



SECURITY PAPER MILL,  
HOSHANGABAD - 461005 (M.P), INDIA  
(A Unit of Security Printing and Minting Corporation of India Limited)(Wholly  
owned by Government of India)  
(Miniratna Category-I CPSE & ISO 9001:2015 & ISO 14001:2015 CERTIFIED)  
Website:<http://spmhoshangabad.spmcil.com>  
E-Mail:[gm.spm@spmCIL.com](mailto:gm.spm@spmCIL.com) CIN: U22213DL2006GOI144763  
Ph.No:91-7574-255259,Fax No:07574-255170  
GSTIN: 23AAJCS6111J3ZE

PR Number	PR Date	Indenter	Department
11006925	21.02.2019	DM(HR)	HR

Not Transferable

Security Classification: NON SECURITY

**TENDER DOCUMENT FOR ENGAGING A CONTRACTOR  
TO PROVIDE UNSKILLED LABOURS AT SPM, HOSHANGABAD ON  
CONTRACT BASIS FOR THE PERIOD OF TWO YEARS**

**Tender Number: 6000012822/UNS.LBR/2019-21/1836, Dated: 03.12.2019**

This Tender Document Contains 35 Pages.

Details of Contact person in SPMCIL regarding this tender:

**Name:** VIKAS KUMAR  
**Designation:** DY. Manager (Material)  
**Address:** SPM5 (PM5, SPM Hoshangabad)  
India

## Section1: Notice Inviting Tender (NIT)

6000012822 /UNS.LBR/2019-21/1836

03.12.2019

(SPMCIL's Tender SI No.)

(Date)

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

Sch d. No.	Brief Description of Goods/services	Quantity (with unit)	Earnest Money (In Rupee)	Remarks
1	Engaging a contractor to provide unskilled labours as below;	1.000 AU	5,00,000.00 INR	
1	129 unskilled labours for 02 years (696 day)	89,784.00 EA		
Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)			THREE-BID National Competitive Bid	
Dates of sale of tender documents:			From 05.12.2019 to 06.01.2020 during office hours.	
Place of sale of tender documents			ADMN. OFFICE, SECURITY PAPER MILL, HOSHANGABAD	
Closing date and time for receipt of tenders			07.01.2020 11:00:00	
Place of receipt of tenders			ADMN. OFFICE, SECURITY PAPER MILL, HOSHANGABAD	
Time and date of opening of tenders			07.01.2020 15:00:00	
Place of opening of tenders			ADMN. OFFICE. SECURITY PAPER MILL, HOSHANGABAD	
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.21.1 of GIT)			VIKAS KUMAR DY. Manager (Material)	

Abbreviation :-

"AU" MEANS ACTIVITY UNIT, "EA" MEANS EACH

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

3.Tender documents may be purchased on payment of non-refundable fee of per set in the form of account payee demand draft/ Rs 1120/- (Rs. 1000/- + GST @ 12%) cashier's cheque/ certified cheque, drawn on a scheduled commercial bank in India, in favour of SECURITY PAPER MILL payable at HOSHANGABAD.

4.Tenderer may also download the tender documents from the web site <http://spmshoshangabad.spmcil.com> and <http://eprecure.gov.in> and submit its tender by utilizing the downloaded document, along with the required non-refundable fee. Bid will liable to be rejected in case of non-submission of tender fee or tender fee not submitted as per Security Paper Mill's format.

5.If requested, the tender documents will be mailed by registered post/ speed post to the domestic tenderers, for which extra expenditure per set will be Rs.100/- for domestic post. The tenderer is to add the applicable postage cost in the non-refundable fee mentioned in Para 3 above.

6.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.

### 7. SUBMISSION OF TENDER:

(i) Tender shall be prepared and submitted in SINGLE STAGE (THREE PACKET) System which includes three parts i.e. Part I:"PRE-QUALIFICATION BID" Part II: "TECHNO-COMMERCIAL BID" and Part-III: "PRICE-BID"



Tender Number:6000012822

separately in 03 sealed envelopes duly super scribed as : "Pre-Qualification Bid", "Techno-commercial Bid" and "Price-Bid" respectively. The envelope should be Super Scribed our tender enquiry No., Date and marked "TENDER FOR ENGAGING A CONTRACTOR TO PROVIDE UNSKILLED LABOURS AT SPM, HOSHANGABAD ON CONTRACT BASIS FOR THE PERIOD OF TWO YEARS" (upto 11.00 AM). The aforesaid Three envelopes should be put inside an Outer big size envelope duly sealed and this outer envelope again should be super scribed our tender enquiry No., date and marked "TENDER FOR ENGAGING A CONTRACTOR TO PROVIDE UNSKILLED LABOURS AT SPM, HOSHANGABAD ON CONTRACT BASIS FOR THE PERIOD OF TWO YEARS " due on 07.01.2020 (upto 11.00 AM) and sent to the General Manager, Security Paper Mill, Hoshangabad- 461005 (M.P.)

(ii) Without subscription as above tender shall not be accepted. The tender duly prepared as above and necessary document should reach this office by Registered Post/Courier Services/Drop box only, on or before the due date prescribed Tenders received by Fax/Email will not be accepted and summarily be rejected.

(iii) Quotation will be accepted by INDIA POST/COURIER SERVICE/DROP BOX only. Quotation sent by FAX/E-Mail will not be considered.

(iv) EARNEST MONEY DEPOSIT : Rs. 5,00,000/-.

The earnest money for a total value of INR 5,00,000/- shall be furnished in one of the following forms.

- a) Account Payee Demand Draft or
- b) Fixed Deposit Receipt or
- c) Banker's cheque

The demand draft, fixed deposit receipt or banker's cheque shall be drawn on any scheduled commercial bank in India, in favour of Account specified in the Clause 3 of NIT. The earnest money shall be valid for a period of Forty five days beyond the validity period of the tender.

(8) In case of order material in your favour for Rs. 1,50,000/- or above, the supplier shall furnish the performance security amount/ Security Deposit(S.D) (10% of the ordered value) before supply of material after issue of Purchase order by SPM, Hoshangabad in favour of The Security Paper Mill payable at Hoshangabad. The performance security will be return back without any interest to successful tenderer after the completion of all contractual obligations.

(9) NO EXEMPTION WILL BE GIVEN FOR DEPOSITING OF SECURITY DEPOSIT (S.D.) TO ANY DIC/SSI/MSME/NSIC REGISTERED FIRM.

