



**INDIA GOVERNMENT MINT, MUMBAI
A UNIT OF SECURITY PRINTING AND MINTING CORPORATION OF
INDIA LIMITED (SPMCIL)
(WHOLLY OWNED BY GOVERNMENT OF INDIA)
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**TENDER DOCUMENT FOR PURCHASE OF VELVET MEDAL BOX AND
RIBBON HOLDING PIN**

EXPRESS NATIONAL COMPETITIVE BIDDING NO. 6000017065

DATED: 14.12.2021

THIS TENDER DOCUMENT CONTAINS 34 PAGES

Closing date and time for receipt of Tender - 28.12.2021 AT 02.30 P.M.

Place of receipt of Tender - INDIA GOVT. MINT, MUMBAI

Date and time of opening of Tender - 28.12.2021 AT 03.00 P.M.

Place of opening of Tender - INDIA GOVT. MINT, MUMBAI



Disclaimer

The information contained in this Bid Document or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Security Printing and Minting Corporation Limited (hereafter referred as the "Purchaser") or any of its employees or associated agencies, is provided to Bidder(s) on the terms and conditions set out in this Bid Document and such other terms and conditions subject to which such information is provided.

This Bid Document is not an agreement and is neither an offer nor invitation by the Purchaser to the prospective Bidder(s) or any other party hereunder. The purpose of this Bid Document is to provide the Bidder(s) with information to assist them in the formulation of their proposal submission. This Bid document does not purport to contain all the information Bidder(s) may require. This Bid document may not be appropriate for all bidders, and it is not possible for the Purchaser to consider particular needs of each Bidder. Each Bidder should conduct its own investigation and analysis, and should check the accuracy, reliability, and completeness of the information in this document and obtain independent advice from appropriate sources.

Information provided in this Bid Document to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Purchaser, its employees and other associated agencies accept no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

This Bid document and ensuing bids; communications and Contracts would alone determine the legal and commercial relationship between the bidders/ contractors and the Purchaser. No other Government or Purchaser's document/ guidelines/ Manuals including its Procurement Manual (which are for internal and official use of its officers), have any locus standi in such a relationship. These documents/ guidelines/ Manuals therefore should not be cited or referred in any legal or dispute resolution or grievance redressal proceedings.

this Bid Document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Bid Document and any assessment, assumption, statement or information contained therein or deemed to form part of this Bid Document or arising in any way for participation in this Bid Stage.

The Purchaser, its employees and other associated agencies also accept no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder(s) upon the statements contained in this Bid Document.

The Purchaser may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this Bid Document.



The issue of this Bid Document does not imply that the Purchaser is bound to select Bidder(s) and the Purchaser reserves the right to reject all or any of the Bidders or Bids or to decide to drop the procurement process at any stage without assigning any reason.

The Bidder(s) shall bear all its costs associated with or relating to the preparation and submission of their Bids including but not limited to preparation, copying, postage, delivery fees, expenses associated with any submission of samples, demonstrations or presentations which may be required by the Purchaser or any other costs incurred in connection with or relating to their Bids. All such costs and expenses will remain with the Bidder(s) and the Purchaser shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder(s) in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

This disclaimer forms an integral part of the Bid document and shall supplement but not supplant the provision of the Bid Document.



SECTION I: NOTICE INVITING EXPRESS NATIONAL COMPETITIVE BIDDING
MANUFACTURING AND SUPPLY OF QA BLANKS

NCB No.: 6000017065

Date.: 14.12.2021

1. India Government Mint, Mumbai (A unit of SPMCIL), Shahid Bhagat Singh Road, Fort, Mumbai - 400001, invites sealed tenders from eligible and qualified tenderers for below mentioned:
2. GeM-Availability Report and Past Transaction Summary-ID (as per para 11 a below):

Schedule No.	Brief description of goods/services	Quantity (with unit)	Earnest Money Deposit (Rs.)	Remarks	Due date & time for opening of tender	Delivery Period
1.	PROCUREMENT OF Velvet Medal Boxes for 35mm Medals	18000 Nos.	Nil	As per OM No. F.9/4/2020-PPD dated 12.11.2020 EMD will be NIL	Bid will be opened on 28.12.2021 at 03.00 P.M.	Please refer Section VI-(List of Requirements) of the tender document.
2	Velvet Medal Box for 18mm Medals	3000 Nos.				
3	Ribbon Holding Pin	14000 Nos.				

