

Standard Bidding Document

INDIA GOVERNMENT MINT

(A UNIT OF SECURITY PRINTING & MINTING CORPORATION OF INDIA LTD.),
MINIRATNA CATEGORY – 1, CPSE, (WHOLLY OWNED BY GOVERNMENT OF INDIA)
P.B. NO. 10, H.C.L. POST, I.D.A. PHASE II, CHERLAPALLY, HYDERABAD – 500 051. (TELANGANA)
Tel. No: +91-40-27268300 (Extn -122); Fax No.: 040-27262951
E-mail: igm.hyderabad@spmcl.com, Web: <http://igmhyderabad.spmcl.com>
CIN: U22213DL2006GOI144763; GSTIN: 27AAJCS6111J2Z7

Security Classification: *Non Security*

TENDER DOCUMENT FOR PURCHASE OF:

PROCUREMENT OF ENVELOPES FOR DISPATCH OF COMMEMORATIVE COINS

Tender Number: 600017308/77/ENVELOPES, dated:03.03.2022

This Tender Document Contains 32 Pages.

Details of Contact person in SPMCL regarding this tender:

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

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.

The Purchaser, its employees and other associated agencies make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in 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 TENDER (NIT)

INDIA GOVERNMENT MINT

(A Unit of Security Printing & Minting Corporation of India Ltd.),

Miniratna Category – 1, CPSE, (Wholly Owned By Government of India)

P.B. NO. 10, H.C.L. POST, I.D.A. PHASE II, CHERLAPALLY, HYDERABAD – 500 051. (TELANGANA)

Tel. No: +91-40-27268300 (Extn -122); Fax No.: 040-27262951

E-mail: igm.hyderabad@spmcl.com, Web: <http://igmhyderabad.spmcl.com>

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

Schedule No.	Brief Description of Goods/ Services	Quantity (with unit)	Earnest Money (in Rs.)	Remarks
01.	Brown Card 300GSM Envelope 10*13 inches	70,000 EA	Rs. 59,600 (Rs. Fifty Nine Thousand Six Hundred only)	

Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)	Two Bid i.e.(Techno-commercial Bid & Price Bid) National Competitive Bid (NCB)
Security Classification	Non- Security
Authority in whose favour all tender related financial instruments (FD, DD, Banker's cheque etc) are to be made	India Government Mint, Hyderabad, A Unit of SPMCIL
All Financial Instruments to be payable at	Hyderabad.
Dates and place of issue of tender documents:	From 03.03.2022 to 01.04.2022 during Office Hours at IGM, Hyderabad
Closing date and time for receipt of tenders	01.04.2022 Up to 14:45 Hours IST
Place of receipt of tenders	India Government Mint, Hyderabad-500051, Telangana, India.
Time and date of opening of tenders for Technical Bid. {Place, Time, and date of Opening of Price (Financial) bid would be intimated later on}	15:00 Hours IST on 01.04.2022 .
Pre-bid Conference	Not Applicable
Place of opening of tenders	India Government Mint, Hyderabad-500051, Telangana, India.
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.1 of GIT)	Manager (MM), India Government Mint, Hyderabad-500051, Telangana, India.
Officer to be contacted for clarifications/ help:	Rajkumar R, Manager (MM), India Government Mint, Hyderabad.

2. 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.

3. 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).
4. 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.
5. 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).
6. 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. In case NIT/ SIT provide for uploading of bids to nominated e-Procurement portal, bidders must upload their bids along with scanned copies as required enclosures (including EMD as applicable) as per instructions given in this regard.

Original copies of such scanned uploaded required enclosures must reach in physical form within the date and place as provided in such instructions, otherwise their uploaded bid, would be declared as unresponsive.