(10) EXEMPTION WILL BE GIVEN DEPOSITING OF ONLY TENDER FEE & EMD TO ANY DIC/SSI/MSME/NSIC REGISTERED FIRM

Special Instruction: -

-----  
(I) Micro and Small Enterprises firms are exempted from submitting Tender fees and EMD. Please send the copy of valid registration certificate of Micro and Small Enterprises along with your bid / quotation otherwise your offer will not be considered for above exemption.

(II) Price quotation in tenders:

(a) In tender, participating Micro and Small Enterprises quoting price within price band of L1 + 15 per cent shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprise and such Micro and Small Enterprise shall be allowed to supply up to 25 per cent of total tendered value.

(b) In case of more than one such Micro and Small Enterprise, the supply shall be shared proportionately (to tendered quantity).



Tender Number:6000012822

(c) In case of tender item have non-split able or non-dividable, etc. MSE quoting price within price band L1+15% may be awarded for full/ complete supply/service of total tendered value to MSE.

(d) Minimum 3 per cent reservation for Women owned MSEs within 25 percent mentioned above (i.e. 3 percent out of 25 percent).

(III) Special provisions for micro and small enterprises owned by SC or ST:

Out of 25 per cent allowed for procurement from Micro and Small Enterprises, a sub-target of 25 per cent (i.e., 4 per cent out of 25 per cent) shall be allowed for procurement from Micro and Small Enterprises owned by the Scheduled Caste or the Scheduled Tribe entrepreneurs. Provided that, in event of failure of such Micro and Small Enterprises to participate in tender process or meet tender requirements and L1 price, 4 per cent sub-target for procurement earmarked for Micro and Small Enterprises owned by Scheduled Caste or Scheduled Tribe entrepreneurs shall be met from other Micro and Small Enterprises.

(IV) Tender Fee and Earnest Money Deposit (EMD) is exempted for firms having DIC/SSI/MSME/NSIC registration for the tendered stores. A copy of valid DIC/SSI/MSME/NSIC is to be submitted alongwith bid.

(V) Relaxation of Norms for startups and Micro & Small Enterprises on prior experience and prior experience an prior turnover criteria. In exercise of Para 16 of Public Procurement Policy for Micro and Small Enterprises Order 2012. Security Paper Mill, Hoshangabad has relaxed the condition of prior turnover and prior experience with respect to Micro and Small Enterprises subject to meeting of quality and technical specifications.

-----  
Note :

(1) All other terms and conditions of NIT (including GIT, SIT, GCC & SCC) shall be remain as per our procurement manual.

(2) General instructions to tenderer (GIT) and General conditions of contract (GCC) shall also form a part of this tender document. For details regarding GIT and GCC please refer links as below:

<http://spmhoshangabad.spmcil.com/spmcil/uploaddocument/GIT.pdf>

<http://spmhoshangabad.spmcil.com/spmcil/uploaddocument/GCC.pdf>

SECTION - II to XIX : APPLICABLE, EXCEPT SECTION : XIII & XVIII.

SECTION -XIII BANK GUARANTEE FORM FOR EMD : NOT APPLICABLE

SECTION XVIII SHIPPING ARRANGEMENTS FOR LINER CARGOES : NOT APPLICABLE

IMPORTANT NOTE:-

(1) The tender documents are not transferable.

(2) SPMs Right to Accept any Tender and to Reject any or All Tenders SPM reserves the right to accept in part or in full any tender or reject any tender without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of contract, without incurring any liability, what so ever to the affected tenderer or tenderers.

(3) #BIDDER TO FURNISH STIPULATED DOCUMENTS ALONG WITH TENDER IN SUPPORT OF FULFILLMENT OF TENDER CRITERIA. FURTHER CORRESPONDENCE IN THIS REGARD WILL NOT BE ENTERTAINED FOR ANY REASON. NON-SUBMISSION OR INCOMPLETE SUBMISSION OF DOCUMENTS MAY LEAD TO REJECTION OF OFFER.#

FIRM SHOULD STRICTLY FOLLOW THE CONDTIONS AND ACTS MENTIONED BELOW :-

I) Safety Conditions



Tender Number:6000012822

-----  
(1) The work has to be carried out under proper supervision and all safety rules and regulations should be followed and also as per direction of our officials.

(2) You have follows all safety norms and labour law act police verification of your employees, insurance, without which your employees can not permitted for work in our premises.

(3) It will be sole responsibility of the contractor to insure yours workmen against risks of accident and injury while at work as required by the relevant rules and to pay compensation, if any to them as per workmen#s compensation act. the work will be carried out in a protected area and all the rules and regulations of S.P.M. in that area that are in force from time to time will have to be followed by the contractor.

(4) The contractor shall assign to his workmen task commensurate with their experience and state health condition.

II) Other Important Conditions:  
-----

(A) The Contractor shall abide by the following Acts :

1. The Contract Labour (R&A) Act, 1970
2. The Provident Fund & Misc. Provisions Act,1952
3. The Minimum Wages Act, 1948
4. The Payment of Wages Act, 1936
5. The Employee Estate Insurance Act, 1948
6. The payment of Bonus Act.
7. Any other (if any).

(B) Along with bill following documents must be submitted by the contractor.

1. Attendance Sheet certified by User Deptt.
2. Wages Sheet with Bank Transfer details to concerned Contract Labours.
3. PF Challan along with ECR
4. Employee Compensation Policy.
5. Copy of Labour License under The Contract Labour (R&A) Act#1970 if required.

Encl.: Annexure-I (Checklist)

(Vikas Kumar)  
Dy. Manager (Material)  
For General Manager  
E-mail : kumar.vikas@spmcil.com, purchase.spm@spmcil.com  
PHONE :- 07574-286847, 286776, 286588

CORRESPONDING ADDRESS  
-----

THE GENERAL MANAGER  
SECURITY PAPER MILL  
HOSHANGABAD-461 005 (M.P.)  
Website: <http://spmshoshangabad.spmcil.com>  
E-MAIL:- gmspm@spmcil.com  
PHONE :- (07574)-255259  
FAX :- (07574)-255170



Tender Number:6000012822

SIGNATURE OF BIDDER WITH NAME,  
DESIGNATION & SEAL

COPY TO HOO

.....

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

For and on behalf of

.....



Tender Number:6000012822

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

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

Kindly refer <http://spmhoshangabad.spmcil.com/spmcil/uploaddocument/GIT.pdf>  
for further details (GIT contains 32 pages).

SIGNATURE OF BIDDER WITH NAME,  
DESIGNATION & SEAL



Tender Number:6000012822

---

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

### **Part II: Additional General Instructions Applicable to Specific type of Tenderers**

---

Kindly refer <http://spmhoshangabad.spmcil.com/spmcil/uploaddocument/GIT.pdf>  
for further details (GIT contains 32 pages).