Type of Tender	Express National Competitive Bidding in Single Bid system
Authority in whose favour all tender related financial instruments (FD, DD, Banker's cheque etc) are to be made	"India Government Mint (Unit of SPMCIL), Collection A/c", payable at Mumbai
All Financial Instruments to be payable at:	Bank Mandate attached
Date and place of issue of tender documents:	14.12.2021, India Government Mint, Mumbai
Closing date and time for receipt of tenders	28.12.2021 upto 02.30 P.M.
Place of receipt of tender	India Government Mint, Mumbai
Time and date of opening of tender	28.12.2021 at 03.00 P.M.
Place of opening of tender	India Government Mint, Mumbai
Nominated Person/Designation to receive bulky tenders (Clause 21.1 of GIT)	CHIEF PURCHASE & STORES OFFICER INDIA GOVERNMENT MINT, MUMBAI
Officer to be contacted for clarifications/help:	CHIEF PURCHASE & STORES OFFICER

3. Eligibility to participate as per Government of India's Public Procurement (Preference to Make in India) Order 2017 (as amended/ revised) and Ministry of Finance, Department of Expenditure, Public Procurement Division's Orders (Public Procurement 1, 2 and 3) F.No.6/18/2019-PPD dated 23rd/ 24th July 2020 (or any further amendments thereof) regarding eligibility of bidders from neighbouring countries shall apply to this tender.
4. Please note that SPMCIL reserves its right to grant Purchase preferences in accordance with Government of India's Public Procurement (Preference to Make in India) Order 2017 (as



- amended/ revised) and Public Procurement Policy for Micro and Small Enterprises (MSEs) Amendment Order, 2018 (as amended/ revised).
5. Interested tenderers may obtain further information about this tender from the above office selling the documents. They may also visit our website for further details viz. igmmumbai.spmcil.com or www.eprocure.gov.in.
 6. Tenderer may also download the tender documents from the web site mentioned above and submit its tender by utilizing the downloaded document, the bidder must not make any changes to the contents of the documents, except for filling the required information. A certificate to this effect must be submitted by the bidder in the Tender Form (Section X).
 7. Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are dropped on or before the closing date and time indicated in the Para 1 above in the tender box located at the address given below , failing which the tenders will be treated as late and rejected. Tenders may also be sent through post at the address as above. However, Purchaser will not be responsible for any postal lapses or delays in receipt of the documents.
 8. 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.
 9. The tender documents are not transferable.
 10. The bidder, their affiliates, or subsidiaries – including subcontractors or suppliers for any part of the contract – should not stand declared ineligible/ blacklisted/ banned/ debarred by any Government Agency anywhere in the world, for participating in its tenders, under that country's laws or official regulations. A declaration to this effect shall be submitted by the bidder in the Tender Form (Section X).
 11. Undersigned confirms that the required goods mentioned above are not available on GeM as per “GeM - Availability Report and Past Transaction Summary” (GeM - AR&PTS). This unique ID is GEM/ GARPTS/ 15112021 / SFWZXWNWAL7E, GEM/ GARPTS/ 15112021 /STUURI05V3KB.
 12. BID Securing Declaration:
Earnest Money Deposit: Nil. It is MANDATORY for all bidders to submit Bid Declaration with the tender. **Bid-Securing Declaration Form** (attached at Page No. 34) to be duly filled and submitted alongwith the tender document.
 13. Performance Security: As per DOE OM No.9/4/2020-PPD dated 12.11.2020 the existing 10% Performance Security is reduced to 3% of the total cost of the contract by I.G.Mint, Mumbai, by D.D./Bank Guarantee / Fixed Deposit Receipt from any commercial Bank only, will have to be paid by the successful bidder within 21 days from of issue of Notification of Award after which Purchase Order will be placed. The Bank Guarantee should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the contractor, including warranty obligations. Performance Security will be refunded to the contractor without any interest, whatsoever, after it duly performs and completes the contract in all respect but not later than 60 days of completion of all such obligations under the contract.
 14. 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. 500/- The tenderer is to add the applicable postage cost in the non-refundable fee mentioned in Para 12 above.