7. The tender document includes:-

- | | |
|-------------------|---|
| 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 Requirements |
| 7) Section VII | - Technical Specifications |
| 8) Section VIII | - Quality Control Requirements |
| 9) Section IX | - Qualification/ Eligibility Criteria |
| 10) Section X | - Tender Form |
| 11) Section XI | - Price Schedule |
| 12) Section XII | - Vendor Details |
| 13) Section XIII | - Bank Guarantee Form for EMD (--NOT APPLICABLE--) |
| 14) Section XIV | - Manufacturer's Authorization Form |
| 15) Section XV | - Bank Guarantee Form for Performance Security |
| 16) Section XVI | - Contract Form |
| 17) Section XVII | - Letter of Authority for attending a Bid Opening |
| 18) Section XVIII | - Proforma of Bills for Payments |
| 19) Section XIX | - NEFT Mandate |
| 20) Section XX | - Integrity Pact (--NOT APPLICABLE--) |

Note: For "SPMCIL" be read as 'India Government Mint, Hyderabad'

8. In the event of any of the above-mentioned dates being declared as a holiday/ closed day for the purchase organisation, 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. EMD amount mentioned in Section VI – List of Requirements shall be furnished in one of the following forms: a) Account Payee Demand Draft or b) Fixed Deposit Receipt or c) Banker's cheque or d) Bank Guarantee; in acceptable form, otherwise the tender will not be accepted in any case. The demand draft, fixed deposit receipt or banker's cheque shall be drawn on any scheduled commercial bank in India, in favour of Account and place of payment specified in the Para 1 above. In case of bank guarantee, the same is to be provided from/confirmed by any scheduled commercial bank in India as per the format specified under Section XIII in these documents.

(R Rajkumar)
Manager (MM)
India Government Mint, Hyderabad.
Telephone No. 040-27268300 (Extension: 122)
E-mail: Raj.kumar@spmCIL.com
Purchase.igmh@spmCIL.com

For and on behalf of

The General Manager
India Government Mint, Hyderabad.

Section II: GENERAL INSTRUCTIONS TO TENDERER (GIT)

Please refer the link <https://spmciil.com/uploaddocument/GIT/new.pdf> for the following:

- 1) *Part I: General Instructions Applicable to All Types of Tenders*
- 2) *Part II: Additional General Instructions applicable to Specific Types of Tenders*

Section III: SPECIAL INSTRUCTIONS TO TENDERER (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.)

Sl. No.	GIT Clause No.	Topic	Modify/Substitute / Supplement	SIT Provision
1	11.2	Tender Currency	Modify	The tenderer shall quote only in Indian rupees up to 2 decimal places.
2	16. a) to c)	Documents Establishing Tenderer's Eligibility and Qualifications	Modify	As per Section IX: Qualification / Eligibility Criteria
3	18.	Earnest Money Deposit (EMD)	Modify	SIT 1 (Mentioned Below)
4	19	Tender Validity	Modify	SIT 2 (Mentioned below)
5	20.4	Number of Copies of Tenders to be submitted	Modify	Tenderer shall submit their tender in Original only.
6	20.8	Two Bid System	Modify	SIT 3 (Mentioned below)
7	43	Parallel Contracts	Modify	SIT 4 (Mentioned below)

SIT 1:- Earnest Money Deposit (EMD):

The required Earnest Money Deposit for the above tendered items is **Rs. 59,600 (Rs. Fifty Nine Thousand Six hundred only)** shall be submitted along with tender in Techno-Commercial Bid.

The EMD shall remain valid for a period of **45 days** beyond Bid Validity i.e., **120+45 = 165 days** after the date of opening of the tender. Any short validity, the tender shall be treated as unresponsive and rejected. The EMD should be in Indian Rupees only. Successful tenderer's EMD will be returned without any interest, after the receipt of Performance Security from the tenderer. Unsuccessful Tenderers EMD will be returned to them without any interest, after expiry of the tender validity period.

The firm who are registered under **Udyam** as Micro & Small Enterprises (MSEs) for Manufacturing/Selling, National Small Industries Corporation (NSIC), District Industrial Centres (DIC), Small Scale Industries (SSI) for Manufacturing/Selling of **Tendered Item** may be exempted from submitting the EMD subject to the submission of valid certificate(s) during the tender validity period.

Note: Traders/resellers/distributors/authorized agents will not be considered for availing benefits under PP Policy 2012 for MSEs as per MSE guidelines issued by MoMSME.