SIGNATURE OF BIDDER WITH NAME,  
DESIGNATION & SEAL



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

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

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

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

Sr No	GIT Clause No.	Topic	SIT Provision
01	4	Eligible Goods and Services (Origin of Goods)	All goods and related services to be supplied under the contract shall have their origin in India or other countries, 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.
03	9	Time Limit for receiving request for clarification of Tender Documents	A Tenderer requiring any clarification or elucidation on any issue of the tender documents may take up the same with SPMH in writing or by fax/e-mail/telex. SPMH will respond in writing to such request provided the same is received by SPMH not laterwise specified in the SIT) prior to the prescribed date of submission of tender. Copies of the query and clarification shall be sent to all prospective bidders who have received the bidding document.
04	11.2	Tender Currency	Supplier is requested to quote price within 2 Decimal place. Quotation with price quote beyond 2 decimal place is ignored.
05	12.10	Applicability of Octroi and Local taxes	Applicable - bear by tenderer
07	19	Tender Validity	165 days from opening date of quotation
08	20.4	Number of Copies of Tenders to be submitted	Single copy
18	28.1	Discrepancy in Prices - A	If, in the price structure quoted by a tenderer, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the total price corrected accordingly, unless SPMH feels that the tenderer has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected.
19	28.2	Discrepancy in Prices - B	If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total

Sr No	GIT Clause No.	Topic	SIT Provision
			corrected
20	28.3	Discrepancy in Prices - C	If there is a discrepancy between the amount expressed in words and figures , the amount in words shall prevail If , as per the judgment of SPMH , there is any such arithmetical discrepancy in a tender, the same will be suitably conveyed to the tenderer by registered /speed post .If the tenderer does not agree to the observation of SPMH, the tender is liable to be ignored.
21	Special	GST Return	Supplier Should file the GST returns for outward supplies in time. In case of any Input Credit Loss to SPM by way of their failure to files GST Returns in time, SPM reserves the right to withhold the payment of further supplies till production of evidence of filling of Returns



Tender Number:6000012822

---

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

---

Kindly refer <http://spmhoshangabad.spmcil.com/spmcil/uploaddocument/GCC.pdf>  
for further details (GCC contains 28 pages).

SIGNATURE OF BIDDER WITH NAME,  
DESIGNATION & SEAL

## Section V: Special Conditions of Contract (SCC)

The following Special Conditions of Contract (SCC) will apply for this purchase. The corresponding clauses of General Conditions of Contract (GCC) relating to the SCC stipulations have also been incorporated below. These Special Conditions will modify/ substitute/ supplement the corresponding (GCC) clauses.

Whenever there is any conflict between the provision in the GCC and that in the SCC, the provision contained in the SCC shall prevail.

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

SI.No	GCC Clause No.	Topic	SCC Provision
03	12.2	Insurance	The supplier shall make arrangements for insuring the goods against loss or damage incidental to manufacture or acquisition, transportation, storage and deliver as per clause no. 12.3, 12.4, 12.5 Bear by firm
04	14.1	Incidental Services	Applicable
05	15	Distribution of Dispatch Documents for clearance/ Receipt of Goods	Applicable
06	16.2, 16.4	Warrantee Clause	NOT APPLICABLE
07	19.3	Option Clause	The General Manager Security Paper Mill Hoshangabad may reserve the right to increase the ordered quantity by 25% at any time, till final delivery date of the contract, by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of Delivery Period.
09	21.2	Taxes and Duties	Applicable ( Henceforth, every supplier has to indicate the break-up of Tax (GST.) in price schedule/bills. In case Tax is not applicable on supplier, they must enclose relevant Tax Exemption certificate. It is must for availing input tax rebate. TDS or any other applicable taxes shall be deducted from the firm#s bill.
10	22, 22.1, 22.2, 22.4, 22.3, 22.6	Terms and Mode of payments	As per Section-VI Point No. 8 of Other Important terms and conditions of the tender enquiry.
11	24.1	Quantum of LD	If the contractor fails to deliver the goods and/or services or any installment thereof within the Delivery Period, SPM Hoshangabad shall, without prejudice to other rights and remedies available to SPM, Hoshangabad under the contract, deduct from the contractor price, as Liquidated damages, a sum equivalent to the rate of 0.5 Percent of the delivered price of the delayed goods and/or services along with applicable GST of 18%, for each week of delay or part thereof until actual delivery

SI.No	GCC Clause No.	Topic	SCC Provision
12	24.1	Quantum of LD	or performance, subject to a maximum deduction of the 10% + GST of the delayed goods or services#
13	33.1	Resolution of Disputes	If dispute or difference of any kind shall arise between SPMH and the supplier in connection with or relating 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 withing 21 days of its occurrence, then,unless otherwise provided in the SCC, either SPMH or the supplier may seek recourse to settlement of disputes through arbitration act 33.2.

## Section VI: List of Requirements

Schedule No.	Breif Description of goods and services (Related Specifications etc. are in Section-VII)	Accounting Unit	Quantity	Amount of Earnest Money	Remark
1	Engaging a contractor to provide unskilled labours.	AU	1.000	5,00,000.00 INR	

### 1. SCOPE OF SUPPLY:

Daily requirement of 129 nos. unskilled labours.

-----

### 2. SUBMISSION OF TENDER:

Pre-Qualification bid, Technical bid and financial bid are to be submitted in three separate doubled sealed envelopes on or before the due date of submission of tenders. It may be noted that the price is not to be quoted either in the pre-qualification or in technical bid. It shall only be quoted in price bid. Non-adherence to this shall be making tender liable for rejection. The envelopes containing bids shall be superscribed Pre-qualification bid Technical bid and Price bid. The sealed envelopes shall be again put in another sealed cover and should be superscribed The sealed envelopes shall be again put in another sealed cover and should be superscribed with words # Pre-Qualification bid, Techno- Commercial Bid & Price Bid# against our Tender Document / NIT No., NIT Date & Due date and be addressed to the General Manager, Security Paper Mill, Hoshangabad# 461 005 (M.P.). Late tenders shall not be accepted. Tenderers shall submit their offers only on prescribed forms. Tender by Telegram/Fax/E-mail shall not be accepted. Tender by Post/Hand/courier received on or before the due date and time shall be accepted. Postal delay/ delay by courier service etc. shall not be condoned.