15. Tenderer may also download the tender documents from the web site igmmumbai.spmcil.com or <http://www.eprocure.gov.in> and submit the tender by utilizing the downloaded document, alongwith the required non-refundable fee as mentioned in Para 12 above.
16. Tenderers shall ensure that their tenders, duly sealed and signed on each page, complete in all respects as per instructions contained in the Tender Documents, are dropped in the tender box located at the given address 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.
17. Section II : For details regarding General Instruction of Tenderers (GIT) please refer to our website <http://www.spmcil.com/spmcil/UploadDocument/GIT.pdf>.
18. Section IV : For details regarding General Conditions of Contract (GCC) please refer to our website <http://www.spmcil.com/spmcil/UploadDocument/GCC.pdf>.
19. The Chief General Manager, India Government Mint, Mumbai's right to accept any tender and to reject any or all tenders. 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
21. For the purpose of e-payment kindly ensure to submit the following information in table format on your letter head with seal and signature:
Bank Mandate form for RTGS/NEFT
 1. Vendor Name
 2. Vendor Account Number
 3. Vendor Address
 4. Vendor Bank Name
 5. Vendor Bank Address
 6. PAN card No.
 7. Vendor Bank IFSC Code
 8. Vendor Bank MICR Code
 9. Vendor Bank Branch Code
 10. Account typeNote :Kindly attach a cancelled cross cheque.

SPECIAL INSTRUCTIONS:

1. Startup Micro and Small Enterprises firm are exempted from submitted Tender Fees and Earnest Money Deposit. 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. Tendered items should be part of store list of MSME/NSIC/DIC certificate.
2. 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 some one 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-divisible 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)
3. 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 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-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.
4. Relaxation of Norms for startups and Micro Enterprises on Prior Experience and prior turnover criteria. In exercise of Para 16 of Public Procurement Policy for Micro Enterprises order 2012, India Govt Mint, Mumbai 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.

sd/-

CHIEF PURCHASE & STORES OFFICER
FOR CHIEF GENERAL MANAGER

INDIA GOVERNMENT MINT, SHAHID
BHAGAT SINGH ROAD, FORT,
MUMBAI 400001.



SECTION III :- SPECIAL INSTRUCTIONS TO TENDERERS (SIT)

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

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

Sl. No.	GIT Clause No.	Topic	SIT Provision
1.	3	Eligible tenderers	This invitation for tenders is open to all the suppliers who fulfill the eligibility criteria specified in these documents. Please refer to Section VI: Qualification/ Eligibility Criteria. The bidder, their affiliates, or subsidiaries – including subcontractors or suppliers for any part of the contract-should not stand declared ineligible/blacklisted/banned/ debarred by any Government Agency anywhere in the world, for participating in its tenders, under that country's laws or official regulations. A declaration to this effect shall be submitted by the bidder in the tender.
2.	4	Eligible Goods and Services (Origin of Goods)	All goods and relevant services to be supplied under the contract shall have their origin in India or other countries.
3.	6.1	The tender documents includes:	<ol style="list-style-type: none">1. Section I - Notice Inviting Tender (NIT)2. Section II - General Instructions to Tenderers (GIT)3. Section III - Special Instructions to Tenderers (SIT)4. Section IV -General Conditions of Contract (GCC)5. Section V - Special Conditions of Contract (SCC)6. Section VI - List of Requirements7. Section VII - Technical Specifications8. Section VIII - Quality Control Requirements9. Section X - Tender Form10. Section XI - Price Schedule11. Section XII – Vendor Details12. Section XIV - Manufacturer's Authorization Form13. Section XV - Bank Guarantee Form for Performance Security14. Section XVI - Contract Form15. Section XVII: Letter of Authority for attending a Bid Opening16. Section XVIII: Proforma of Bills for Payments17. Section XIX: NEFT Mandate
4.	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 IGM, Mumbai in writing or by fax/e-mail/telex. IGM, Mumbai will respond in writing to such request provided the same is received by IGM, Mumbai not later than twenty-one days prior to the prescribed date of submission of tender.
5.	10.1	The Technical bid to be submitted by Tenderer shall	Documents as per Section VI: List of Requirements-Point No. (3)