EMD must be furnished along with the tender in the form of Demand Draft/Fixed Deposit Receipt/Banker's cheque denominated in Indian Rupees drawn on any Scheduled Commercial Bank, in favour of India Government Mint, Hyderabad payable at Hyderabad.

SIT 2: Tender Validity:

- The tender shall remain valid for a period of 120 days in case of two-bid system after the date of tender opening prescribed in the tender document. *Any tender valid for a shorter period shall be treated an unresponsive and rejected.*

- ii. **Compliance with the Clauses of this Tender Document:** Tenderer must comply with all the clauses of this Tender Document. In case there are any deviations, these should be listed in a chart form without any ambiguity along with justification.

SIT 3: Two-Bid System:

- i. The tenderer is requested to bifurcate their quotations in two parts – first part, called the *Techno-commercial Bid*, containing the relevant technical details and documents required as per Section VI of this tender document & **Part-I shall not contain any price aspects**. The Second part, Called *Financial Bid*, contains Price quotation/Offer for the tendered item.
- ii. Techno-commercial Bid with EMD and the Financial Bid should be sealed by the tenderer in **Two Separate Covers/Envelopes** duly super scribing on 1st Cover/Envelope as “**Part – I: Techno-Commercial Bid For Tender No. 600017308/77/ENVELOPS, dated: 03.03.2022** ” & 2nd Cover/Envelope as “**Part – II: Financial Bid For Tender No. 600017308/77/ENVELOPS, dated: 03.03.2022**”. Both of these Sealed Covers shall be put again in another Big Cover/Envelope super scribing as stated below “**Tender Number: 600017308/77/ENVELOPS, dated: 03.03.2022, PROCUREMENT OF ENVELOPES FOR DISPATCH OF COMMEMORATIVE COINS due on 1500 Hours IST on 01.04.2022.**”
- iii. Quotations/Tenders received through e-mail or Fax will not be considered and rejected.
- iv. Only the Tenders sent by Post/Courier/Hand submitted on or before the closing of due date and time indicated in Section I i.e., **14:45 Hours IST on 01.04.2022** shall be considered and accepted. However, IGMH is not responsible for Postal lapses or delays in delivery of the tender etc., and any tender received after the due date and time indicated in Section I shall not be entertained and treated as “Late Tender”.

SIT 4: Parallel Contracts:

- i. IGM, Hyderabad reserves the right to place the order on more than one firm.
- ii. In case of splitting in two the ratio shall be 60:40.
- iii. The lowest bidder L1 Should be awarded at least 60% of the total tender quantity or their quoted quantity, whichever is lower.
- iv. For the rest of the contract quantity the lowest rate accepted will be counter offered to L2 party. On acceptance of the counter offer, order will be placed on L2 party for at least 40% of the tender quantity or the quoted quantity of the L2 bidder, whichever is lower. In case of non-acceptance of counter offer by L2 party, similar offer shall be given to L3 and L4 and so on.
- v. In case L1 is unable to quote for minimum 60% of tender quantity or L2 is unable to quote for minimum 40 % of tender quantity, the remaining quantity will be again offered to L1 or L2 firm subject to limitation of their quoted quantity.
- vi. In case the whole tender quantity could not be ordered on two firms as above (due to limitation of their quoted quantity), for the remaining balance quantity the tender shall be refloated.
- vii. However in case of responsive SC/ST and women owned MSE enterprises, quantity distribution to the firms will be applicable as per relevant MSE clause and accordingly the ratio of 60:40 will be adjusted to accommodate the above firms.

