



**BANK NOTE PRESS DEWAS - 455001 (M.P.)**  
**A Unit of Security Printing and Minting Corporation of India Limited**  
**Miniratna Category - I CPSE**  
**Wholly owned by Government of India**  
**Tel : 07272-268253/268468 Fax : 07272-255111**  
**Web : http://bnpdewas.spmcil.com**  
**E-Mail: bnpdewas@spmCIL.com**  
**CIN No. : U22213DL2006GOI144763**

**ANNEXURE - I**

**MANDATORY CHECKLIST**  
**(To be submitted along with Techno-commercial Bid)**

Sr. No.	Description	Yes/No
1.	Tender submitted in two bids i.e. (Techno-Commercial+ Price Bids).	<input type="checkbox"/>
2.	The Tender should be submitted in English Language. The authenticated copies of the documents in support of the applicant's claims may be submitted in Hindi/English Language.	<input type="checkbox"/>
3.	<b>EMD Rs. 9,000/- submitted in Techno-commercial Bid.</b> - In addition to above, firms participating as MSE/NSIC/DIC/Start-up India Campaign, needs to enclosed certificates containing validity (including registered category-if any).	<input type="checkbox"/>
4.	<b>CATEGORY OF MSME FIRMS</b>	
	<b>SC</b>	<input type="checkbox"/>
	<b>ST</b>	<input type="checkbox"/>
	<b>GEN</b>	<input type="checkbox"/>
5.	<b>Owner of the company</b>	
	<b>Male</b>	<input type="checkbox"/>
	<b>Female</b>	<input type="checkbox"/>
6.	<b>For MSEs- Provided Bid security declaration against EMD.</b>	<input type="checkbox"/>
7.	Provided the Names of Organization(s) / Firm(s) with Addresses & Telephone Numbers, Fax Numbers, E-mail addresses to which they have provided similar type of Items/services annually during the last five years in Techno-commercial Bid.	<input type="checkbox"/>
8.	Power of attorney / Authorization indicating that authorized signatory is competent & legally authorized to submit the tender and /or to enter into legally binding contract enclosed in Techno-commercial Bid.	<input type="checkbox"/>
9.	Sealed & signed copy of each page of tender document submitted along with techno-commercial bid as a token of acceptance of all terms & conditions enclosed.	<input type="checkbox"/>
10.	A Copy of the price bid proforma submitted alongwith Techno-Commercial Bid leaving blank the price portion (i.e. showing the unit, currency & total price of the Item / Material offered as xxxx) so as to indicate the Item / Material being offered is enclosed.	<input type="checkbox"/>
11.	Copy of GST/PAN /TAN number/ TIN number enclosed in Techno-commercial Bid. Please do not fill the prices in Section-X-Tender Form.	<input type="checkbox"/>
12.	Undertaking/declaration certificate for not suspended/ banned by any Ministry/ Deptt. of Government of India or by any State Govt must be submitted in technical bid by the bidder.	<input type="checkbox"/>
13.	Tender validity 120 days given.	<input type="checkbox"/>
14.	Delivery Schedule accepted as per tender.	<input type="checkbox"/>
15.	Payment terms accepted as per tender.	<input type="checkbox"/>

**NOTE:**

1. The above check list duly filled must be submitted along with techno-commercial bid.
2. No price component has to be mentioned in above checklist, otherwise offer will be rejected.

**Signature and Seal of bidder**





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**E-Mail : [bnpdewas@spmcil.com](mailto:bnpdewas@spmcil.com)**

**NOT Transferable**

**Security Classification: Non Security**

**TENDER DOCUMENT FOR PROCUREMENT OF: COMPREHENSIVE AMC OF PRINTERS, SCANNERS, COPIER & REFILL AND REPAIR OF CARTRIDGE TONER**

**TENDER NUMBER: 6000017345/BNP/P/IT/CAMC PRINTER/OT/22, Dt:05.04.2022**

**This Tender Document Contains 39 Pages.**

**Tender Document is sold to:**

The Bidder, (104573)