		contain the following documents, duly filled in, as required:	
6.	11.2	Tender Currency	Indian Rupees (INR)
7.	12.2, 33, 36.1	Schedule wise evaluation	The method of evaluation of L1 bidder for awarding the Contract shall be the price quoted for each item.
8.	18.4, 18.5	Earnest Money Deposit (EMD)	Nil. As per OM No. F.9/4/2020-PPD dated 12.11.2020. It is MANDATORY for all bidders to submit Bid Declaration with the tender. Bid-Securing Declaration Form (attached at Page No. 34) to be duly filled and submitted alongwith the tender document.
9.	19	Tender Validity	120 days
10.	20.4	Number of Copies of Tenders to be submitted	Tenderer shall submit two copies of its tender marking them as "Original" and "Duplicate".
11.	35.2 to 35.6	Additional Factors for Evaluation of Offers and Preferential schemes	Participating MSEs quoting price within price band of L1+15% cent shall also be allowed to supply a portion up to 25% of requirement by bringing down their price to L1 price where L1 is non MSEs.
12.	Nil	Undertaking	Please refer Clause no. 3(b) under Section VI



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).

Sl. No.	GCC Clause No	Topic	SCC Provision
1.	6.1, 6.3 & 6.5	Performance Bond/Security	As per DOE OM No.9/4/2020-PPD dated 12.11.2020 the existing 10% Performance Security is reduced to 3% of the total cost of the contract.
2.	10	Terms of Delivery	Item 1: i) 3000 Nos, to be delivered within 2 weeks from the date of PO ii) Thereafter 1500 Nos to be delivered each week and the entire delivery to be completed within 12 weeks
			Item 2: 3000 Nos, to be delivered within 4 weeks from the date of PO
			Item 3: i) 5000 Nos, to be delivered within 3 weeks from the date of PO ii) Entire delivery to be completed within 6 weeks
3.	19.3	Option Clause	The purchaser, I.G Mint Mumbai reserves the right to increase the ordered quantity by 25% at any time till the final delivery date of the contract by giving reasonable notice even though the quantity ordered initially is supplied in full before the last date of delivery period.
4.	21.2	Taxes and Duties	GST as applicable / TCS @ 0.1%
5.	22,22.1, 22.2, 22.3, 22.4,22.6	Terms and mode of payment	On receipt and acceptance of goods by the store department and production of all required documents by the supplier.
6.	24	Liquidated damages	If the supplier fails to deliver any or all the goods or fails to perform the services within the time frame incorporated in the contract, IGM Mumbai shall, without prejudice to other rights and remedies available to IGM Mumbai under the contract, deduct from the contract price, as LIQUIDATED DAMAGES, a sum equivalent to 0.5% percent of the delivered price of the delayed goods and/or services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 10% of the delayed goods or Services contract price(s). In case of failure to supply within the delivery period the material will be procured from other firms at successful bidder's risk and cost. In all such cases GST will be applicable



