



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 9001:2008 & ISO 14001:2004 CERTIFIED)  
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GSTIN: 23AAJCS6111J3ZE

PR Number	PR Date	Indenter	Department
11007002	22.03.2019	electrical	ELECTRICAL

Not Transferable

Security Classification:NON-SECURITY

## TENDER DOCUMENT FOR HIRING OF: ENGAGING AN AGENCY FOR CONTRACT TO MAINTENANCE VARIOUS ELECTRICAL WORKS

**Tender Number: 6000012893/EL/PM5/456, Dated: 17.06.2019**

This Tender Document Contains \_\_\_\_\_ Pages.

Details of Contact person in SPMCIL regarding this tender:

**Name:** VIKAS KUMAR  
**Designation:** Asstt. Manager (Material)  
**Address:** SPMH (Security Paper Mill,Hoshangabd)  
India

## Section1: Notice Inviting Tender (NIT)

6000012893 /EL/PM5/456

17.06.2019

(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	Various Electrical maintenance work	1.000 AU	43000.00INRFORTY THREE THOUSAND ONLY	
1	Providing 5 electricians for electrical	365.000AU		
2	Providing 3 helpers for electrical work	365.000AU		
Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)			TWO-BID National Competetive Bid	
Dates of sale of tender documents:			From 17.06.2019 to 15.07.2019 during office hours.	
Place of sale of tender documents			ADMIN. OFFICE, SECURITY PAPER MILL, HOSHANGABAD	
Closing date and time for receipt of tenders			16.07.2019 11:00:00	
Place of receipt of tenders			ADMIN. OFFICE, SECURITY PAPER MILL, HOSHANGABAD	
Time and date of opening of tenders			16.07.2019 15:00:00	
Place of opening of tenders			SECURITY PAPER MILL, HOSHANGABAD	
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.21.1 of GIT)			VIKAS KUMAR Asstt. Manager (Material)	

Abbreviation :-

"AU" MEANS ACTIVITY UNIT

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 280/- (inclusive GST) cashier's cheque/ certified cheque, drawn on a scheduled commercial bank in India, in favour of SECURITY PAPER MILL payable at HOSHANGABAD without which your quotation will be rejected.

4. Tenderer may also download the tender documents from the web site <http://spmhoshangabad.spmcil.com> and <http://eprecure.gov.in> and submit its tender by utilizing the downloaded document, along with the required non-refundable fee.

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: The bid is to be submitted in two parts :-



Tender Number:6000012893

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

(ii) The bid is to be submitted in two part i.e. Techno-commercial bid & price bid in sealed envelopes duly super scribed with EMD, Tender document fee & mention our NIT reference No. with date and Due date on the top of the sealed envelope and be addressed to the General Manager, Security Paper Mill, Hoshangabad- 461005 (M.P.)

(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. 43,000.00

The earnest money Rs. 43,000/- 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 deposited receipt or banker's cheque shall be drawn on any scheduled commercial bank in India, in favour of SECURITY PAPER MILL PAYABLE AT HOSHANGABAD. 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 TO ANY DIC/SSI/MSME/NSIC REGISTERED FIRM

Special Instruction: -

(I) Micro and Small Enterprises firm are exempted from submitting Tender fees. 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).

(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 NSIC registration for the tendered stores. A copy of valid 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.

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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

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(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 be 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.
6. 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)  
Asst. Manager (Purchase)  
For General Manager  
E-mail : kumar.vikas@spmCIL.com, purchase.spm@spmCIL.com  
PHONE :- 07574-286847, 286776

CORRESPONDING ADDRESS

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

SIGNATURE OF BIDDER WITH NAME,  
DESIGNATION & SEAL

COPY TO : DM(TO)



Tender Number:6000012893

## **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:6000012893

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

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

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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	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 goods are mined, grown, produced, or manufactured or from where the related services are arranged and supplied.
02	11.2	Tender Currency	Supplier is requested to quote price within 2 Decimal place.Quotation with price quote beyond 2 decimal place is ignored.
03	19	Tender Validity	120 days from the date of opening
04	20.4	Number of Copies of Tenders to be submitted	single copy
05	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 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.
06	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 corrected, and
07	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 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.
08	Special Condition	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 reserof filling of Returns.