#### 2.1 Tenders shall be submitted in parts as below:-

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

##### A) For MSME Firms:

- i) Employee Provident Fund Registration related documents.
- ii) Declaration to provide ESIC policy on award of contract.
- iii) GST registration related documents.
- iv) Copy of Permanent Account Number (PAN Card).
- v) Declaration to provide Labour License after award of contract.
- vi) Copy of valid Firm Registration
- vii) Power of Attorney/ Authorization with the seal of the company of person signing the tender documents.
- viii) Containing un#priced tender consisting commercial package including all terms and conditions. No price details to be given in this tender (as per Section-X).
- viii) Bidder shall submit the documents for the capability criteria as per Section-IX.

##### B) For Non-MSME Firms:

- i) Tender document fees is Rs. 1120/- as per NIT.
- ii) Earnest Money Deposit (EMD) is Rs. 5,00,000/- as per NIT.
- iii) Employee Provident Fund Registration related documents.



- iv) Declaration to provide ESIC policy on award of contract.
- v) GST registration related documents.
- vi) Copy of Permanent Account Number (PAN Card).
- vii) Declaration to provide Labour License after award of contract.
- viii) Copy of valid Firm Registration.
- ix) Power of Attorney/ Authorization with the seal of the company of person signing the tender documents.
- x) Containing unpriced tender consisting commercial package including all terms and conditions. No price details to be given in this tender (as per Section-X).
- xi) Experience certificates and all documents as per PQ criteria section - IX of this tender document.
- xii) Balance sheets duly certified by C.A. for financial year 2016-17, 2017-18 & 2018-19.

Note : Non submission of any of the above document may lead to rejection of bid.

#### PART # II: TECHNO-COMMERCIAL BID

- a. The tenderer shall submit detailed scope of work as per Section VI of this tender document.
- b. The tenderer shall submit the acceptance of Technical specification as per Section VII of this tender document.
- c. The tenderer has to submit the acceptance of all terms & conditions of the tender document without any deviation.
- d. The tenderer has to submit acceptance of all sections of this tender document (GIT, SIT, SCC, Tender form, Questionnaire, etc.)
- e. Blank Price Bid without mentioning any price element in it.

#### PART- III: PRICE BID:

The bidders shall quote the price and other elements of price as per the format given as Section # XI of this tender document Insertion, post script, addition and alteration shall not be recognized unless confirmed by the bidder.

- Note:
1. Un- Workable rates shall be liable for rejection.
  2. #BIDDER TO FURNISH STIPULATED DOCUMENTS ALONG WITH TENDER IN SUPPORT OF FULFILLMENT OF TENDER CRITERIA. FURTHER CORRESPONDENCE IN THIS REGARD WILL NOT BE ENTERTAINED FOR ANY REASON. NON-SUBMISSION OR INCOMPLETE SUBMISSION OF DOCUMENTS MAY LEAD TO REJECTION OF OFFER
- 

#### 3. OTHER IMPORTANT TERMS AND CONDITIONS :

(3.1) Validity: 165 days from the date of opening of the tender, offer valid for a shorter period shall be treated as unresponsive & rejected.

(3.2). Place of work : Security Paper Mill, Hoshangabad

(3.3). Period of Contract: For 02 years (696 days Excluding 34 GHs in 02 years) from the date of issue of Purchase Order. (The contract will be for 02 years in the first instance. However, the contract can be extended on the same terms and conditions subject to satisfactory work of the contractor and on the sole discretion of SPM.)

(3.4). TERMS OF DELIVERY: Labours should be immediately within seven days provided by the contractor after issue of Purchase Order.

(3.5). Estimated number of Persons required :- Total 129 nos. unskilled labours

(3.6). Minimum Qualification for unskilled labours: As per technical specification.

(3.7). Age: Min. 18 to 50 years.



(3.8). TERMS AND MODE OF PAYMENT:

- a. The payment shall be made on submission of the bill by the contractor along with the relevant documents on monthly basis.
- b. The payment will be made by SPM through RTGS / NEFT to the contractor after submission of their monthly bill duly certified by OFFICER/AM(HR). Any variation will be adjusted from the next bill. Any deviation as reported by the supervisor will be taken care separately during the next month.
- c. Applicable taxes may please mention on Price schedule/ Invoice of document alongwith HSN/ SAC code.
- d. Registration certificate of GSTIN issued from the concerned authority may please be attached alongwith tender document.
- e. If income tax is payable then the bill payment will be made after the deduction of such taxes. The TDS certificate will be provided to the Contractor accordingly. The contractor will provide PAN in bills.
- f. Any TDS or surcharge applicable to the contractor then as per rule the deduction from the bill will be made along with surcharge. The copy of the same will be provided accordingly.

(3.9). PERFORMANCE SECURITY

(3.9.1) Within twenty-one days after the issue of purchase order by SPMH, the supplier shall furnish performance security of the value equal to 10% of the value of the contract to SPMH, valid up to sixty days after the date of completion of all contractual obligations by the supplier, including the warranty obligations.

(3.9.2) The performance security shall be denominated in Indian Rupees or in the currency of the contract and shall be in one of the following forms:

(a) Account payee Demand Draft or Fixed Deposit Receipt drawn on any commercial bank in India, in favour of Security Paper Mill, Hoshangabad as indicate in the clause 3 of NIT.

(b) Bank Guarantee issued by a commercial bank in India, in the prescribed form as provided in Section XV of this document.

(3.9.3) In the event of any loss due to supplier#s failure to fulfill its obligations in terms of the contract, the amount of the performance security shall be payable to SPM to compensate SPM for the same.

(3.9.4) In the event of any amendment issued to the contract, the supplier shall, within twenty-one days of issue of the amendment, furnish the corresponding amendment to the Performance Security (as necessary), rendering the same valid in all respects in terms of the contract as amended.

(3.10). SCHEDULE WISE EVALUATION

The Evaluation of L1 bidder shall be based on the consolidated Grand total offered by the bidder as per section - XI of this tender document. In-case of more than one L1 bidder found after evaluation of price bid than the contract shall be awarded proportionately (lower side dividable manpower) to all the L1 bidders as per the requirement of SPM, Hoshangabad.

(3.11). Any dispute, arising out of the supply order/ contract will be subject to the exclusive jurisdiction of the competent court at Hoshangabad.

(3.12). Authorized representatives of the tenderers, who have submitted tenders on time may attend the tender opening, provided they bring with them letters of authority through firm.





(3.13). All Sections & pages of the tender documents strictly should be signed, name and sealed by bidder firm.