Section IV: GENERAL CONDITIONS OF THE CONTRACT (GCC)

Please refer the link <https://spmciil.com/uploaddocument/GCC/new.pdf> for the following:

- 1) *Part I: General Conditions of Contract Applicable to All Types of Tenders*
- 2) *Part II: Additional General Conditions of Contract applicable to Specific Types of Tenders*

Section V: SPECIAL CONDITIONS OF THE 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 of variation in their provisions through SCC. There could be other clauses in SCC as deemed fit)

Sl.No	GCC Clause No.	Topic	Modify/Substitute/ Supplement	SCC Provision
1	6.1, 6.2, 6.3 & 6.5	Performance Bond/ Security	Modify	SCC 1 (Mentioned Below)
2	16.2,16.4	Warrantee Clause		Not Applicable
3	21.	Taxes and Duties	Modify	SCC 2 (Mentioned Below)
4	22	Terms and Mode of payments	Modify	SCC 3 (Mentioned Below)
5	24.1	Quantum of LD	Modify	SCC 4 (Mentioned Below)
6	29.	Termination for convenience	Modify	SCC 5 (Mentioned Below)

SCC 1 Performance Bond/Security Deposit: The supplier shall furnish performance security for an amount equal to 3% of the total value of the contract and valid up to 60 (Sixty) days beyond the date of completion of all contractual obligations by the supplier, within 21 (twenty-one) days after the issue of Notification of Award.

The performance security shall be denominated in Indian Rupees and shall be in one of the following terms:

- Account Payee Demand Draft or Fixed Deposit Receipt drawn on any commercial bank in India, in favour of India Government Mint, Hyderabad (A unit of SPMCIL).
- Bank Guarantee issued by a commercial bank in India, in the prescribed form as provided in section XV of this document.

SCC 2 Taxes and Duties: Supplier shall be entirely responsible for all taxes, duties, fees, levies. Etc. incurred until delivery of the contracted goods to India Government Mint, Hyderabad.

SCC 3 Terms and Mode of Payments: Payment shall be made within 30 days after successful delivery of goods and acceptance of the material as per time to time requirement of IGMH.

SCC 4 QUANTUM OF LD: If the supplier fails 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 deduction of the 10% of the delayed goods' or services' contract price(s).

SCC 5 TERMINATION FOR CONVENIENCE: 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

Sch. No	Brief description of goods and services (Related specifications etc. are in Section-VII)	Accounting unit	Quantity	Amount of Earnest Money (INR)	Place of Delivery for GST purpose
01.	Brown Card 300GSM Envelope 10*13 inches	EA	70,000	Rs. 59,600 (Rs. Fifty Nine Thousand Six hundred only)	India Government Mint, Hyderabad - 500051, Telangana, India.

- Contract Period:** The contract period will be for 1 years and material shall be delivered as and when required by IGMH.
- Required Terms of Delivery:** F.O.R¹ India Government Mint, Hyderabad.
- Destination:** India Government Mint, P.B. NO. 10, H.C.L. POST, I.D.A. PHASE II, CHERLAPALLY, HYDERABAD – 500 051. (TELANGANA)
- The duly filled **Checklist** in **Annexure- I: INDEX** may please be placed on top of all the documents along with Techno-commercial Bid.
- The bidder has to sort and arrange the documents as per **Checklist** in **Annexure- I: INDEX** of this document and *only then* numbering of the document(s) maybe done accordingly
- All the Documents/Copies submitted by the tenderer shall be complete in every aspect with all their enclosures/ attachments **duly numbered and signed on each and every page of the bid.**
- Revealing of Price in Techno-commercial Bid would only lead for rejection of Bid.
- Price bid will be considered of those firms who will qualify in the Techno-commercial bid. The opening date of the financial bid will be intimated accordingly to those firms who have qualified in Techno-Commercial Bid.
- Authorized representative of the bidder, who wishes to attend the bid opening, need to submit the **Section XVII: Letter of Authority for attending a Pre-bid Conference/Bid Opening** which is available with the tender document while attending the tender opening.
- Bidder has to furnish stipulated documents in support of fulfilment of qualifying criteria. Non-submission or incomplete submission of documents may lead to rejection of offer.**

¹Free On Road

Annexure-I: INDEX

(Please Tick Mark appropriately for Produced/Submitted Documents)

