



India Government Mint,  
IDA, Phase-II,  
Cherlapally,(R.R district), Hyderabad  
Pin-500051 India  
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GSTIN : 36AAJCS6111J2Z8

PR Number	PR Date	Indenter	Department
11009530	01.12.2021	IT Section	001

Not Transferable

Security Classification:

## TENDER DOCUMENT FOR HIRING OF: PRINTER CUM COPIER MACHINE

**Tender Number: 6000017138/63/IT, Dated: 16.02.2022**

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

Details of Contact person in SPMCIL regarding this tender:

**Name:** RAJKUMAR R  
**Designation:** Manager (MM)  
**Address:** IGMH (India Government Mint, Hyd)  
India

## Section1: Notice Inviting Tender (NIT)

6000017138 /63/IT

16.02.2022

(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	Hiring of Copier	1.000 AU	0.00INRNOT APPLICABLE.	QUOTATION RECEIVED THROUGH E-MAIL OR FAX SHALL NOT BE CONSIDERED.
1	Hiring of Copier	12.000MON		
Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)			ONE-BID LIMITED	
Dates of sale of tender documents:			From 16.02.2022 to 08.03.2022 during office hours.	
Place of sale of tender documents			SPMCIL WEBSITE	
Closing date and time for receipt of tenders			08.03.2022 14:45:00	
Place of receipt of tenders			INDIA GOVERNMENT MINT, HYDERABAD	
Time and date of opening of tenders			08.03.2022 15:00:00	
Place of opening of tenders			INDIA GOVERNMENT MINT, HYDERABAD	
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.21.1 of GIT)			RAJKUMAR R Manager (MM)	

NOTE: "This notice is being published only as an abundant precaution and is not an open invitation to quote in the tender participation in this tender is by invitation only and is limited to the selected India government mint, Hyderabad's registered bidders for the item, who have been sent this tender by post/courier. Unsolicited offers are liable to ignored."

2. Tenderer may also download the tender documents from the web site <http://www.igmhyderabad.spmcil.com> and submit its tender by utilizing the downloaded document.

3. 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.

4. All other terms and conditions of NIT (including GIT, GCC & SCC) shall be remaining as per this tender document.

5. 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://www.spmcil.com/spmcil/uploaddocument/git.pdf> <http://www.spmcil.com/spmcil/uploaddocument/GCC.pdf>  
Section -I to XIX: applicable, Except Sections: XIII, XVIII & XIX Section- XIII Bank Guarantee form for EMD: Not Applicable Section- XVIII Shipping Arrangements for liner cargoes: Not Applicable Section- XIX Proforma of bill for payment: Not Applicable. For 'SPMCIL' read as 'India Government Mint, Hyderabad' & for 'forty five days' read as 'sixty days' in section XV & XVI of this Tender Document.

6. Tender Document, duly signed, must be sent along with your offer with clear mention of your valid GST registration No.

7. Bidder to furnish stipulated documents along with tender in support of fulfillment of tender criteria. Further correspondence in this regard will not be entertained. Non-submission or incomplete submission of documents may



lead to rejection of offer.

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. Any security breach by the contracting party will lead to

I. Termination of the Contract

II. Payment of damages

11. The guidelines issued vide office Memorandum No. DPE/7(4)/2007-Fin. Dated 06.12.2012 issued by the Ministry of Heavy Industries & Public Enterprises, D.O.No.21(1)/2011-MA dated 25.04.2012 and letter F.No.21(8)/2018-MA dated 09.11.2018 issued by the Ministry of Micro, Small & Medium Enterprises and letter No. NSIC/HO/BD/66/PPP/1415 dated 23.01.2015 issued by National Small Industries Corporation Ltd as follows:

#Micro & Small Enterprises are eligible to get the benefits under Public Procurement Policy for Micro & Small Enterprises (MSEs) Order 2012" as notified by the Government of India, Ministry of Micro, Small & Medium Enterprises, New Delhi vide Gazette Notification dated 26.03.2012 (Traders are exempted from purview of this policy). The major benefits allowed are as under:

a) Issue of Tender Sets free of cost.

b) Exemption from payment of Earnest Money Deposit (EMD).

c) In Tender participating MSEs quoting price within price band of L1 + 15% shall also be allowed to supply at least 25% of requirement by bringing down their price to L1 price where L1 is non-MSEs. Further out of this requirement of at least 25% procurement from MSEs, 4% is earmarked for units owned by Schedule Caste/Schedule Tribes and 3% reservation for Women owned MESS. In case no SC/ST and Women owned MSE is a responsive tenderer then whole procurement shall be made from responsive MSE fulfilling the above mentioned conditions.