## SCOPE OF WORK

1. Unskilled Labours will be engaged at SPM, Hoshangabad for various jobs such as loading/unloading and shifting of material etc. as per instruction by Competent Authority.

### (2) TERMS AND CONDITIONS

2.1 The Contractor must fulfill all the provisions/conditions required under the following Acts;

1. The Contract Labour (Regulation & Abolition) Act, 1970.
2. The Minimum Wages Act, 1948
3. The Payment of Wages Act, 1936
4. The Employee Provident Fund & Misc. Provisions Act, 1936
5. The Employee Estate Insurance Act, 1948.
6. The Industrial Dispute Act, 1947
7. The Employees Compensation Act, 1923
8. The payment of Bonus Act.
9. Other Misc. as & when Applicable

2.2 The Contractor shall submit periodical returns as may be specified from time to time.

2.3 The Contractor shall maintain complete official records as per aforesaid labour laws/Acts in respect of all the contract labour deployed in SPMH Premises.

2.4 The Contractor shall maintain a personal file in respect to all their staff who are deployed in SPMH office. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (Temporary/ Permanent) and all grievances recorded by the staff vis-a-vis action taken etc.

2.5 Each monthly bill must accompany the following duly sealed and signed by the contractor/proprietor:

- (a) Attendance sheet
- (b) Payment sheet/wages sheet
- (c) Bank transfer details/Statement of Wages
- (d) ESI Challan
- (e) PF Challan
- (f) ECR by EPFO

2.6 Contractor shall follow the shift timings as defined under;

Shift #A# = 06.00 AM to 02.00 PM  
Shift #B# = 02.00 PM to 10.00 PM  
Shift #C# = 10.00 PM to 06.00 AM  
Shift #G# = 08.00 AM to 05.00 PM

However, SPM may be changing the timings for the day and night shift at its discretion, from time to time and same will be intimated to the contractor.

2.7 The Contractor must ensure that all of his unskilled labour will wear uniform with separate dress code, without pocket with name plate, failing which will invoke penalties.



2.8 Agency should provide Police Verification & Character Certificate of the deployed labour. The clearance of the local police with regards the antecedents of the persons deployed by it will be obtained by the agency before deployment of the personnel.

2.9 The Contractor firm shall have to furnish a Performance Security valid for sixty days after completion of all contractual obligations after awarding of contract which is returnable after successful execution/completion of the contract. The Earnest Money deposited by successful bidder shall only be refunded after he has furnished performance guarantee.

2.10 The Security Deposit shall be returned to the contractor on the expiry of the contract period on (contractor/ agency) furnishing the usual clearance/ No Demand Certificate.

2.11 The General Manager, Security Paper Mill, Hoshangabad in his sole discretion unconditional and without having to assign any reason, reserves the right:

- (a) To accept or reject the lowest tender or any other tender or all the tenders.
- (b) To accept any tender in full or in part.
- (c) To apportion the total services amongst different tenders.
- (d) To enforce Fore-closure clause after placement of job orders by giving due notice of 15 days i.e. "if at any time during contract, the contract can be terminated by the General Manager, Security Paper Mill, Hoshangabad." for any security reasons or unsatisfactory performance by the contractor, without giving any right to the contractor for any claim or damages or loss to be lodged against Security Paper Mill, Hoshangabad.

2.12 The tender shall remain open for acceptance for a period of not less than 165 days from the date of opening of tenders.

2.13 The rates quoted shall be for the entire period of the contract. Any amendment there to shall be at the sole option of Security Paper Mill, Hoshangabad. The said rate shall be quoted keeping in the mind that the statutory compliance of all labour laws / regulations must be compliance by the contractor/agency.

2.14 The payment(s) shall be made to the contractor are subject to deduction of tax(s), Cess liveable by any Government as per rules from time to time and will be made after the completion of every month on completion of the assigned work and after certification by user department. The bill must be submitted in triplicate. Further, the agency shall furnish a copy deposition of monthly EPF challans/ returns etc. with next bill, failing which amount as deemed fit by Security Paper Mill, Hoshangabad shall with hold in the next subsequent bill. The required strength of manpower for various works shall be as per actual manpower deployment and any increase/decrease there by in the actual manpower deployed shall increase/reduce the payment to be made proportionately as per rates given in the agreement.

2.15 The agency shall claim their commission in the form of Administration and service charges for providing services at a rate quoted by it in the price tender document and contract.

2.16 The Contractor should make suitable arrangement for supervision of the manpower deployed and other related works.

2.17 The agency shall ensure that their staff deployed for service in Security Paper Mill, Hoshangabad premises shall be available during their duty hours and they shall not leave their place of duty without authorization of supervisor of the contractor.

2.18 That the agency shall deploy suitable personnel at all relevant time for rendering services and shall further maintain a list of the reserves police verification duly complied for replacement and supplement the strength at short



notice as per work experiences. The agency shall furnish such list to the officer authorized by Security Paper Mill, Hoshangabad every month.

2.19 The Contractor shall not engage any sub-contractor or transfer the contract to any other person.

2.20 Security Paper Mill, is not responsible for any dispute of manpower deployed by the contractor, and the manpower so deployed shall not be in any way is the employees of Security Paper Mill, Hoshangabad.

2.21 Contractor will be responsible for making the payment directly to the deployed manpower through bank transfer only by 10th of every month.

2.22 The Contractor firm shall be responsible for all injuries and accidents to persons employed by him. In the event of injury, illness or mis-happening to any worker, Security Paper Mill, Hoshangabad(MP)(the company) will not be liable to pay any compensation.

2.23 Contractor shall have to engage the required number of manpower and in case required number is not available on any day without proper and acceptable reason SPM can impose penalty on Contractor firm as per clause 6.

2.24 If the contractor repeatedly violates the terms and conditions of the contract or fails to supply required number of unskilled manpower despite Security Paper Mill, having served him proper notices, the contract shall be liable to be terminated and security so deposited shall be forfeited.

2.25 In case of disputes for non-payment of wages to the deployed manpower or any other, the payment due to the Contractor firm can be withheld till settlement of the disputes on the orders of the court of law.

2.26 Companies Act, Tax deduction liabilities, welfare measures of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herein, though any such onus shall be the exclusive responsibility of the contractor and it shall not involve Security Paper Mill, Hoshangabad in any way whatsoever. Compliance of these provisions shall be ensured at the time of making monthly payments.

2.27 The earnest money of the tenderer whose tender is not considered will be refunded without any interest thereon within month of award of the contract.

2.28 The contract can be terminated by the Security Paper Mill, Hoshangabad by giving a month notice. The contractor/agency can terminate the contract by giving three months# notice.