INDIA

**Details of Contact person in SPMCIL regarding this tender:**

**Name** : Mangesh Kasvekar

**Designation** : Dy. General Manager (Purchase)

**Address** : BNPD (BANK NOTE PRESS, DEWAS)

INDIA



**SECTION I: NOTICE INVITING TENDER (NIT)**

**Tender No. 6000017345/BNP/P/IT/CAMC PRINTER/OT/22,**

**Dt.05.04.2022**

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

S. No.	Brief Description of Goods/Services	Quantity Required	EMD	Remarks
1.	<b>COMPREHENSIVE ANNUAL MAINTENANCE OF PRINTERS, SCANNERS, COPIER</b>	As per Section VII	<b>Rs.9,000.00</b>	Kindly refer to section VI and VII for list of requirement and technical specification.
2.	<b>REFILL AND REPAIR OF CARTRIDGE TONER</b>	As per Section VII		
Type of Tender			<b>TWO-BID Open Tender (National Competitive Bid)</b>	
Dates of sale of tender documents:			NA	
Place of sale of tender documents			NA	
Closing date and time for receipt of tenders			<b>10.05.2022 up to 14:30:00</b>	
Place of receipt of tenders			BANK NOTE PRESS, DEWAS	
Date and Time of opening of tenders			<b>10.05.2022 at 15:00:00</b>	
Place of opening of tenders			BANK NOTE PRESS, DEWAS	
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21, 21.1 of GIT)			Mangesh Kasvekar Dy. General Manager (Purchase)	

2. Interested tenderers may obtain further information about this requirement from the above office selling the documents. They may also visit our website mentioned above for further details.
3. Tenderer may also download the tender documents from the web site <http://bnpdewas.spmcil.com> and submit its tender by utilizing the downloaded document.
4. 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.  
Address:  
The Chief General Manager  
Administration Block Gate,  
Bank Note Press, Dewas (M.P.) 455 001.
5. 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.
6. The tender documents are not transferable.
7. The offer submitted by the firm should be valid for **120 Days** from the date of opening of tender Document.
8. The bidder has to submit the quotation strictly as per our tender enquiry specification and terms and Conditions only.



9. In case the list of requirements contains more than one schedule, the responsive tenders will be Evaluated and compared separately for each schedule.
10. RIGHT OF ACCEPTANCE: - The Chief General Manager, Bank Note Press, Dewas reserves the right to reject any or all tenders without assigning any reasons thereof.
11. The tender / bid / quotation should be submitted in Two Bid separate double sealed envelopes strictly as per **SIT : 8 Submission of Tender of Section III: Special Instructions to Tenderers (SIT)** and its sub clause **Non-Adherence to this shall make tender liable for rejection.**

**12. SPECIAL INSTRUCTIONS:**

- i Relaxation of norms for Startups and Micro and Small Enterprises on Prior Experience, Prior Turnover Criteria may be given subject to meeting of quality and technical specifications as per circular no.1(2)(1)2016-MA dt.10.03.2016 issued by Govt. of India, Ministry of Micro, Small & Medium Enterprises, New Delhi.
- ii Order No P-45021/2/2017-B.E.-II Dt:15.06.2017 for Public Procurement (Preference to Make in India) issued by Ministry of Commerce and Industry, Department of Industry and Internal Trade (Public Procurement Section), and Order No 6/18/2019-PPD Dt:23.07.2020 for prior registration on procurement from bidders from a country or countries on ground of Defence of India and national Security, issued by Ministry of Finance, department of Expenditure (Public Procurement Division) will be applicable as per guidelines of Government of India.

13. The Chief General Manager, BNP Dewas reserves the right to accept/reject /cancel any or all tender document without assigning any reason thereof. Chief General Manager, BNP Dewas also reserves the right to accept the tender in whole or part. Incomplete documents not submitted in accordance with the directions issued shall be liable for rejection.