Note: Firm must submit a valid UDYAM registration certificate for tenderer item (which clearly indicates the status of firm) in order to be eligible for MSME benefits.

(R Rajkumar)

Deputy Manager (MM)

TEL.NO.040 27268300(Extension: 122)

.....

.....

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

For and on behalf of

.....



Tender Number:6000017138

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

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

Part. I & Part II. Refer to our Website: <http://www.spmcil.com/spmcil/uploaddocument/git.pdf>



Tender Number:6000017138

### 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
07	11.2	TENDER CURRENCY	Supplier is requested to quote price within 2 Decimal place.
14	18.4, 18.5	EARNEST MONEY DEPOSIT (EMD)	Not applicable for this tender.
16	19	TENDER VALIDITY	90 days from the date of tender opening.
17	20.4	NUMBER OF COPIES OF TENDERS TO BE SUBMITTED	1



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

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Part I Refer to our Website: <http://www.spmcil.com/spmcil/uploaddocument/GCC.pdf>

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

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

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

(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
02	6.1, 6.3 & 6.5	PERFORMANCE BOND/ SECURITY	The supplier shall furnish security deposit to SPMCIL, for an amount equal to 3% of the total value of the contract and valid up to sixty days beyond the date of completion of all contractual obligations including warranty period by the supplier.
03	8.2	PACKING AND MARKING	At supplier's cost.
05	11.2	TRANSPORTATION OF DOMESTIC GOODS	At supplier's cost.
10	19.3	OPTION CLAUSE	Mint reserves the right to increase the ordered quantity by 25% at any time, till final delivery date of the contract by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of delivery period.
12	21.	TAXES AND DUTIES	As applicable.
13	22.	TERMS AND MODE OF PAYMENTS	Payment will be made on Monthly basis after completion of services acceptance & approval of concerned authority.
14	24.1	QUANTUM OF LD	If the supplier fail to deliver any or all of the goods or fail to perform the services within the time frame(s) incorporated in the contract, IGM, Hyderabad shall, without prejudice to other rights and remedies available to IGM, Hyderabad under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the 0.5% 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
15	24.1	QUANTUM OF LD	deduction of the 10% of the delayed goods' or services' contract price(s).
19		SHORT CLOSURE CLAUSE	India Government Mint, Hyderabad reserves the right to short close the contract upon any change in requirement of IGMH on design/specification, National consideration, user requirement and indent etc. In addition to the GCC Clause 29.



## 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	Hiring of Copier	AU	1.000	0.00INRNOT APPLICABLE	QUOTATION RECEIVED THROUGH E-MAIL OR FAX SHALL NOT BE CONSIDERED.

Terms and Conditions relating to Tender: -

1. Quotation may be submitted on or before scheduled time as mentioned in NIT, with signed Tender Copy in a sealed cover duly super scribing the Tender No and due Date of Opening.
2. Quotation and rate should be valid for 90 Days from the date of opening. Rate should be quoted for free delivery of the item at India Govt. Mint, Hyderabad.
3. Authorized representative of the bidder need to submit the authorization form which is available with the tender document.
4. Service period is 12 Months from the date of issue of NAC/PO whichever is earliest.
5. The Chief General Manager, India Government Mint, Hyderabad reserves the right to reject all or any of the tenders and also short close / cancel the Purchase Orders.
6. Income tax will be recovered at source as per rules.
7. Please mention your PAN No.
8. No revised quotation will be permitted during the validity of the tender.
9. No conditional tender shall be accepted.
10. The bidders have to give quotations on their letter head address for correspondence along with Telephone Numbers and also their E-mails.
11. Please provide your GST No (if not present then firm should give a declaration in support of the same); also provide material HSN (Harmonized System Nomenclature) number/Service Accounting Codes (SAC) number for referred material/services as applicable.

