	Electronics	Bid Submitted		Delete Bid
2	Electrical	No Technical Cover	Price Bid	No Bid Saved

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.

Event Listing Current Time: 2020/8/10 12:29:37

Event Number:	Bidding Start Date & Time	Bidding Close Date & Time
ABCL/Regd Office/Civil/53/20-21/ET/77	2020-08-04 14:00:00.0	2020-08-11 15:00:00.0

Payment Details

[Transaction Fee Payment](#)

[EMD Fee Payment](#)

Message from webpage

ⓘ All the bids saved/ submitted till now and documents attached shall be deleted. Are you sure?

[OK](#) [Cancel](#)

[Pre Qualification](#)

[Document Attach](#)

[Delete All Bid](#)

Itemwise Bid Details

[Item Specific Bid Status](#)

[Item Specific Bid](#)

The screenshot shows the MSTCDS1 web application interface. A 'Select a Certificate' dialog box is open, displaying a table of certificates issued by TATA CONSULTANCY SERVICES. The table has columns: Issued To, Issued By, Serial No., Expiration Date, and Issuer Data. The dialog also includes 'OK', 'Cancel', and 'View Certificate' buttons. In the background, the main application shows the 'Event Number' (ABCL/Regd Office/Civil/53/20-21/E/T/77), 'Bidding Start Date & Time' (2020-08-04 14:00:00.0), and 'Bidding Close Date & Time' (2020-08-11 15:00:00.0). A 'Signing' dialog box is also visible, displaying the challenge code 934589 and a 'Proceed To Sign' button.

Issued To	Issued By	Serial No.	Expiration Date	Issuer Data
D_Roy_Demo	D_Roy_Demo	4366F72	20-06-2024	CN=D_Roy
MSTCDS2	MSTCDS2	587C7594	09-09-2024	CN=MSTCD
MSTCDS7	MSTCDS7	6F393565	09-09-2024	CN=MSTCD
MSTCDS1	MSTCDS1	797C51C7	09-09-2024	CN=MSTCD
MSTCDS4	MSTCDS4	638FBBD1	09-09-2024	CN=MSTCD

The screenshot shows the MSTCDS1 web application interface. A 'Message from webpage' dialog box is open, displaying a warning icon and the message 'Data Has Been Digitally Signed By The Certificate Selected'. The dialog has an 'OK' button. In the background, the main application shows the 'Event Number' (ABCL/Regd Office/Civil/53/20-21/E/T/77), 'Bidding Start Date & Time' (2020-08-04 14:00:00.0), and 'Bidding Close Date & Time' (2020-08-11 15:00:00.0). The 'Payment Details' section includes buttons for 'Transaction Fee Payment' and 'EMD Fee Payment'. The 'Itemwise Bid Details' section includes buttons for 'Item Specific Bid Status' and 'Item Specific Bid'. A 'Delete All Bid' button is also visible at the bottom.

The screenshot shows the MSTCDS1 portal interface. At the top, there is a navigation bar with the MSTC logo, a hamburger menu, and links for 'Welcome MSTCDS1', 'My Profile', 'Download Guides', 'My Menu', and 'Logout'. A sidebar on the left contains icons for user profile, home, search, and a list of items. The main content area is titled 'Event Details' and includes a 'Current Time' indicator showing '2020/8/10 12:11:25'. A central modal window displays a green checkmark and the text 'Success! Bids Deleted Successfully' with an 'OK' button. The background content is partially obscured but shows fields for 'Event Number' (ABCL/Regd Office/Civil/53/20-21/ET/77), 'Bidding Close Date & Time' (2020-08-11 15:00:00.0), and buttons for 'Payment Details' (Transaction Fee Payment, EMD Fee Payment), 'Event Specific Bid Status', 'Pre Qualification', 'Document Attach', and 'Item Specific Bid Details' (Item Specific Bid Status, Item Specific Bid).

The screenshot shows the MSTCDS1 portal interface with the 'Event Details' section. The navigation bar and sidebar are consistent with the previous screenshot. The 'Current Time' is now '2020/8/10 12:12:26'. The 'Event Details' section displays a table with the following data:

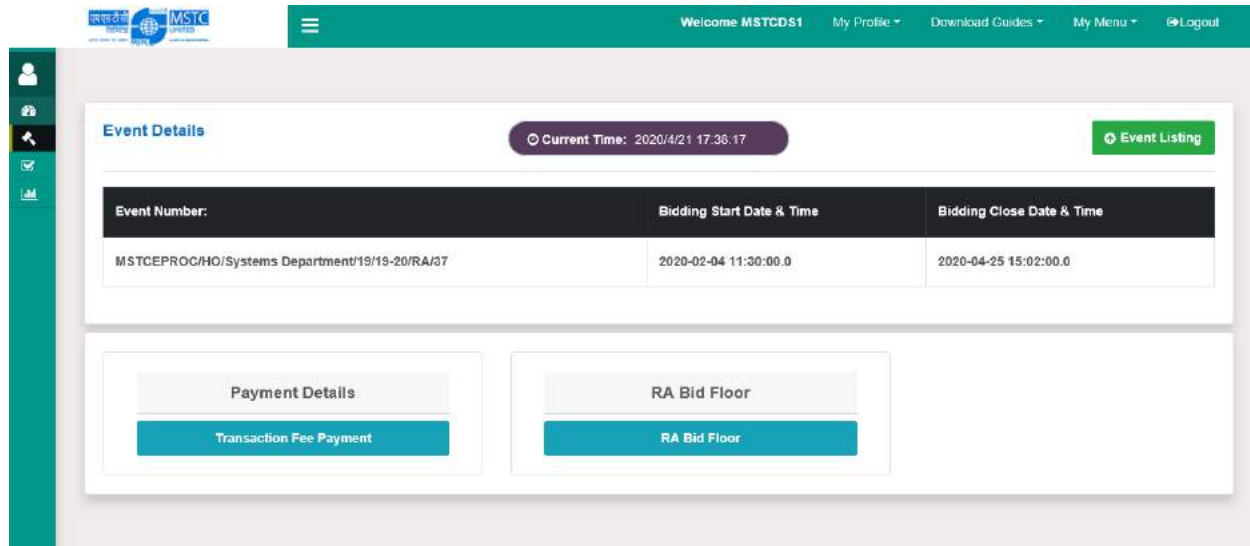
Event Number:	Bidding Start Date & Time	Bidding Close Date & Time
ABCL/Regd Office/Civil/53/20-21/ET/77	2020-08-04 14:00:00.0	2020-08-11 15:00:00.0

Below the table, there are three main sections:

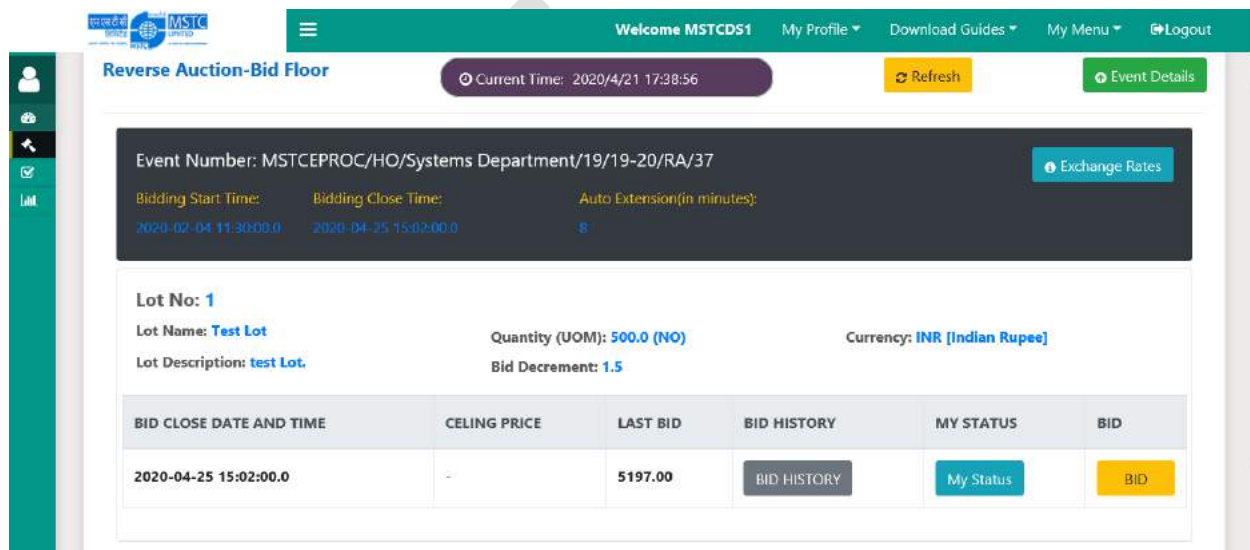
- Payment Details:** Includes buttons for 'Transaction Fee Payment' and 'EMD Fee Payment'.
- Eventwise Bid Details:** Includes a button for 'Event Specific Bid Status', and buttons for 'Pre Qualification' and 'Document Attach'.
- Itemwise Bid Details:** Includes a button for 'Item Specific Bid Status' and a button for 'Item Specific Bid'.

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 filed, the system calculates the 'Bid Amount' based on the predefined formula. On clicking 'Bid', the DSC gets verified and bid is placed.

BID CLOSE DATE AND TIME **CEILING PRICE** **LAST BID** **BID HISTORY** **MY STATUS** **BID**

2020-04-25 15:02:00.0 - 5197.00 [BID HISTORY](#) [My Status](#) [BID](#)

Cost 0

Gst 0

Bid Amount (rounded off upto 1 places of decimal) 0

Bid Amount (In Words) 0

[BID](#)

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

My Status

Bidder Details Test [mstcvendor1 / 3]

Auction ref No MSTCEPROC/HQ/Systems Department/19/19-20/RA/37

Start Time 2020-02-04 11:30:00.0

Close Time 2020-04-25 15:02:00.0

Lot No 1

Server Time 21-04-2020 18:05:39

L1 Bid/Unit 5197.00

You Are L1 Bidder

[Close](#)

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