Tender Number:6000012893

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

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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 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
01	12.2	Insurance	Applicable
02	14.1	Incidental Services	Applicable
03	16.1	Warrantee Clause	The supplier warrants that the goods supplied under the contract is new, unused and incorporate all recent improvements in design and materials unless prescribed otherwise by SPM in the contract. The supplier further warrants that the goods supplied undercontract shall have no defect arising from design, material or workmanship or from any act or omission of the supplier, that may develop under normal use of the supplied goods.
04	16.4	Warrantee Clause	If claim arising out of this warranty, supplier shall repair or replace the defective goods or parts thereof, free of cost, at the ultimate destination. The supplier shall take over the replaced parts/goods after providing their replacement and no claim,whatsoever shall lie on SPM for such replaced parts/goods thereafter.
05	16.6	Warrantee Clause	If the supplier, having been notified, fails to rectify/replace the defects within a reasonable period, SPM may proceed to take such remedial action as deemed fit by SPM, at the risk and expense of the supplier and without prejudice to other contractualrights and remedies, which SPM may have against the supplier.
06	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 hasbeen supplied in full before the last date of Delivery Period.
07	21.2	Taxes and Duties	Applicable ( Henceforth, every supplier has to indicate the break-up of Tax (GST Etc.) 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.

SI.No	GCC Clause No.	Topic	SCC Provision
08	22, 22.1, 22.2, 22.4, 22.3, 22.6	Terms and Mode of payments	As per Section-VI Point No. 10 of PART - A Techno-Coomercial bid of the tender enquiry.
09	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% on LD amount, for each week of delay or part.....
10	24.1	Quantum of LD	thereof until actual delivery or performance, subject to a maximum deduction of the 10% + (GST on LD amount) of the delayed goods or services#
11	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	Various Electrical maintenance work	AU	1.000	43000.00INR FOURTY THREE THOUSAND ONLY	

(1) SUBMISSION OF TENDER: TWO BID

Bids shall be submitted in two separate sealed envelopes duly super scribed as Techno-Commercial Bid and Price Bid respectively with our tender enquiry reference no. and Date. The above said two envelopes should be put in a common outer envelope should scribed with words #TECHNO-COMMERCIAL BID AND PRICE BID AGAINST TENDER ENQUIRY NO. & date with due on date# and be addressed to GENERAL MANAGER, SECURITY PAPER MILL, HOSHANGABAD -461005 (M.P). The tender duly prepared as above and should reach this office by Registered Post/Courier Services Only, on or before the due date prescribed. 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.

SUBMISSION OF TENDER : The bid is to be submitted in two parts are as follows :

I. PART-A: TECHNO-COMMERCIAL BID:

(1). Tender Fee : Rs. 280/- in the form of DD in favour of Security Paper Mill, drawn at HOSHANGABAD (M.P.)

(2). EARNEST MONEY DEPOSIT (EMD): Rs. 43,000/- as per Section-I NIT point no. 7.iv

Note : Exemption from Tender fee & EMD: - Firms were having NSIC/MSME/DIC/SSI registration for the tendered stores are only exempted from Tender fee & EMD. Enclosed copy of valid NSIC/MSME/DIC/SSI registration along with bid.

(3). Validity: 120 days from the date of opening of the tender, offer valid for a shorter period shall be treated as unresponsive & rejected.

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

(5). Period of Contract: For One year 24 X 7 basis for(365 days) from the date of issue of Purchase Order. (The contract will be for 12 months 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.)

(6). TERMS OF DELIVERY: 5 Electrician (Skilled) & 3 Helper (un-skilled) labour should be immediately within seven days provided by the contractor after issue of Purchase Order.

(7) Estimated number of Persons required :- Total 8 nos. (5 Electrician (Skilled labour) & 3 helpers (Un-skilled Labour) for 24 X 7 Electrical maintenance work.



(8) Minimum Qualification for 8 nos. (5 Electrician (Skilled labour & 3 helpers (Un-skilled Labour) : As per technical specification.

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

(10) ACCEPTED TERMS AND MODE OF PAYMENT:

a. Payment of Minimum wages for 8 nos. (5 Electrician (Skilled labour & 3 helpers (Un-skilled Labour) shall not be less than the minimum wages notified time to time by Office of the Dy. Chief Labour Commissioner (Central), Jabalpur. At present the minimum wages as per notification No. J-92(1)/2016 ES III dated 10.04.2019 is Rs. 551 per day for Electrician (Skilled labour) and Rs.390/- per day for Helper (Unskilled labours) (inclusive of weekly off wages)

b. The payment will be made by SPM through RTGS / NEFT to the contractor after submission of their monthly bill duly certified by Electrical Department in three copies on prorata basis. 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.