SECTION VI: LIST OF REQUIREMENTS

Schedule No.	Brief description of goods and services	Accounting Unit	Quantity	Amount of Earnest Money
1.	PROCUREMENT OF : Velvet Medal Boxes for 35mm Medals	EA	18000	Nil
2	Velvet Medal Box for 18mm Medals	EA	3000	
3	Ribbon Holding Pin	EA	14000	

1. ADDRESS FOR DELIVERY OF CONSIGNMENT:

CHIEF GENERAL MANAGER
INDIA GOVERNMENT MINT (A UNIT OF SPMCIL)
SHAHID BHAGATSINGH ROAD,
FORT, MUMBAI – 400001.
FAX 022-22661450
PHONE NO. 22703184/85 Extn. 110/151

2. DELIVERY TERMS:

Item 1:	i) 3000 Nos, to be delivered within 2 weeks from the date of PO ii) Thereafter 1500 Nos to be delivered each week and the entire delivery to be completed within 12 weeks
Item 2	3000 Nos, to be delivered within 4 weeks from the date of PO
Item 3:	i) 5000 Nos, to be delivered within 3 weeks from the date of PO ii) Entire delivery to be completed within 6 weeks

3. SUBMISSION OF TENDERS AND TENDER EVALUATION :

- a) The sealed envelope should be superscribed “TENDER NO.6000017065 DATED 14.12.2021 FOR PROCUREMENT OF VELVET MEDAL BOXES AND RIBBON HOLDING PIN.” The sentence “NOT TO BE OPENED” before . (The tenderer is to put the date & time of tender opening) is to be written on this envelope and is to be submitted on or before the due date of submission of tender.
- b) The following undertaking needs to be invariably submitted along with the offer failing which the offer shall be rejected and no further communication shall be entertained.
Undertaking:-
"Our offer against tender no:_____ doesn't contain any deviation from the stipulated tender conditions and we accept all the terms and conditions of the tender enquiry without any deviations."
- c) Bid should be strictly submitted as per NIT Cl.10 of Section 1. No single page offer shall be considered as a valid offer.
- d) Bid should consist the following:
 - i. The tenderer shall submit detailed techno-commercial offer as per Technical Specifications given in Section VII of this tender document.
 - ii. One original and one duplicate copy shall be submitted. It should not have any price aspects.
 - iii. Power of Attorney/Authorization with the seal of the company, of person signing the tender documents.
 - iv. Earnest Money Deposit : Nil. It is MANDATORY for all bidders to submit Bid Declaration with the tender. Bid-Securing Declaration Form (attached at Page No 34) to be duly filled and submitted alongwith the tender document.



- v. Duly signed and filled up Vendor Details (Section XII)
- vi. Duly filled Tender Form (Section X) is to be submitted.
- vii. Submit the copy of GST Registration No. and SAC no.
- viii. The tenderer has to submit acceptance of all Sections of this Tender document (GIT, SIT, GCC, SCC, and Quality Control Requirements).
- ix. Qualification/Eligibility Criteria :

For Non-MSE Firms :

The bidder should meet the following qualification criteria :-

1. Experience & Past Performance :-
 - i. For Item No.1 and 2 Bidder firm should have manufactured and supplied atleast 8400 nos or more Velvet Medal Boxes in any one year during the last five years ending 31.03.2021.
 - ii. For Item No.3 Bidder firm should have manufactured and supplied atleast 5600 nos or more Ribbon Holding Pin in any one year during the last five years ending 31.03.2021.
2. Capability - Equipment & Manufacturing Facilities:-
 - i. For Item No.1 and 2 The Bidder Firm must have an annual capacity to manufacture and supply atleast 8400 nos or more Velvet Medal Boxes.
 - ii. For Item No.3. : The Bidder Firm must have an annual capacity to manufacture and supply atleast 5600 nos or more Ribbon Holding Pin.
3. Financial Standing:-
 - a. Average Annual Turnover of the Bidder firm during last three financial years ending 31.03.2021 should be more than Rs.4,92,800/- as per annual report duly authenticated by the Chartered Accountant/Cost Accountant in India or equivalent in relevant countries.
 - b. Bidder Firm should not have suffered any financial loss for more than one financial year during the last three financial years ending 31.03.2021.
 - c. The net worth of the firm should
 - (i) Not be negative on 31.03.2021 and
 - (ii) Not have eroded by more than 30% in the last three financial years ending 31.03.2021.