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## Section VII: Technical Specifications

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Hiring of copier machine..... 12 Months

Terms and Conditions

Minimum Speed: - 25 CPM (25 copies per minute)

Features:-Network Printer, Colour Scanner, Copier

Paper Size:-A3 & A4

Minimum Free Copies:-10000

After Free Copies each copy may be charged: @0.40/- paise(Maximum)

Vendor should provide consumables, services and training to our employee on Machine operation at that time of installation.

Vendor has to provide the connections as many as per our requirement during the installation.

Consumables and Maintenance service will be take care by vendor only.

Any Break down call should be close by 24 Hours (Maximum).

Paper will be provided by us only.

Payment will be done on monthly basis.



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

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The quality control requirement shall be in line with section VII: Technical specification.



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## Section X: Tender Form

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Date:

To,  
India Government Mint, Hyderabad  
A Unit of Security Printing & Minting  
Corporation of India Limited  
(Wholly Owned by Govt. of India)  
Hyderabad

Ref: Your Tender document No.6000017138 /63/IT dated 16.02.2022

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

.....

.....



SECURITY PRINTING AND MINTING  
CORPORATION OF INDIA LIMITED

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## Section XI: Price Schedule

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Price bid:

Subject:

Tender No & Date:

Bidder Name:

SN	Descriptions	Quantity	Amount
1	Hiring of 1 printer cum copier machine	12 Months	
2	GST%		
3	Total		

Note:

- 1.Rates should be quoted FOR IG Mint, Hyderabad
- 2.All the charges should be clearly specified in the appropriate column.
- 3.Cutting/Overwriting should be avoided.
- 4.No conditional tender will be accepted.
- 5.Bidder firm shall quote strictly as per Price bid format above failing to which the offer shall be summarily rejected.



## 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)



## Section XV: Bank Guarantee Form for Performance Security

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

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

Date:.....

PERFORMANCE GUARANTEE No.: .....

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

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

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

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

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

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

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

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

.....

.....  
Name and designation of the officer

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

.....  
Name and designation of the officer

.....

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



## Section XVI: Contract Form

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

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

1. Name & address of the Supplier: .....
2. SPMCIL's Tender document No..... dated.....and subsequent Amendment No..... dated..... (If any), issued by SPMCIL
3. Supplier's Tender No..... dated.....and subsequent communication(s) No..... dated..... (If any), exchanged between the supplier and SPMCIL in connection with this tender.
4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as part of this contract:
  - (i) General Conditions of Contract;
  - (ii) Special Conditions of Contract;
  - (iii) List of Requirements;
  - (iv) Technical Specifications;
  - (v) Quality Control Requirements;
  - (vi) Tender Form furnished by the supplier;
  - (vii) Price Schedule(s) furnished by the supplier in its tender;
  - (viii) Manufacturers' Authorization Form (if applicable for this tender);
  - (ix) SPMCIL's Notification of Award

Note: The words and expressions used in this contract shall have the same meanings as are respectively assigned to them in the conditions of contract referred to above. Further, the definitions and abbreviations incorporated under clause 0 of Section - V - 'General Conditions of Contract' of SPMCIL's Tender document shall also apply to this contract.

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

- (i) Brief particulars of the goods and services which shall be supplied/provided by the supplier are as under:
- (ii) Delivery schedule
- (iii) Details of Performance Security
- (iv) Quality Control
  - (a) Mode(s), stage(s) and place(s) of conducting inspections and tests.
  - (b) Designation and address of SPMCIL's inspecting officer
- (v) Destination and dispatch instructions
- (vi) Consignee, including port consignee, if any
- (vii) Warranty clause
- (viii) Payment terms
- (ix) Paying authority

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

For and on behalf of.....

Received and accepted this contract.....

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

For and on behalf of

.....  
(Name and address of the supplier)

.....  
(Seal of the supplier)

Date:

Place:



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

The Chief General Manager,  
India Government Mint, Hyderabad.

Subject: Authorization for attending bid opening on 08.03.2022 in the Tender of PRINTER CUM COPIER MACHINE.

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
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.



SECURITY PRINTING AND MINTING  
CORPORATION OF INDIA LIMITED

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## Mailing List (List of Vendors)

S.No.	Vendor Number	Vendor name	Vendor Address
1	104573	The Bidder,	The Bidder,