(11) Employee Provident Fund Registration related documents.

(12) Declaration to provide ESIC policy on award of contract.

(13) Copy of Permanent Account Number (PAN Card).

(14) Declaration to provide Labour License after award of contract.

(15) Copy of valid Firm Registration.

(16) Power of Attorney/ Authorization with the seal of the company of person signing the tender documents.

(17) 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).

(18) The tenderer shall submit detailed scope of work as per Section VI of this tender document.

(19) The tenderer shall submit the acceptance of Technical specification as per Section VII of this tender document.

(20) The tenderer has to submit the acceptance of all terms & conditions of the tender document without any deviation.

(21) The tenderer has to submit acceptance of all sections of this tender document (GIT, SIT, SCC, Tender form, Questionnaire, etc.)

(22) Blank price bid duly sealed and signed without mentioning any price element.

(23) Firm should have "A" Class Electrical contractor Licence valid in MP.



## II. PART # B: PRICE BID:

The bidders shall quote the price and other elements of price as per the format given as Section # XI of this tender documents. Insertion, post script, addition and alteration shall not be made, if any, will not be considered for calculating the price.

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

### OTHER TERMS AND CONDITIONS :

1. 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.
2. Employee Provident fund will be paid as per rule on submission of documents.
3. Employee State Insurance will be paid as per rule on submission of documents.

### (4) PERFORMANCE SECURITY

(4.1) Within twenty-one days after the issue of notification of award 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.

(4.2) 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.

(4.3) 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.

(4.4) 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.

### (5) 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

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

(7) 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.

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

(9) There is no need to submit purchase procurement manual Xerox/copy along with any part of bid document.

(10) OTHER IMPORTANT TERMS AND CONDITIONS

10.1 The Contractor must fulfill all the provisions/conditions required under The Contract Labour (Regulation & Abolition) Act 1970 and other related Acts.

10.2 Contractor shall make known the normal timings for deployment to contract labour and the normal working hours shall be 8.00 AM to 5.00 PM with one hour lunch break from 12:00 PM to 1.00 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. In case of urgency/ emergency, the contractor's labour to be deployed beyond normal duty hours which shall be compensated on hourly basis.

10.3 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.

10.4 The bidder has to quote for all types of services mentioned in price bid format. Part quotation will be rejected. The bidder shall sign each page of the tender documents in token of its understanding & acceptance.

10.5 The Contractor firm shall have to furnish a Performance Security valid for 13.5 months 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.

10.6 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.

10.7 The Contractor firm shall in no case pay its employees less than the minimum mandatory rates per month in accordance with the Minimum Wages fixed by Deputy Chief Labour Commissioner (Central) office, Jabalpur and a record of that should be kept in a register, which may be made available for examination to the as and when demanded and all compliances related to Labour Laws must be fulfilled by the Contractor.

10.8 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.

10.9 The tender shall remain open for acceptance for a period of not less than 90 days from the date of opening of tenders.

10.10 The names of the workers to be deployed by the agency shall be made known to the authorities with their



identity card/employment number, before commencing services. The frequent changes in the manpower will not be allowed.

10.11 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.

10.12 In case of increase in minimum wages subsequent to opening of the tender, then the increase amount of the wages including the corresponding PF share shall be revised in the contract by Security Paper Mill, Hoshangabad. Any change /increment in the minimum wages issued by Deputy Chief Labour Commissioner (Central) office, Jabalpur will be paid to the contractor and the contractor should pay the same to their staff.

10.13 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.

10.14 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.

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

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

10.17 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.

10.18 The contractor shall maintain a daily attendance register including the number and names of the workers engaged for works as per scope of the contract. Also shall number and names of maintain all necessary registers as per mandatory requirement under the law of land.

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

10.20 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.

10.21 Contractor will be responsible for making the payment directly to the deployed manpower through bank transfer only by 7th of each month EPF need to be paid by 7th of each month and subsequently raise the bill for reimbursement which will be verified on the basis of actual amount disbursed and attendance etc. and will paid within 7 days after payment of wages& statutory payment. Contractor liable for penalty as decided by the HOO, Security Paper Mill, Hoshangabad for not making timely payment to its manpower as per above schedule.