PART -I: TECHNO-COMMERCIAL BID: (1st Cover/Envelope)					
S.No	Description	Submitted		Page No.	
		YES	NO	From	To
1.	a.) Udyog Aadhaar Memorandum (UDYAM) Certificate (Or)				
	b.) Nation Small Industries Corporation (NSIC) Certificate (Or)				
	c.) District Industries Center (DIC) Certificate (Or)				
	d.) Small Scale Industries (SSI) Certificate (Or)				
	e.) Start-up Registration Certificate				
2.	Earnest Money Deposit				
3.	Tender Form: Section X of the Tender Document (Duly filled, stamped and Signed) (Do not reveal Price here)				
4.	Vendor Details: Section XII of the Tender Document (Duly filled, stamped and Signed)				
5..	Copy of PAN Certificate				
6.	Copy of GST registration Certificate				
7.	Make in India Declaration				
8.	Technical offer clearly mentioning brand name with specification				
9.	Authorization with the seal of the company indicating that authorized signatory is competent and legally authorized to submit the tender and/or to enter into legally binding contract. (Section XVII)				
10.	All the pages of Current Tender Document duly signed and stamped on every page. (Acceptance to all term and condition of the tender without any deviations)				
11.	Documentary Evidence towards Experience and Past performance as per Clause 1.of Section IX.				
12.	Documentary Evidence towards Capability, equipment and Manufacturing facilities as per Clause 2. of Section IX				
13.	Documentary Evidence towards Financial Standing as per as per Clause 3. (a), (b) & (c) of Section IX. (Tick mark the Following appropriately)				
	13.1 CA Certified Balance Sheet of FY 2018-19				
	13.2 CA Certified Balance Sheet of FY 2019-20				
	13.3 CA Certified Balance Sheet of FY 2020-21				
	13.4 CA Certified Profit & Loss Statements of FY 2018-19				
	13.5 CA Certified Profit & Loss Statements of FY 2019-20				
	13.6 CA Certified Profit & Loss Statements of FY 2020-21				
PART II - FINANCIAL BID: (2ND COVER/ENVELOPE)					
S.No	Description	Submitted		Page No.	
		YES	NO	From	To
1.	Duly filled Section XI: Price Bid				

Section VII: TECHNICAL SPECIFICATIONS

Item/Machine/Equipment/Goods:

i). Envelopes for dispatch of commemorative coins

Technical Specifications:

With reference to above IGMH has to do Packing of various themes commemorative coins and dispatch to customers.

Brown Card 300 GSM Envelope size 10 x 13 inches with lamination and inside air bubble for UNC packing.

Description: Inside 2" bubble sheet pasting envelop top double colour printing gumming for pasting good quality brown card or white card.

These envelopes quantity will be supplied by the firm weekly basis or as and when required by IGMH.

Demand of envelope may vary and it depends upon customer demand.

Supplier is in a position to supply desired quantity as per the user department of IGMH.

IGMH may issue PO for 1 year as a delivery period.

Supplier has to deliver envelopes at Mint.

No additional cost given for transportation.

Section VIII: QUALITY CONTROL REQUIREMENTS

The quality control requirement shall be in line with Section VII: Technical specifications.

Section IX: QUALIFICATION/ ELIGIBILITY CRITERIA

1. Experience & Past Performance:

The bidder (manufacturer or principal of authorised representative) should have manufactured and supplied similar kind of envelopes as mentioned in section VII of at least 28,000Nos in any one of the last five years ending on the previous day of tender opening date.

***Note:** Copies of work orders/award letters along with certificates of successful completion of the similar job/ services executed by the bidders during last 5 years ending on date of previous day of tender opening date as a supporting document shall be attached with techno-commercial bid.*

2. Capability, Equipment & Manufacturing Facilities:

The bidder must have an annual capacity to manufacture and supply similar kind of envelopes as mentioned in section VII of at least 28,000 sets of the requirement. The bidder has to submit relevant documents for the same.