*Mangesh Kasvekar*  
05/09/2022

**Mangesh Kasvekar**  
Dy. General Manager (Purchase)  
For and on behalf of Chief General Manager  
Bank Note Press, Dewas  
Telephone No. 07272-268468/268253  
E-mail: [bnppurchase@spmci.com](mailto:bnppurchase@spmci.com)

**Mangesh Kasvekar**  
उप महाप्रबंधक (प्राय एवं भण्डार)  
Dy. General Manager (Purchase & Store)  
बैंक नोट मुद्रणालय, देवास - 455001  
Bank Note Press, Dewas - 455001

## SECTION II: GENERAL INSTRUCTIONS TO TENDERERS (GIT)

### *Part I & II: General Instructions Applicable to all Types of Tenders*

Please refer to our website for:

<http://www.spmcil.com/spmcil/UploadDocument/GIT.pdf>



### 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 provision contained in the SIT shall prevail.

S.No.	GIT Clause No.	Topic	SIT Provision
1	4	Eligible Goods / Services (Origin of Goods / Services)	<b>SIT - 1 (Mentioned below)</b>
2	8	Pre bid Conference	Not applicable
3	9	Time Limit for receiving request for clarification of Tender Documents	<b>SIT - 2 (Mentioned below)</b>
4	11.2	Tender Currency	<b>SIT - 3 (Mentioned below)</b>
5	12.10	Applicability of Octroi and Local taxes	<b>SIT - 4 (Mentioned below)</b>
6	12.6	GST details	<b>As per GIT condition 12.6</b>
7	14	PVC Clause & Formula	<b>SIT -5 (Mentioned below)</b>
8	19	Tender Validity	<b>SIT - 6 (Mentioned below)</b>
9	20.4	Number of Copies of Tenders to be submitted	<b>SIT - 7 (Mentioned below)</b>
10	21	Submission of Tender	<b>SIT - 8 (Mentioned below)</b>
11	33	Evaluation Criteria	<b>SIT - 9 (Mentioned below)</b>
12	35.2	Additional Factors for Evaluation of Offers	<b>SIT – 10 (Mentioned below)</b>
13	35.3	Price Preference	<b>Not applicable</b>
14	43	Parallel Contracts	<b>SIT – 11 (Mentioned below)</b>
15	50	Tender For rate Contracts	Not Applicable
16	51	Eligibility Criteria	<b>As Mentioned in Section IX</b>
17	52	Tenders involving Pre-Production Samples	<b>Not applicable</b>
18	53	EOI Tenders	Not Applicable
19	54	Tenders for Disposal of Scrap	Not Applicable
20	55	Development/ Indigenization Tenders	Not Applicable
21		Site Inspection	Not Applicable
22		Earnest Money Deposit	<b>SIT -12 (Mentioned below)</b>

**SIT 1: Eligible Goods:** All goods to be supplied under the contract shall have their origin in India or Indian Agent in case of imported item, subject to any restriction imposed in this regard in Section III (SIT). The term "origin" used in this clause means the place where the goods are mined, grown, produced, or manufactured or from where the related services are arranged and supplied.

**SIT 2: Clarification of Tender Documents:** A Tenderer requiring any clarification or elucidation on any issue of the tender documents may take up the same with BNP DEWAS in writing or by fax / e-mail/ post. BNP DEWAS will respond in writing to such request provided the same is received by BNP DEWAS not later than **21 Days** prior to the prescribed date of submission of tender. In case the clarifications are not given by BNP Dewas in stipulated time frame then the bidder must strictly follow the tender terms & conditions. Copies of the query and clarification, if any shall be sent to all prospective bidders who have purchased the bidding documents.



**SIT 3: Tender currencies:** The tenderer shall quote only in **Indian rupees**. Supplier is requested to quote price within 2 decimal place. Quotation with price quote beyond 2 decimal place will be ignored.