For MSE Firms :

The bidder should meet the following qualification criteria :-

Capability - Equipment & Manufacturing Facilities:-

- i. For Item No.1 and 2 The Bidder Firm must have an annual capacity to manufacture and supply atleast 8400 nos or more Velvet Medal Boxes.
- ii. For Item No.3. : The Bidder Firm must have an annual capacity to manufacture and supply atleast 5600 nos or more Ribbon Holding Pin

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 eligibility criteria submitted by bidder should be verified from the parties for whom work has been done.

BIDDER TO FURNISH STIPULATED DOCUMENTS IN SUPPORT OF FULFILLMENT OF QUALIFYING CRITERIA. NON-SUBMISSION OR INCOMPLETE SUBMISSION OF DOCUMENTS MAY LEAD TO REJECTION OF OFFER.



NOTE:

1. ALL SECTION AND PAGES OF THE TENDER DOCUMENT STRICTLY SHOULD BE SIGNED, NAME AND SEALED BY BIDDER FIRM.
2. BIDDER TO FURNISH STIPULATED DOCUMENTS ALONG WITH TENDER IN SUPPORT OF FULFILMENT 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.”

(c) Evaluation Criteria for L1 Bidder:

The method of evaluation of L1 bidder for awarding the Contract shall be on itemwise evaluation offered by the bidder and will be decided by taking into consideration the item-wise offered price as per Section – XI (Price Schedule) of this tender document.



SECTION VII : TECHNICAL SPECIFICATIONS

1) VELVET MEDAL BOXES FOR 35MM MEDALS

Size: 90mm x 90mm x 45mm

Curved Shape Top Cover

Reference drawing no DD 275

a) Red/Maroon color: 7000 nos with 35mm diameter velvet padding

b) Dark Blue Color: 11000 nos with 35mm diameter velvet padding

Delivery of 3000nos (1500 Blue +1500 Red) within two weeks from the date of P.O.

Afterwards Delivery of 1500 nos each week, Total Order to be supplied within 12 weeks.

2) VELVET MEDAL BOXES FOR 18MM MEDALS

Size: 90mm x 90mm x 45mm

Curved Shape Top Cover

Reference drawing no DD 276

Dark Blue Color: 3000 nos with 18mm diameter velvet padding

Delivery of 3000 nos within four weeks from the date of P.O.

3) RIBBON HOLDING PIN

Pin material: Brass

Drawing no: DD/205 (only PIN drawing to be considered)

Weight - minimum 2.5gm

5000nos delivery within three weeks

Entire delivery within six weeks



Section VIII: Quality Control Requirements

Material to be provided as per the Specifications mentioned in Section VI and Section VII



SECTION X: TENDER FORM

Date:

To
India Government Mint,
(A Unit of Security Printing & Minting
Corporation of India Ltd.) Shahid
Bhagatsingh Road, Fort MUMBAI –
400 001.

Ref: Your Tender document No. _____ dated _____

We, the undersigned have examined the above mentioned tender enquiry document, including amendment No. _____ dated _____ (if any), the receipt of which is hereby confirmed. We now offer to supply and deliver _____ (description of goods and services) in conformity with your above referred document for the sum shown in the price schedule(s), attached herewith and made part of this tender.

If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements.

We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of GCC Clause 6, read with modification, if any, in Section-V – “Special Conditions of Contract”, for due performance of the contract.