Note:

- a. At the discretion of the Competent Authority of IGM, Hyderabad the Capacity / Capability Assessment / Verification of bidder / manufacturer firm(s) might be undertaken by Committee or through a third-party Technical Consultancy / Inspection agency to ensure that the firm is/are identified and capable to supply the item/material/product as required.*
- b. All experience, past performance and capacity/capability related/date 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 may be verified from the parties for whom work has been done.*

3. Financial standings:

- a) The Average Annual Turnover of the Bidder firm during the last three Financial Years ending on 31.03.2021 i.e., 2018-19, 2019-20 and 2020-21 should be more than **Rs.12,00,000/-** as per annual report (audited balance sheet and Profit & Loss sheet) of the last three Financial Years i.e., 2018-19, 2019-20 and 2020-21, duly authenticated by a Chartered Account/Cost Accountant in India.
- b) Bidder Firm should not have suffered any financial loss for more than one year during the last three years up to Financial Year ending on 31.03.2021 i.e., 2018-19, 2019-20 and 2020-21.
- c) The net worth of the firm should:
 - I. Not be negative as on 31.03.2021.
 - II. Not have eroded by more than 30% in the last three years up to Financial Years ending 31.03.2021 i.e., 2018-19, 2019-20 and 2020-21.

4. Firms which come under Micro & Small Enterprises and start-up are exempted from Experience & Past Performance (Point No.1) and Annual Turnover of qualification and eligibility criteria subject to submission of valid UDYAM registration certificate for the **Tendered Item (which clearly indicates the status of firm) in order to be eligible for MSE benefits which should be valid at least during the validity of tender.**

Section X: TENDER FORM

Date.....

To

.....
.....
.....

(Complete address of I.G Mint, Hyderabad)

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 up to -----, as required in the GIT clause19, 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:

- ☐ Company /Partnership Firm /Proprietary Concern / Society/Trust / NGO/Others (Please Specify):
.....
- ☐ Micro/ Small / Medium Enterprise/ SSI/ Govt. Deptt. / PSU/ Others:
- ☐ Name of MSME Registering Body (NSIC/ DIC/ KVIC/KVIB etc.):
- ☐ MSME Registration no. (with copy of registration):

- ☐ Udyog Aadhaar Memorandum no:
- ☐ 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 understood that any wrong or misleading self-declaration by us would be violation of code of Ethics and would attract penalties as mentioned in this tender document, including debarment.

.....
(Signature with date)

.....
(Name and designation)

Duly authorized to sign tender for and on behalf of

.....
.....

Tender No: 6000017308

Section XI: PRICE SCHEDULE

To,
Chief General Manager
India Government Mint, Hyderabad

OFFER FORM for Tender No..... Date of Opening.....Time..... Hours.....

We.....hereby certify that we are established firm of manufacturers/authorized agents of M/s.with factories atwhich are fitted with modern equipment and where the production methods, quality control and testing of all materials and parts manufactured or used by us are open to inspection by the representative of(Name of Purchaser). We hereby offer to supply the following items at the prices indicated below:-

Schedule No.	Description	Specification	Unit	Qty	Total Price per unit (in Indian Rupees) See table below for Break-up Price	Total value of offer (in Indian Rupees)
1	2	3	4	5	6	7
01.	Brown Card 300GSM Envelope 10*13 inches	As per Section VII of this tender document	EA	70,000.00		

Break-up of Price in Column -6 (In Indian Rupees)

Ex-Factory Price after considering input GST credit available to vendor	HCSN Code	GST % (incl. GST Cess if any) with Break-up of CGST/STGST/UTGST/IGST	Per Unit GST total	Packing & forwarding in detail	F.O.R. station of Despatch Price	Freight (& Insurance charges up to Destination	FOR Destination Price
A	B	C	D	E	F	G	H



Tender No: 6000017308

1. Scope of Supply: (Cost break-up of the quoted cost, showing inter-alia costs of all the concomitant Installation/ Commissioning/ Training/ Technical Support/ incidental services/ software/ accessories, considered necessary to make the proposal self-contained and complete must be indicated here.)