**SIT 4: Wherever GST is applicable, the following may be noted:-**

- i The tenderer should quote the exact percentage of GST that they will be charging extra.
- ii While quoting the rates, tenderer should pass on (by way of reduction in prices) the set off/input tax credit that would become available to them by switching over to the system of GST from the erstwhile system of sales tax, duly stating the quantum of such credit per unit of the item quoted for.
- iii The tenderer while quoting for tenders should give the following declaration:  
"We agree to pass on such additional set off/input tax credit as may become available in future in respect of all the inputs used in the manufacture of the final product on the date of supply under the GST scheme by way of reduction in price and advise the purchaser accordingly."
- iv The supplier while claiming the payment shall furnish the following certificate to the paying authorities: "We hereby declare that additional set offs/input tax credit to the tune of Rs. \_\_\_\_\_ has accrued and accordingly the same is being passed on to the purchaser and to that effect the payable amount may be adjusted .

**SIT 5: Price Variation Clause:** The prices should be firm & fixed during the entire currency of the contract

**SIT 6 : Tender Validity**

- The tenders shall remain valid for acceptance for a period of **120 days** after the date of tender opening prescribed in the tender document. Any tender valid for a shorter period shall be treated as unresponsive and rejected.
- In exceptional cases, the tenderers may be requested by BNP DEWAS to extend the validity of their tenders upto a specified period. Such request(s) and responses thereto shall be conveyed by surface mail or by fax/e-mail followed by surface mail. The tenderers, who agree to extend the tender validity, are to extend the same without any change or modification of their original tender and they are also to extend the validity period of the EMD (If applicable) accordingly. A tenderer, however, may not agree to extend its tender validity without forfeiting its EMD.
- In case the day upto which the tenders are to remain valid falls on/ subsequently declared a holiday or closed day for BNP DEWAS, the tender validity shall automatically be extended upto the next working day.
- **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 7 : Number of Copies of Tenders to be submitted :**  
Tenderer shall submit their tender in "**Original**" only.

**SIT 8 : Submission of Tender :**  
Techno-commercial bid and Price Bid are to be submitted in **Two Separate** double sealed Envelopes on or before the due date of the submission of the tender as stated below otherwise tender / bid /quotation shall be liable for rejection.



**Part-I: Techno-commercial bid [First Envelope]**

- I. Mandatory Check List
- II. The tenderer has to submit sealed & signed tender document by authorized signatory of the tenderer as a token of acceptance of all section/terms & conditions of this tender document.
- III. **EMD Rs.9,000/-** must be valid for at least 45 days beyond the validity of tender. i.e. 120 days +45 days= 165 days. EMD must be submitted along with the tender in form of DD/FDR/Bankers Cheque only in favor of “The General Manager, Bank Note Press, Dewas” Payable at Dewas, failing which the offer will be ignored.
- IV. The firm who are registered under NSIC, Micro & Small Enterprises (MSE)/ Startups may be exempted from submitting the EMD on producing valid certificate 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
- V. **For MSE firm - Bid Security Declaration:** - Against EMD, bidder firm have to submit a seal & sign “Bid Security Declaration” accepting that if the firm withdraw or modify their bid during the period of bid validity after opening of tender they will be suspended for a period of 3 years from the date of opening of tender. (As per letter no. F.9/4/2020-PPD Ministry of Finance, Department of Expenditure dated 12.11.2020)  
In addition to above, firms participating as MSE/NSIC/DIC/Start-up India Campaign, needs to enclosed certificates containing validity (including registered category-if any).
- VI. Relaxation of norms for Startups and Micro and Small Enterprises on Prior Experience, Prior Turnover Criteria may be given subject to meeting of quality and technical specifications as per circular no.1(2)(1)2016-MA dt.10.03.2016 issued by Govt. of India, Ministry of Micro, Small & Medium Enterprises, New Delhi.
- VII. Relaxation may be given under Order No P-45021/2/2017-B.E.-II Dt:15.06.2017 for Public Procurement (Preference to Make in India) issued by Ministry of Commerce and Industry, Department of Industry and Internal Trade (Public Procurement Section), and Order No 6/18/2019-PPD Dt:23.07.2020 for prior registration on procurement from bidders from a country or countries on ground of Defence of India and national Security, issued by Ministry of Finance, department of Expenditure (Public Procurement Division).
- VIII. **Manufacturer authorization Form:** - Not Applicable.
- IX. Power of attorney / Authorization indicating that authorized signatory is competent & legally authorized to submit the tender and /or to enter into legally binding contract.
- X. The bidder should not be suspended/ banned by any Ministry/ Deptt. of Government of India or by any State Govt. Undertaking/declaration certificate for the same must be submitted in Technical bid.
- XI. The bidder has to submit all the documents & relevant proof in support of relevant clauses mentioned in **Section - VI: List of Requirement, Section -VII: Technical Specification and Section -IX: Eligibility Criteria.**