2.29 In case the contractor/ Agency leaves the job before completion of the period of contract Security Paper Mill, Hoshangabad shall be entitled to forfeit the security money deposited by the contractor/agency for the execution of this contract. The same shall be over and above the liquidated damages suffered on such account by Security Paper Mill, Hoshangabad. If any.

2.30 In case of any loss or theft, it shall be made good by the agency and failure on the part of the contractor/agency part to do so within a period of 30 days, the loss shall be made by good by the encashment of bank guarantees, and if the amount of loss or damage exceed the amount of bank guarantee then remaining amount shall be recovered form amount standing due and payable to the contractor/agency.

2.31 Any controversy of dispute arising out of this contract shall be referred to the sole arbitrator for adjudication of dispute to be appointed by Security Paper Mill, Hoshangabad and/or any other officer authorized by Security Paper Mill, Hoshangabad it on an application made to it within 30 days of the arising of the dispute. To entertain ability of an application made after the period of thirty days shall be at the discretion of Security Paper Mill, Hoshangabad and / or any other officer authorized by Security Paper Mill, Hoshangabad. The arbitration and conciliation act, 1996 shall apply and the venue of the arbitration shall be Hoshangabad. The cost of arbitration shall be shared equally by both the parties.



2.32 Any individual/firm/company/register society/registered co-operative society presently engaged by this institution and whose performance has not been found satisfactory shall not be eligible for offering tender even if the individual firm/company/ registered society/registered co-operative society subsequently changes the character/style /nomenclature/compositions of the tenderer and such tender shall be rejected out rightly.

2.33 The tenderer shall disclose in writing all relevant facts as to ownership of the agency and constitution of the business. If it is propriety concern, the name of the proprietor, if it is a firm, the names of all the partners and attested copy of the partnership deed: and if it is a company, the names of all the directors, shall be disclosed. Further, if the said proprietor/any of the partners/any of the directors has/have substantial interest in any other agency, the said fact and the nature of the said interest shall also be disclosed. If the concerned agency has any associated concern/subsidiary/principal/holding company/holding firm, the same shall be disclosed with full particulars.

2.34 Contractor be responsible to ensure high integrity of the manpower deployed by it. Any personnel deployed by the agency, caught making theft shall be handed over to the local police as per law in addition to actions liable as contained in the terms and condition of the tender/contract. Contractor should ensure that all administrative & security rules of the Security Paper Mill must adhere by the personal deployed by the agency.

2.35 The Security Paper Mill, Hoshangabad, reserves the right to accept or reject any or all tenders without assigning any reason and will not be bounded to accept lowest tender.

2.36 The terms and conditions contained herein shall form part of and shall take as if they were included in the contract agreement to be entered in to between Security Paper Mill, Hoshangabad with contractors.

Note:- If any of the terms& conditions(2 .1) to (2.40) above is not found fulfilled during the work contract, Security Paper Mill, Hoshangabad reserves the right to discontinue the contract and forfeit the Performance Security without assigning any reasons thereof by providing a hearing to the contractor, if he wants so.

### (3) OBLIGATION OF CONTRACTOR

3.1 Contractor must provide to its employees their photo identity cards properly displayed during duty time. No extra payments shall be claimed by the Contractor or its deployed staff from SPMH for such item.

3.2 Contractor must employ adult personnel with relevant skill and qualification only. Employment of child labour shall lead to the termination of the contract at the risk and cost of the Contractor.

3.3 Be it private or public areas, the Contractor's employees shall be liable to be frisked checked by the security personnel at SPMH premises or on duty at any time during performance of their duties.

3.4 Contractor's employees shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the SPM property/person.

3.5 Contractor shall be solely responsible for any indiscipline, theft, loss or damage to any or persons/ property at the premises on account of acts of omission and commission by the staff deployed by him.

### (4) PENALTIES

4.1 The Contractor shall disburse monthly payment to its deployed manpower latest by 10th of every month, failing which penalty to forfeited service charges of that particular month may be imposed and thereafter the contract shall liable to be terminated subject to approval of the competent authority. Accordingly Security Deposit /Performance Bank Guarantee shall also be forfeited and Bank guarantee will be encashed and in such case SPMH will have the power to appoint any other agency to carry out works as per scope of work under this contract at the risk and cost of the Contractor.



4.2 Whenever and wherever it is found that the assigned work is not performed up to the entire satisfaction of the SPMH, it will be brought to the notice of Contractor by the SPMH and if no action is taken immediately, service charges may be forfeited for that particular month by invoking penalty clause.

4.3 The Contractor has to maintain adequate number of manpower as per this contract and also arrange a pool of standby manpower of requisite qualifications. If the required number of persons is less than the specified number as mentioned in the contract, a penalty of Rs.100/- per absentee per day from monthly service charges shall be deducted from the bill(s)

4.4 In case the Contractor fails to fulfil the minimum statutory requirements as per the conditions of the tender document and fails to produce the concerned documents, it shall be treated as breach of the Contract and the Contractor is liable to be blacklisted by the SPMH, in addition to forfeiting of the monthly bills and Performance Security Deposit.

4.5 In case of breach of any conditions of the contract and for all types of losses cause including excess cost due to hiring services in the event of Contractor failing to provide requisitioned number of manpower, the SPMH shall make deductions at double the rate on pro rata basis from the bills preferred by the Contractor or that may become due to the Contractor under this or any other contractor from the security deposit or may be demanded from him to be paid within seven days to the credit of the SPMH.

4.6 Non-compliance of any tender conditions may also lead to deduction of service charge for the month and decision of SPM management shall be final and binding.

(5) Safety Conditions:

5.1 The manpower supplied by the contractor will work under their supervisor and will obey all the instructions given by supervisors.

5.2 All contractor must appoint their supervisor to look after the day to day activity of their labour at site.

5.3 Any injury/accident occurred at work place shall immediately be reported to the safety department of SPM/respective section .

5.4 The charges of such medical treatment will be borne by the contractor in addition to the various provisions under the ESI Act.

5.5 Safety helmet, belt and other safety appliances as per the requirement at the working places shall have to be provided by the contractor.

-----  
SIGNATURE OF BIDDER WITH NAME,  
DESIGNATION & SEAL



---

## Section VII: Technical Specifications

---

Technical Requirements:

1. Carryout heavy work along with routine work.
2. He should be physically fit.
3. He should obedient with good behavior
4. He should regular on duty.
5. He should able to work in any departments as per requirement.
6. He must keep secrecy of the work.
7. Supervisor has been responsible for all works.
8. Preference will be given to experience.
9. If the contractor are found violated the rules and regulations mentioned in the tender document, punitive actions shall be taken by withholding a sum of upto Rs. 1000/- for each violation.
10. Minimum 129 unskilled labour to be provided.
11. All the statutory compliances to be followed by contractor.