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)

-
3. It is hereby certified that we have understood the General and Special Instructions to Tenderers (GIT and SIT), and also the General and Special Conditions of Contract (GCC and SCC) attached to the tender and have thoroughly examined specifications/ Quality Control Requirements and other stipulations in Section VII & VIII – Technical Specifications and Quality Control Requirements; and are thoroughly aware of the nature of stores required and our offer is to supply stores strictly in accordance with the requirements and according to the terms of the tender. We agree to abide solely by the General and Special Conditions of Contract and other conditions of the tender in accordance with the tender documents if the contract is awarded to us.
4. We hereby offer to supply the stores detailed above or such portion thereof, as you may specify in the acceptance of tender at the price quoted and agree to hold this offer open for acceptance for a period of ---- days from the date of opening of tender (i.e., upto -----), We shall be bound by the communication of acceptance despatched within the prescribe time.
5. Earnests Money/Bid Guarantee for an amount equal to is enclosed in form of -----(form and reference number, date) as per the Tender Documents.

Dated.....

Signature and seal of Manufacturer/Bidder

Note:

- i. The Bidder may prepare their own offer forms as per this proforma.
- ii. No change in the proforma is permissible.
- iii. No erasures or alterations in the text of the offer are permitted. Any correction made in the offer shall be initialled by the bidder.
- iv. Figures in Columns 6 to 7 (both inclusive) and in Break-up of price in column 6, should be in both figures and words.
- v. This Section should not bring in any new Technical Parameter that has not been mentioned in the Technical Bid.

Section XII: VENDOR DETAILS

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

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

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

1. Vendor/ Contractor particulars:

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

2. Taxation Details:

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

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

.....
(Signature with date)

.....

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

For and on behalf of
.....

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

Section XIII: BANK GUARANTEE FORM FOR EMD

BANK GUARANTEE FOR BID GUARANTEE

(ON BANK'S LETTER HEAD WITH ADHESIVE STAMP)

-----Not Applicable-----

Section XIV: MANUFACTURER'S AUTHORIZATION FORM

To

.....

..... (Name and address of SPMCIL)

Dear Sirs,

Ref. Your Tender Document No....., dated

We,, who are proven and reputable manufacturers of (name and description of the goods offered in the tender) having factories at....., hereby 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 16 of the General Conditions of Contract read with modification, if any, in the Special Conditions of Contract for the goods and services offered for supply by the above firm against this tender document.

Yours faithfully,

.....

.....

[Signature with date, name, and designation]

for and on behalf of Messrs.....

[Name & address of the manufacturers]

Note: This letter of 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

**PERFORMA OF BANK GUARANTEE FOR CONTRACT PERFORMANCE
GUARANTEE BOND.**

(ON BANK'S LETTERHEAD WITH ADHESIVE STAMP)

Ref

Date

Bank Guarantee No

To,
**The Chief General Manager,
India Government Mint, Hyderabad**

Dear Sir,

1. Against contract vide Notification for Award of the Tender No dated covering supply of (hereinafter called the 'contract') entered into between the (**insert name of Purchaser**) (herein after called as the Purchaser) and M/s. (here in after called the 'Contractor'), this is to certify that, at the request of the Contractor, we (**name of the bank**), are holding in trust in favour of the Purchaser, the amount of (**write the sum here in words**), to indemnify and keep indemnified the Purchaser, against any loss or damage that may be caused to, or suffered by the Purchaser, by reason of any breach by the Contractor of any of the terms and conditions of the said contract and/or in the performance thereof. We agree that the decision of the Purchaser, whether any breach of any of the terms and conditions of the said contract and/or in the performance thereof has been committed by the Contractor; and the amount of loss or damage that has been caused or suffered by the Purchaser, shall be final and binding on us, and the amount of the said loss or damage shall be paid by us, forthwith on demand and without demur to the Purchaser.
2. We (**name of the bank**), further agree that, the guarantee herein contained, shall remain in full force and effect, for sixty days after the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period whichever is later, i.e. till, (hereinafter called the 'said date') and that if any claim accrues or arises against us (**name of the bank**), by virtue of this guarantee before the said date, the same shall be enforceable against us (**name of the bank**), notwithstanding the fact that the same is enforced within six months after the said date, provided that notice of any such claim has been given to us, (**name of the bank**), by the Purchaser, before the said date. Payment under this bond of guarantee shall be made promptly, upon our receipt of notice to that effect, from the Purchaser.
3. It is fully understood that this guarantee is effective from the date of the said contract and that we (**name of the bank**), undertake not to revoke this guarantee during its currency, without the consent in writing of the Purchaser.