- XII. A Copy of the price bid proforma shall be submitted alongwith **Techno-commercial Bid** leaving blank the price portion (i.e. showing the unit, currency & total price of the goods offered as xxxx) so as to indicate the goods being offered. It may be noted that the price is **NOT** to be quoted with the techno-commercial Bid **otherwise the tender shall be liable for rejection.**

**Part-II: - Price Bid [Second Envelope]**

- The tenderer shall quote their prices strictly as per the proforma given in **Section-XI** of the tender document. No additional / extra item with price shall be included other than that of **Section-XI**.

**NOTE:-**

The envelopes containing bids shall be super scribed as **Techno-commercial Bid and Price Bid separately** for Procurement of **“CAMC OF PRINTERS, SCANNERS, COPIER & REFILL AND REPAIR OF CARTRIDGE TONER”**. The sealed envelopes shall be again put in another envelope and should be sealed & super scribed as tender for **“CAMC OF PRINTERS, SCANNERS, COPIER & REFILL AND REPAIR OF CARTRIDGE TONER”** Due on: **10.05.2022** up to **14.30 hrs.**

- i. If the tender is not submitted as per above format, offer / bid / tender will be liable for rejection.
- ii. Late tender shall not be accepted. Tenderer shall submit their offer only on prescribed form. Tenders by fax/email shall not be accepted. Tender by post / hand/ courier received on or before the due date & time shall be accepted. Postal delay / delay by courier services etc. shall not be condoned, what so ever reason may be.

**SIT 9: Evaluation Criteria:**

- In the first instance, the **Techno-commercial Bid (The Techno-commercial part)** of the tender document will be considered for the evaluation. These offers/bids will be scrutinized & evaluated by the committee/authority with reference to the parameters prescribed in the **Section - VI: List of Requirement, Section -VII: Technical Specification, Section -IX: Eligibility Criteria** of the tender document .If the clarifications required by the purchaser the bidder have to submit their reply within stipulated time period by fax /email/courier/speed post accordingly the offers submitted by the firms would be scrutinized & evaluated.
- In the Second stage, the **Price Bid** of only eligible/the techno-commercial acceptable offers (as mentioned in first stage) will be opened for further scrutiny & evaluation. The evaluation criteria for awarding the contract shall be given to L1 Bidder as per **Section-XI of the Price Bid.**
- L1 will be decided on totality of the offer (Schedule A + Schedule B).

**SIT 10: Additional Factors for Evaluation of Offers:-**

Since the work is not splittable MSE quoting price within price band of L1+15% shall be allowed the total quantity by bringing down their price to L1 price where L1 is non MSEs.

**SIT 11: Parallel Contract: Not Applicable.**





## SIT 12: Earnest Money Deposit:

### For MSE firm:

Against EMD, bidder firm have to submit a seal & sign "**Bid Security Declaration**" accepting that if the firm withdraw or modify their bid during the period of bid validity after opening of tender they will be suspended for a period of 3 years from the date of opening of tender. ( As per letter no. F.9/4/2020-PPD Ministry of Finance, Department of Expenditure dated 12.11.2020)

In addition to above, firms participating as MSE/NSIC/DIC/Start-up India Campaign, needs to enclosed certificates containing validity (including registered category-if any).