10.22 The Contractor firm shall be responsible for all injuries and accidents to persons employed by him. The workmen shall be insured against personal accidents arising out of and during the course of their duties. In the event of injury, illness or mis-happening to any worker, the company will not be liable to pay any compensation.



10.23 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.

10.24 The Contractor firm shall not appoint any sub company/agency to carry out any obligation under the contract.

10.25 Contractor shall be governed by the laws of India/M.P.Govt. and interpretations in accordance with such laws. It shall be the responsibility of the contractor/agency to comply with all labour laws/ regulations applicable with respect to the its staff working under the arrangement as is envisaged under the tender. The contractor/agency shall further undertake to indemnify Security Paper Mill, Hoshangabad of any liability incurred by it on account of non-adherence to labour laws/regulations by it.

10.26 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.

10.27 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.

10.28 The contractor shall abide by all the law of land including Labour Laws (PF, Income Tax, Service Tax or any other extra taxes levied by the Government)

10.29 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.

10.30 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.

10.31 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.

10.32 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.

10.33 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.

10.34 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.

10.35 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.

10.36 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.

10.37 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.

10.38 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.

10.39 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 i s 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.

#### 11. Special instruction and compliances:-

##### 1 Contract Labour (Regulation & Abolition) Act, 1970 compliances.

1.1 The engagement and employment of labourers and payment of wages to them should be as per existing provisions of various labour laws and regulations is the sole responsibility of the Contractor and any breach of such laws or regulations shall be deemed to be breach of this contract. SPMH at any stage may ask the contractor to produce documents to verify that these provisions/laws are complied with by the contractor.

(a) All wages allied benefits such as leave, salary, PF, Gratuity, Bonus etc. as per the provisions of related act, shall be paid by the contractor and SPMH shall not incur any liability or additional expenditure whatsoever for personnel deployed.

(b) It is mandatory that the contractor#s employees must be paid through bank/cheques only in the presence of SPM's officer (Nominated)

1.2 The Contractor shall abide by all labour laws, i.e. provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938; The Employee State Insurance Act; Industrial Disputes Act.1947 Maternity Benefit Act, 1961; Payment of bonus Act 1965; Factory Act 1948. The details of EPF in respect of their deployed staff shall be submitted by the Contractor to SPMH every month along with the bills. The Contractor shall abide including

but not limited to, matters relating to timely payment of wages and allowances, payment of minimum wages, grant of leave, payment of ESI, working hours, safety, maternity benefits, holidays, framing of standing orders, disciplinary action against their employees, payment of provident fund contributions, payment of gratuities and payment of bonuses as per statutory rules. The contractor shall be liable for any legal dispute/case/claims that arises or may arise during currency of the contract due to non-compliances of labour or other related laws.

1.3 The contractor shall be responsible for compliance of all the provisions rules/regulations of contract labour law (R&A) Act, 1970 and State Govt. instructions that are/will be applicable to and aimed to protect the interest of his employees/worker engaged under this contract by it and shall ensure payment of all the statutory dues/liabilities as may have arisen during the past 'or' may arise during the course of performance of contract.

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

## 2. OFFICIAL RECORDS:

1. The Contractor shall maintain complete official records of disbursement of wages/ salary, showing specifically details of all deduction such as PF etc. in respect of all the staff deployed in SPMH Premises.

2. The Contractor shall maintain a personal file in respect to fall 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.

3. The Contractor shall furnish an undertaking that within seven days of the close of every month they will submit to SPMH a statement showing the recoveries of contributions in respect of employees with Certificate that the same have been deposited with EPFO.

4. Each monthly bill must accompany the:

- Attendance sheet
- Payment sheet/wage sheet
- Bank transfer details/Statement
- ESI Challan
- PF challan
- ECR by EPFO

5. The Contractor shall also prepare a register indicating all payments/ dues in respect of all the employees.

## (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.



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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 is 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.

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SIGNATURE OF BIDDER WITH NAME,  
DESIGNATION & SEAL

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## Section VII: Technical Specifications

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Contract for Electrical maintenance.

Employment of Labour

1. The contractor shall comply with the requirement of statutory provisions and shall be solely responsible for fulfillment of all legal obligations under Contract Labour (reg. & abolition) Act, Inter State Migrant Workmen Registration of Employment and condition of Service Act, payment of Wages Act., Minimum Wages Act, Workmen's Compensation act, Employee's Provident Fund & and all other Industrial/Labour enactments and Rules made there under as applicable from time to time.