We agree to keep our tender valid for acceptance for a period upto _____, as required in the GIT 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 upto the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We confirm that in case of downloaded Tender Document, we have not changed/edited its contents. We realise that in case any such change is noticed at any stage including after the award of contract, we would be liable to action under clause 44 of the GIT.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We also solemnly declare as under:

1. MSMEs Status:

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

- (a) Company /Partnership Firm /Proprietary Concern / Society/Trust /
NGO/Others (Please Specify):.....
- (b) Micro/ Small / Medium Enterprise/ SSI/ Govt. Deptt. / PSU/ Others:....
- (c) Name of MSME Registering Body (NSIC/ DIC/ KVIC/KVIB etc.):.....



- (d) MSME Registration no. (with copy of registration):.....
- (e) Udyog Aadhaar Memorandum no.....
- (f) Whether Proprietor/ Partner belongs to SC/ ST or Women category. (Please specify names and percentage of shares held by SC/ST Partners):.....

2. Make in India Status:

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

(a) Self-Certification for category of supplier:

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

(b) We also declare that

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

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

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

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

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

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



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

Dated this _____ day of _____

For and on behalf of

(With seal)

Signature

Name

In the capacity of

(DULY AUTHORISED TO SIGN THE BID)



SECTION XI : PRICE SCHEDULE

A price schedule appropriate to the nature of goods/services to be attached here

1. Name of tenderer:
2. Opening date & time:
3. The tender shall remain valid for acceptance for 120 days, from the date of tender opening.
4. Format for Bidder : Adhering to the format given below is a Pre-requisite for considering your quotations.
5. Price should be quoted in Indian rupees and on door delivery basis:
6. Price Break up : Rate for Schedule /Item No.(1-3)

Sr. No.	Description	Amount (in Rs.)
1	Base Price per unit Item-wise [1-3]	
2	Packing and Forwarding charges	
3	Freight Charges	
	Insurance Charges	
4	GST rate as applicable (%) only	
5	Grand total for above items with all taxes and duties (F.O.R., IGM, Mumbai) in figures	
6	Grand total for above items with all taxes and duties (F.O.R., IGM, Mumbai) in words	

Note:

1. Please enclose the GST Registration copy and HSN number of the product or service, for the same.
2. Cost towards logistic arrangements, insurance of the consignment if any has to be mentioned separately,
3. Please quote the price within 2 decimal place. Quotation with price quote beyond 2 decimal place, shall be rejected.
4. Please quote the percentage (%) of GST applicable.
5. TCS @ 0.1%
6. Insurance and Freight charges inclusive of Tax applicable should be quoted separately if applicable (not to be quoted along with any other above mentioned components)
7. The method of evaluation of L1 bidder for awarding the Contract shall be the price quoted for each item.

.....
Signature of the tenderer with designation and seal



SECTION XII: Vendor Details

(to be submitted duly filled)

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

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

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

1. Vendor/ Contractor particulars:

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

2. Taxation Details:

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



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

.....

(Signature with date)

.....

.....

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

For and on behalf of

.....

.....

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



Section XIV: Manufacturer's Authorization Form

To

.....
.....

(Name and address of IGM, Mumbai)

Dear Sirs,

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

We,, who are proven and reputable manufacturers of *(name and description of the goods offered in the tender)* having factories at....., hereby authorise 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 of the General Conditions of Contract read with modification, if any, in the Special Conditions of Contract for the goods and services offered for supply by the above firm against this tender document.

Yours faithfully,

.....
.....

[signature with date, name and designation]



for and on behalf of Messrs.....[*name & address of the manufacturers*]

Note: This letter of authorisation 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 IGM, Mumbai]

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 IGM, Mumbai up to the above amount upon receipt of its first written demand, without IGM, Mumbai having to substantiate its demand.

This guarantee will remain in force for a period of sixty days after the date of completion of all contractual obligations by the supplier, including the warranty obligations and any demand in respect thereof should reach the Bank not later than the above date.

.....