### For other firm:

**EMD of Rs.9,000/-** must be valid for at least 45 days beyond the validity of tender. i.e. 120 days +45 days= 165 days. EMD must be submitted along with the tender in form of DD/FDR/Bankers Cheque only in favor of "**The General Manager, Bank Note Press, Dewas**" Payable at Dewas, failing which the offer will be ignored.



## SECTION IV: GENERAL CONDITIONS OF CONTRACT (GCC)

### Part I: General Conditions of Contract applicable to all types of Tenders

Please refer to our website for:

<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.

S. No	GCC Clause No.	Topic	SCC Provision
1	8.2	Packing and Marking	SCC - 1 (Mentioned below)
2	11.2	Transportation of Domestic Goods	SCC - 2 (Mentioned below)
3	12.2	Insurance	SCC - 3 (Mentioned below)
4	14.1	Incidental Services	Not Applicable
5	15	Distribution of Dispatch Documents for clearance/ Receipt of Goods	SCC - 4 (Mentioned below)
6	16.2,16.4	Warrantee Clause	SCC - 5(Mentioned below)
7	19.3	Option Clause	SCC - 6 (Mentioned below)
8	20.1	Price Adjustment Clause	Not Applicable
9	21.2	Taxes and Duties	SCC - 7 (Mentioned below)
10	22,22.1,22.2,22.4,22.3, 22.6	Terms and Mode of payments	SCC - 8 (Mentioned below)
11	24.1	Quantum of LD	SCC - 9 (Mentioned below)
12	25.1	Bank Guarantee and Insurance for Material Loaned to Contractor	Not Applicable
13	33.1	Resolution of Disputes	SCC - 10 (Mentioned below)
14		Disposal/ Sale of Scrap by Tender	Not Applicable
15	36.3.2,36.3.9	Arbitration Clause	SCC -11 (Mentioned below)
16		Failure & Termination Clause	SCC -12 (Mentioned below)
17		Force Majeure Clause	SCC -13 (Mentioned below)

### SCC - 1: Packing and Marking:

The quality of packing, the manner of marking within & outside the packages and provision of accompanying documentation shall strictly comply with the requirements as provided in Technical Specifications and Quality Control Requirements under Sections VII and VIII and in SCC under Section V. In case the packing requirements are amended due to issue of any amendment to the contract, the same shall also be taken care of by the supplier accordingly.

**SCC - 2: Transportation of Domestic Goods:** The transportation of the goods to be procured will be done by the supplier on FOR BNP Dewas Basis. The total cost of the transportation should also be indicated in the price bid of the item to be procured.

**SCC - 3: Insurance:** As the supplier has to deliver the material on FOR BNP Dewas Basis therefore the cost of the insurance will also the part of the total cost of the material born by the supplier. The insurance charges should also be indicated in the price bid of the material/item.



**SCC - 4: Distribution of Despatch Documents for Clearance/ Receipt of Goods :** The supplier shall send all the relevant despatch documents well in time to BNP DEWAS to enable BNP DEWAS to clear or receive (as the case may be) the goods in terms of the contract.

**SCC-5: Warranty Clause :** As it is CAMC, Warranty not applicable.

**SCC-6: Option Clause:** The Purchaser 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.

**SCC-7: Taxes and Duties:** Supplier shall be entirely responsible for all taxes, fees, levies etc. incurred until delivery of the contracted goods to BNP DEWAS.

**SCC-8: Terms and Mode of Payment: 100% Payment will be released in quarterly basis** after submission of bill and certification of the bill by the Officer In charge (Authorized officer of BNP, Dewas) after completion of each services/successful repair work & inspection, Acceptance of quarterly service by user department. The payment will be done **through NEFT/RTGS Only**. Therefore, the suppliers have to produce all the Bank details such as - Name of Bank, Account No., IFSC Code No., MICR No. along with the Tender Document.