2. In case Owner incurs any liability towards payment of any dues, compensation, cost of any other liability of any kind whatsoever, due to non-fulfillment of statutory provisions under any industrial/labour laws by the contractor, the same shall be made good by the contractor and Owner shall have full right to recover and claim the same against the contractor from his outstanding bills or otherwise. No Labour to stay at site.

3. All contractors' employees shall wear safety shoes, helmet, goggles, hand gloves, nose masks and any other required personal protection equipment such identifications marks as may be provided by contractor on work site and duly approved by Owner.

General conditions for working : The contractor shall keep his work spot, site office and surroundings neat, clean and tidy. It should be free from dust, rubbish, scrap, surplus materials and unwanted tools and equipment. SPM will have the right to withdraw the work-permit for any of the workmen for reasons of misconduct, incompetence in work, violation of safety and fire rules, negligence on duty etc., The knowledge/Information about availability of manpower on a daily basis shall be responsible of contractor himself. The contractor should ensure availability through his representative throughout the contract period who shall be responsible for manpower availability and their record keeping.

The contractor shall deploy persons as detailed below

i. Electrician (Skilled):

Having Certificate in Electrician/Wireman trade issued by ITI/Local authorities/Govt. of India or diploma (Electrical) and with minimum 3 years experience in the relevant field.

ii. Helpers (Un-skilled):

Minimum 5th pass and must have minimum 3 years working experience in similar / relevant field .  
Ensuring round the clock availability of persons in all shifts on 24 X 7 basis for 365 days

1. To ensure minimum 5 electrician in one day.
2. To ensure minimum 3 helpers in one day.
3. Off reliever and leave reliever to be deployed as per statutory norms to comply manpower requirement as given above.

The scope of work:

The Maintenance envisage all the required tasks to ensure as per instruction of SPM engineers

- a) Maximum system availability.
- b) Most efficient, effective and optimum usage of electrical system.
- c) Enhance the life expectancy of equipments.
- d) Regular operation and maintenance of equipments.



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- e) Compliance of safety rules and regulations.
- f) Break down maintenance in shift as well as in general shift.
- g) Maintaining uninterrupted power supply.
- h) Maintenance of proper records of operation and maintenance (Log book, Registers,).
- i) Switching ON and OFF of electrical panels
- l) Daily energy consumption reading
- m) Attending all emergencies which may arise during the contract period such as equipment failure fire accident etc.
- n) Follow permit system and maintaining of permit book to facilitated system maintenance without accident/mishap.

**TOOLS AND TACKLES :**

All tools and tackles required for safe and satisfactory maintenance including preventive and break down maintenance will be provided by SPM. Safety shoes, helmets, dress with special codes like agencies name, logo and other PPE will be scope of bidder.

The careful maintenance and management of this tools will be the responsibility of the agency.

**NOTE :**

- A) Contractor should have class 'A' Electrical contractor license must be valid in M.P.
- B) Firm should have minimum 2 years experience of maintenance or installation or commissioning work of 415 volt or above voltage level evidence shall be furnished with the offer such as purchase order / performance certificate/completion certificate etc.
- C) Contractor should have EPF and ESI registration same shall be provided with bid.



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

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NOT APPLICABLE





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

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NOT APPLICABLE



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## Section X: Tender Form

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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.6000012893 /EL/PM5/456 dated 17.06.2019

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 \_\_\_\_\_ (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.

.....  
**(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

**A. Total Cost per year for 3 Helper (Un-skilled labour)**

SN	Price Break Up	Amount in (Rs.) per person per day
1	Minimum Wages as per Circular no. J-92(1)/2011 E.S.III, Dated 10.04.2019 w.e.f. 01.04.2019. (Please see Note 1)	
2	EPF @ 13% on 1	
3	ESIC @ 4.75% on 1	
4	Service Charges	
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 per year for 3 helper (3 helper X 365 Days)	<b>1095</b>
9	Total (7 X 8) Rs.	
10	Uniform ( 2 Shirts, 2 Paints, 1 pair Safety Shoe and other appliances and ID Card per person) for un-skilled labour per year	
11	No. of Un-skilled Labour	3
12	Total (10 X 11) Rs.	
13	<b>A. Total Cost per Year for 3 helper (Inclusive of all statutory charges, taxes etc.) (9 + 12)</b>	