(Signature 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

(applicable to successful bidder)

The General Manager,
India Government Mint,
(A Unit of SPMCIL),
Wholly owned by Government of India
Shahid Bhagatsingh Road, Fort,
MUMBAI – 400 001

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

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

1. Name & address of the Supplier:

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

3. Supplier's Tender No..... dated..... and subsequent communication(s) No..... dated (If any), exchanged between the supplier and IGM, Mumbai 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' Authorisation Form (if applicable for this tender);

(ix) IIGM, Mumbai Notification of Award



Note: The words and expressions used in this contract shall have the same meanings as are respectively assigned to them in the conditions of contract referred to above. Further, the definitions and abbreviations incorporated under Section –V - ‘General Conditions of Contract’ of IGM, Mumbai’s Tender document shall also apply to this contract.

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

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

Schedule No.	Brief description of goods/services	Accounting Unit	Quantity to be supplied	Unit Price (In ₹)	Total Price (In ₹)

Any other additional services (if applicable) and cost thereof:

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

- (ii) Delivery schedule

- (iii) Details of Performance Security

- (iv) Quality Control

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

(b) Designation and address of IGM, Mumbai’s inspecting officer

- (v) Destination and despatch instructions

- (vi) Consignee, including port consignee, if any

- (vii) Warranty clause

- (viii) Payment terms

- (ix) Paying authority



.....

(Signature, name and address of IGM, Mumbai's authorized official)

For and on behalf of.....

Received and accepted this contract

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

For and on behalf of

(Name and address of the supplier)

.....

(Seal of the supplier)

Date:

Place:



SECTION XVII: LETTER OF AUTHORITY FOR ATTENDING A BID OPENING

(Refer to clause 24.2 of GIT)

The General Manager

India Government Mint, Mumbai

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

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

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

Note:

1. Maximum of two representatives will be permitted to attend 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 produced.



XVIII: Proforma of Bills for Payments

(Refer Clause 22.6 of GCC)

Name and Address of the Firm.....

Bill No.....

Dated.....

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

Name and address of the consignee.....

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

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

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

Dated..... (enclosed)

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

Place and Date

Received Rs.....

Rupees).....



We solemnly certify that:

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

Revenue stamp

Signature and of Stamp Supplier



Section XIX: NEFT Mandate

(Refer clause 22.2 of GCC)

From: M/s.

Date:

To:

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

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

NATIONALELECTRONIC FUNDS TRANSFER MANDATE FORM

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

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



SECURITY PRINTING AND MINTING
CORPORATION OF INDIA LIMITED

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

Date

Signature of the Customer

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

Stamp and

Signature of authorized
official of the bank



FORM OF BID-SECURING DECLARATION

(The Bidder shall fill in this Form in accordance with the instructions indicated)

Dated :

To
India Government Mint,
(A Unit of Security Printing &
Minting Corporation of India Ltd.)
Shahid Bhagatsingh Road, Fort
MUMBAI – 400 001.

Ref: Tender document No. _____ dated _____

We, the undersigned declare that:

We know that the bid should be supported by a Bid Security Declaration in accordance with your conditions.

We accept to automatically be suspended from being eligible for bidding in any contract in SPMCIL for a period of 3 years from the date of opening of Bid. If we are in breach of our obligation(s) under the bid conditions, because we :

After having been notified of the acceptance of our bid by the Contracting Authority within the period of bid validity:

- 1) We failed or refused to furnish a Performance Security in accordance with the Condition of the Tender Document of Tender No.

OR

- 2) We failed or refused to sign the contract.

We know that this Bid-Securing Declaration will expire, if contract is not awarded to us, upon :

- 1) Our receipt of your notification to us of the name of the successful bidder or
- 2) Twenty –eight days after the expiration of our Bid or any extension to it

We know if we are a Joint Venture, Securing Declaration should be in the name of the JV submitting the bid. If the JV is not legally constituted at the time of bidding, the Bid-Securing Declaration will be in the name of all partners named in the JV agreement.

Dated this _____ day of _____

For and on behalf of M/s. _____

Address :

Signature

Name

In the capacity of

(DULY AUTHORISED TO SIGN THE BID)