-----  
SIGNATURE OF BIDDER WITH NAME,  
DESIGNATION & SEAL



Tender Number:6000012822

---

## **Section VIII: Quality Control Requirements**

---

Details mentioned in Section VI

---

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

---

1. Experience & Past Performance - Bidder Firm should have Successfully completed at least one similar work/contract of supplying at least 39 (Thirty Nine) Unskilled labours to any Govt./PSU or any other reputed organization in any one year during last five (5) years ending March 31st, 2019.
2. Capability - Bidder firm must have an annual capacity to supply at least 39 (Thirty Nine) Unskilled labours.
3. Financial Standing -
  - a) The average annual turn-over of the Bidder during the last three (3) years, ending March 31st, 2019 should be at least 75,09,000/- (Rupees Seventy Five Lacs Nine Thousand Only).
  - b) The Bidder firm should not have suffered any financial loss for more than one (1) year during the last three (3) years ending March 31st, 2019.
  - c) The net worth of the Bidder firm should not have eroded by more than 30% in the last three (3) years ending March 31st, 2019.

**NOTE:**

1. All experience, past performance and capacity/capability related data should be certified by the authorized signatory of the Bidder firm. The credentials regarding experience and past performance to the extent required as per the above eligibility criteria as submitted by the Bidder may be verified from the parties for whom work has been done.
2. All financial standing data should be certified by certified accountants# e.g. Chartered Accountants (CA) in India and Certified Public Accountant/ Chartered Accountant of other countries.
3. MSME firms shall be exempted from financial standing and past experience.

**MOST IMPORTANT NOTE:**

BIDDER TO FURNISH STIPULATED DOCUMENTS ALONG WITH TENDER IN SUPPORT OF FULFILLMENT OF QUALIFYING CRITERIA. FURTHER CORRESPONDENCE IN THIS REGARD WILL NOT BE ENTERTAINED FOR ANY REASON. NON-SUBMISSION OR INCOMPLETE SUBMISSION OF DOCUMENTS SHALL LEAD TO REJECTION OF OFFER.

-----  
SIGNATURE OF BIDDER WITH NAME,  
DESIGNATION & SEAL





Tender Number:6000012822

---

## Section X: Tender Form

---

Date:

To,  
Security Paper Mill, Hoshangabad  
A Unit of Security Printing & Minting  
Corporation of India Limited  
(Wholly Owned by Govt. of India)  
Hoshangabad

Ref: Your Tender document No.6000012822 /UNS.LBR/2019-21/1836 dated 03.12.2019

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 as per price 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 165 days., 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.

.....  
**(Signature with date)**

.....  
**(Name and designation)**

Duly authorized to sign tender for and on behalf of

.....

.....

### Section XI: Price Schedule

#### A. Detailed Break up prices for Supply of Manpowers :

The Price bid should clearly indicate the break-up of the price as under:-

SAC Code : 998519

SN	Price Break Up	Amount in (Rs.) per person per day
1	Minimum Wages as per Circular no. J-92(1)/2018 E.S.III Dated 30.09.2019 w.e.f. 01.10.2019. (Please see Note 1)	
2	EPF @ 13% on 1	
3	ESIC @ 3.25% on 1	
4	Service Charges (Mention _____% of Minimum Wages)	
5	Sub-Total (Total of Sr. No. 1 to 4 above)	
6	GST @ 18% on 5	
7	<b>Total Wages (Inclusive of all statutory charges, taxes etc.) per person per day (5+6)</b>	
8	No. of Mandays 02 year for 129 unskilled labours (129 unskilled labours X 696 Days)	<b>89,784.00</b>
9	Total (7 X 8)	
10	Uniform (4 Shirts, 4 Pants, 2 pair Safety Shoe and ID Card per person) for 129 unskilled labours during contract period	
11	<b>Total Cost for 129 Unskilled labours for 696 days (02 Years) (Inclusive of all statutory charges, taxes etc.) (9 + 10) in figures</b>	
12	<b>Total Cost for 129 Unskilled labours for 696 days (02 Years) (Inclusive of all statutory charges, taxes etc.) (9 + 10) in Words</b>	

NOTE:

- Rs. 403.00 per day is the minimum wages fixed for unskilled manpower vide Circular no. J-92(1)/2018 E.S.III Dated 30.09.2019 w.e.f. 01.10.2019. Any increase in the rate of minimum wages of labour (as fixed by Central Govt.) with consequential statutory payments shall be reimbursed.
- Any firm quoting "Nil" or "Zero upto 0.9999%" for point no. 4 shall be treated as unresponsive and the offer will be rejected as per Ministry of Commerce & Industry notification no. 31/14/1000/2014-GA Dated 17.09.2014.
- Bidders needs to quote for all the charges. Bidder firm shall quote strictly as per price bid format above failing to which the offer shall be summarily been rejected. Bidder is requested to quote price within 2 Decimal place. Quotation with price quote beyond 2 decimal place is ignored.
- The Evaluation of L-1 bidder shall be based on the consolidated Grand Total offered by the bidder as above. In-case of more than one L1 bidder found after evaluation of price bid than the contract shall be awarded proportionately (lower side dividable manpower) to all the L1 bidders as per the requirement of SPM, Hoshangabad.
- All fields are mandatarary to quote.

**SIGNATURE OF BIDDER  
(WITH NAME, DESIGNATION AND SEAL)**

Regd. Office:-16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi-110001  
Sec11.1



## Section XII: Questionnaire

The tenderer should furnish specific answers to all the questions / issues 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 evasive answer against any of the under mentioned question/ issues, its tender will be liable to be ignored.

1. Brief description and of goods and services offered:

2. Offer is valid for acceptance up to .....

3. Your permanent Income Tax A/ C No. as allotted by the Income Tax Authority of Government of India:

Please attach certified copy of your latest/ current Income Tax clearance certificate issued by the above authority.

4. Status :

a) Are you currently registered with the Directorate General of Supplies & Disposals (DGS&D), New Delhi, and / or the National Small Industries Corporation (NSIC), New Delhi, and / or the present SPMCIL and / or the Directorate of Industries of the concerned State Government for the goods quoted ? If so, indicate the date up to which you are registered and whether there is any monetary limit imposed on your registration.

b) Are you currently registered under the Indian Companies Act, 1956 or any other similar Act?