**SIGNATURE OF BIDDER**

**(WITH NAME, DESIGNATION AND SEAL)**

**B. Total Cost per year for 05 Electrician (Skilled Labour)**

<b>SN</b>	<b>Price Break Up</b>	<b>Amount in (Rs.) per person per day</b>
1	Minimum Wages as per Circular no. J-92(1)/2011 E.S.III, Dated 10.04.2019 w.e.f. 01.04.2019. (Please see Note 1)	
2	EPF @ 13% on 1	
3	ESIC @ 4.75% on 1	
4	Service Charges	
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 per year for 05 Electrician (05 Electrician X 365 Days)	<b>1825</b>
9	Total (7 X 8) Rs.	
10	Uniform ( 2 Shirts, 2 Paints, 1 pair Safety Shoe and other appliances and ID Card per person) for Electrician per year	
11	No. of skilled Labour	5
12	Total (10 X 11) Rs.	
13	<b>B. Total Cost per Year for 05 Electricians (Inclusive of all statutory charges, taxes etc.) (9 + 12)</b>	

**C. Total Cost per year for 03 Helpers & 05 Electrician (A+B)**

12	<b>Total Cost for 03 Helpers &amp; 05 Electrician per year (Inclusive of all statutory charges, taxes etc.) in Figures (A+B)</b>	
13	<b>Total Cost for 03 Helpers &amp; 05 Electrician per year (Inclusive of all statutory charges, taxes etc.) in words (A+B)</b>	

## NOTE:

- 1 Rs. 390.00 per day is the minimum wages fixed for Helper and Rs. 551.00 per day is the minimum wages fixed for Electrician vide Circular no. J-92(1)/2011 E.S.III Dated 10.04.2019 w.e.f. 01.04.2019. Any increase in the rate of minimum wages of labour (as fixed by Central Govt.) with consequential statutory payments shall be reimbursed.
- 2 Documentary evidence proof (Budgetary quotation) shall be attached while submitting the price bid for point no. 10. Non-submission of documentary evidence along with bid may liable to consider unresponsive and offer will be rejected. Disbursement of uniform charges shall be subject to production of invoice proof and certification from user department.
- 3 Any firm quoting "Nil" or "Zero" 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.
- 4 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.
- 5 The Evaluation of L-1 bidder shall be based on the consolidated Grand Total offered by the bidder as above.

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

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

Sec11.2



## 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:6000012893

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## Section XIV: Manufacturer's Authorization FORM

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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 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:6000012893

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

The General Manger,  
Security Paper Mill, Hoshangabad.

Subject: Authorization for attending bid opening on 16.07.2019 in the Tender of ENGAGING AN AGENCY FOR CONTRACT TO MAINTENANCE VARIOUS ELECTRICAL WORKS.

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.





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## 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)



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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

Tender enquiry no. 6000012893

**TWO BID, SINGLE STAGE ( TWO PACKET) TENDER****BIDDER'S CHECK LIST BEFORE TENDER SUBMISSION****Part I: - TECHNO-COMMERCIAL BID**

S.No.	Tender Submission Check Points	Check before submission Tick ( <input checked="" type="checkbox"/> )
1	Acceptance of Technical Specification –Section VII as per tender	
2	Tender Fee	Rs. 280.00
3	Earnest Money Deposited	Rs. 43,000.00
4	Place of Work : SPM Hoshangabad.	
5	Blank Price Bid as per Section XI ( Without Price but mention the taxes & other charges )	
6	Accept Tender Validity <b>120 days</b> as per the tender	
7	Accept period of work as per tender	
8	Accept warranty clause as per tender	
09	Accept payment terms as per tender document.	
10	Submit Valid Manufacturer's Authorization form <b>If applicable</b>	
11	Fill Tender Form - Section X duly seal & sign (without mentioning price)	
12	Submit valid NSIC/MSME/DIC/SSI registration certificate for exemption from tender fee & EMD.	
13	Submission of Declaration " We undertake withdraw all deviations if any in the quotation and unconditionally accept all the terms and conditions of the tender document without any deviations"	
14	Tender Document duly Seal & Signed (Without mentioning any price)	

**Part II: - PRICE BID**

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 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."

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