4. We undertake to pay to the Purchaser, any money so demanded, notwithstanding any dispute or disputes raised by the Contractor, in any suit or proceeding pending before any Court or Tribunal, relating thereto, our liability under this present, being absolute and unequivocal. The payments so made by us under this bond, shall be a valid discharge of our liability for payment thereunder, and the Contractor shall have no claim against us, for making such payments.
5. We..... **(name of the bank)**, further agree that the Purchaser shall have the fullest liberty, without affecting in any manner our obligations hereunder, to vary any of the terms and conditions of the said contract, or to extend time of performance by the Contractor, from time to time, or to postpone for any time or form, time to time, any of the powers exercisable by the Purchaser, against the said Contractor and to for bear or enforce any of the terms and conditions relating to the said contracts and we..... **(name of the bank)**, shall not be released from our liability under this guarantee, by reason of any such variation or extension being granted to the said Contractor, or for any forbearance and/or omission on the part of the Purchaser, or any indulgence by the Purchaser towards the said Contractor, or by any other matter or thing whatsoever, which under the law relating to sureties, would, but for this provision, have the effect of so releasing us from our liability under this guarantee.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor.

Date

Place

Signature

(Printed Name)

(Designation)

Witnesses

(Bank's Common Seal)

Section XVI: CONTRACT FORM

INDIA GOVERNMENT MINT

P.B. NO. 10, H.C.L. POST, I.D.A. PHASE II, CHERLAPALLY, HYDERABAD – 500 051. (TELANGANA)

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

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

1. Name & address of the Supplier:
2. IGM's Tender document No..... dated..... and subsequent Amendment No....., dated..... (If any), issued by IGM, HYD.
3. Supplier's Tender No..... dated..... and subsequent communication(s) No..... dated (If any), exchanged between the supplier and IGM 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) SPMCIL's Notification of Award

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

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

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

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

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

- (i) Total value (in figure) _____ (in words) _____
- (ii) Delivery schedule
- (iii) Details of Performance Security
- (iv) Quality Control
 - (a) Mode(s), stage(s), and place(s) of conducting inspections and tests.
 - (b) Designation and address of SPMCIL's inspecting officer
- (v) Destination and despatch instructions
- (vi) Consignee, including port consignee, if any
- (vii) Warranty clause
- (viii) Payment terms
- (ix) Paying authority

.....

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

For and on behalf of.....

Received and accepted this contract.....

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

For and on behalf of.....

(Name and address of the supplier)

.....

(Seal of the supplier)

Date:

Place:

**Section XVII: LETTER OF AUTHORITY FOR ATTENDING A
PRE-BID CONFERENCE/BID OPENING**

(Refer to clause 24.2 of GIT)

To,
The Chief General Manager,
India Government Mint,
P.B. NO. 10, H.C.L. POST,
I.D.A. PHASE II, CHERLAPALLY,
HYDERABAD – 500 051. (TELANGANA)

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 Signature
I.		
II.		
Alternate Representative		
Signature of bidder or Officer authorized to sign the bid Documents on behalf of the bidder.		

Note:

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

Section XVIII: PROFORMA OF BILLS FOR PAYMENTS

(Refer 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	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 to clause 22.2 of GCC)

From: M/s.

Date:

To:

The Chief General Manager,
India Government Mint,
P.B. NO. 10, H.C.L. POST,
I.D.A. PHASE II, CHERLAPALLY,
HYDERABAD – 500 051. (TELANGANA)

Sub: NEFT payments

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

NATIONAL ELECTRONIC FUNDS TRANSFER MANDATE FORM

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

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

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

Date

Signature of the Customer

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

Stamp and
Signature of authorized
official of the bank

Section XX: INTEGRITY PACT

(Ref Para 44.3 of GIT)

(To be signed on Plain Paper)

-----Not Applicable-----