Please attach certified copy(s) of your registration status etc. in case your answer(s) to above queries is in affirmative.

5. Please indicate name & full address of your Banker(s) :

6. Please state whether business dealings with you currently stand suspended/ banned by any Ministry/ Deptt. of Government of India or by any State Govt.

.....  
(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)



Tender Number:6000012822

---

## Section XIV: Manufacturer's Authorization FORM

---

To,  
Security Paper Mill, Hoshangabad  
A Unit of Security Printing & Minting  
Corporation of India Limited  
(Wholly Owned by Govt. of India)  
Hoshangabad

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  
..... here by 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]

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

.....[insert: Bank's Name, and Address of issuing Branch or Office]

Beneficiary: ..... [insert: Name and Address of SPMCIL]

Date:.....

PERFORMANCE GUARANTEE No.: .....

WHEREAS..... (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no..... dated .....to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

We undertake to pay SPCMIL up to the above amount upon receipt of its first written demand, without SPMCIL having to substantiate its demand.

This guarantee will remain in force for a period of forty five days after the currency of this contract and any demand in respect thereof should reach the bank note later than the above date.

.....  
(Signature with date of the authorized officer of the Bank)

.....

.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch

.....  
Name and designation of the officer

.....

.....  
Seal name& address of the Bank and address of the Branch



## Section XVI: Contract Form

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 clause 0 of Section - V - 'General Conditions of Contract' of SPMCIL's Tender document shall also apply to this contract.

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

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



SECURITY PRINTING AND MINTING  
CORPORATION OF INDIA LIMITED

Tender Number:6000012822

## **Section XVII: Letter of authority for attending a Bid opening**

The General Manger,  
Security Paper Mill, Hoshangabad.

Subject: Authorization for attending bid opening on 07.01.2020 in the Tender of ENGAGING A CONTRACTOR TO PROVIDE UNSKILLED LABOURS AT SPM, HOSHANGABAD ON CONTRACT BASIS FOR THE PERIOD OF TWO YEARS.

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.

<b>Order of Preference</b>	<b>Name</b>	<b>Specimen Signatures</b>
1.		
1.		
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 bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.



Tender Number:6000012822

## Section XIX: Proforma of Bills for Payments

(Refer to 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	No.or qty.	Rate Rs. P.	Price per Rs. P	Amount

1. G.S.T. Amount and Rate
2. Freight (if applicable)
3. Packing and Forwarding charges (if applicable)
4. Others (Please specify)
5. PVC Amount (with calculation sheet enclosed)
6. (-) deduction/Discount
7. Net amount payable (in words Rs.)
8. GSTIN No.
9. HSN/SAC Code
10. Shipping Address
11. Place of Supply
12. Billing Address

Despatch detail RR No. other proof of despatch.....  
Dated.....(enclosed)

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





Tender Number:6000012822

Income Tax Clearance Certificate No.....Dated.....(enclosed)

Modvat Certificate No.....(enclosed)

Place and Date

Received Rs.....(Rupees).....

I hereby certify 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

**THREE BID, SINGLE STAGE ( THREE PACKET ) TENDER  
BIDDER'S CHECK LIST BEFORE TENDER SUBMISSION**

**Part I : - PRE-QUALIFICATION BID – MSME**

S.No.	Tender Submission Check Points	Check before submission Tick ( <input checked="" type="checkbox"/> )
1	MSME Certificate and the tendered item must be listed in the MSME Certificate	
2	Employee Provident Fund Registration related documents.	
3	Declaration to provide ESIC policy on award of contract.	
4	GSTIN registration related documents.	
5	Copy of Permanent Account Number (PAN Card).	
6	Declaration to provide Labour License after award of contract.	
7	Copy of valid Firm Registration.	
8	Power of Attorney/ Authorization with the seal of the company of person signing the tender documents.	
9	Containing un-priced tender consisting commercial package including all terms and conditions. No price details to be given in this tender (as per Section-X).	
10	Documents regarding capability criteria as per Section-IX	

**Part I : - PRE-QUALIFICATION BID – NON MSME**

S.No.	Tender Submission Check Points	Check before submission Tick ( <input checked="" type="checkbox"/> )
1	Tender Fee Rs. 1120/-	
2	Earnest Money Deposit Rs. 5,00,000/-	
3	Employee Provident Fund Registration related documents.	
4	Declaration to provide ESIC policy on award of contract.	
5	GSTIN registration related documents.	
6	Copy of Permanent Account Number (PAN Card).	
7	Declaration to provide Labour License after award of contract.	
8	Copy of valid Firm Registration.	
9	Power of Attorney/ Authorization with the seal of the company of person signing the tender documents.	
10	Containing un-priced tender consisting commercial package including all terms and conditions. No price details to be given in this tender (as per Section-X).	
11	Submit the documents as per Qualification / Eligibility criteria – Section IX <ol style="list-style-type: none"> <li>1) Copy of Purchase orders as per eligibility criteria last five financial years for point no. 1 &amp; 2.</li> <li>2) Financial statements for last three years ( Balance sheet and Profit &amp; Loss statement) certified by CA.</li> </ol>	

**Part II : - TECHNO-COMMERCIAL BID MSME & NON MSME**

S.No.	Tender Submission Check Points	Check before submission Tick ( <input checked="" type="checkbox"/> )
1	The tenderer shall submit detailed scope of work as per Section VI of this tender document.	
2	The tenderer shall submit the acceptance of Technical specification as per Section VII of this tender document.	
3	The tenderer has to submit the acceptance of all terms & conditions of the tender document without any deviation.	
4	The tenderer has to submit acceptance of all sections of this tender document (GIT, SIT, SCC, Tender form, Questionnaire, etc.)	
5.	Blank Price Bid.	

**Part III : - PRICE BID MSME & NON MSME**

S.No.	Tender Submission Check Points	Check before submission Tick ( <input checked="" type="checkbox"/> )
1	Price Bid as per Section XI (Price including all taxes & other charges )	

**Note: BIDDER TO FURNISH STIPULATED DOCUMENTS ALONG WITH TENDER IN SUPPORT OF FULFILLMENT OF QUALIFYING CRITERIA. FURTHER CORRESPONDENCE IN THIS REGARD WILL NOT BE ENTERTAINED FOR ANY REASON. NON-SUBMISSION OR INCOMPLETE SUBMISSION OF DOCUMENTS MAY LEAD TO REJECTION OF OFFER.**

.....  
(Bidder's Seal & Sign)