**SCC-9: Quantum of Liquidated damages :** If the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame(s) incorporated in the contract, BNP DEWAS shall, without prejudice to other rights and remedies available to BNP DEWAS under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the  $\frac{1}{2}\%$  (0.5%) percent + 18% GST (or any other percentage if prescribed in the SCC) 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% percent+ 18% GST (or any other percentage if prescribed in the SCC) of the delayed goods' or services' contract price(s). During the above mentioned delayed period of supply and / or performance, the conditions incorporated under GCC sub-clause 23.4 shall also apply.

**SCC-10: Resolution of disputes:**

If dispute or difference of any kind shall arise between BNP DEWAS and the supplier in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within twenty one days of its occurrence, then, unless otherwise provided in the SCC, either BNP DEWAS or the supplier may seek recourse to settlement of disputes through arbitration as per The Arbitration and conciliation Act 1996 as per following clause.

**SCC-11: Arbitration Clause:** All disputes & differences arising out of or in any way touching or concerning this agreement (except those for which specific provision has been made therein) shall be referred to Sole Arbitrator to be appointed by CMD, SPMCIL. This contract has to be interpreted in accordance with the laws of the Union of India and arbitration proceedings shall be conducted in India under the Arbitration and conciliation Act 1996. The Arbitrator so appointed shall be an SPMCIL Officer who had not dealt with matters to which this agreement relates and in course of his duties had not expressed views on all or any of the matter in dispute or differences. The Award of the Sole Arbitrator shall be final and binding on the parties.



### SCC-12: Failure & Termination

A) Cancellation of contract for Default: Without prejudice to any other remedy for breach of contract, like removal from the list of registered supplier, by written notice of default sent to the supplier, the contract may be terminated in whole or in part:

- (i) If the supplier fails to provide any or all the goods within the time period (s) specified in the contract, or any extension thereof granted
- (ii) If the supplier fails to perform any other obligation under the contract within the period (s) specified in the contract or any extension thereof granted.

B) Termination of Contract for convenience: Bank Note Press, Dewas (M.P.) may at any time terminate the Contract by giving you one month's prior notice in writing to that effect and shall have the liberty to appoint any other agency to carry out your obligations under this Contract.

### SCC-13: Force Majeure:

12.1 In the event of any unforeseen event directly interfering with the supply of stores arising during the currency of the contract, such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the Contractor shall, within a week from the commencement thereof, notify the same in writing to the Purchaser with reasonable evidence thereof. Unless otherwise directed by in writing, the supplier shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

If the force majeure condition(s) mentioned above be in force for a period of 90 days or more at any time, either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days' notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other, save and except those which had occurred under any other clause of this contract prior to such termination.

12.2 Notwithstanding the provisions contained in GCC clauses 23, 24 and 26, the supplier shall not be liable for imposition of any such sanction so long the delay and/ or failure of the supplier in fulfilling its obligations under the contract is the result of an event of Force Majeure.

12.3 In case due to a Force Majeure event is unable to fulfill its contractual commitment and responsibility, BNP Dewas will notify the supplier accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.



## SECTION VI: LIST OF REQUIREMENTS

S. No.	Brief Description of Goods	Quantity Required
1.	<b>COMPREHENSIVE AMC OF PRINTERS, SCANNERS, COPIER &amp; REFILL AND REPAIR OF CARTRIDGE TONER</b>	<b>As per Section VII</b>

1. **Required Terms of Delivery & Destination:** FOR BNP Dewas.
2. **Replacement:** If the material is rejected for any reason the supplier have to replace the material at firms own cost and risk from our press.
3. **Required Delivery Schedule:** The agreement will be effective and valid for the period of TWO years with effect from the date of first servicing. If the services are found satisfactory during the period of first year, the agreement may be extended further for ONE more year (Total TWO Years) with the same terms & conditions and charges.
4. **Preferred mode of Transportation:** As desired by the bidder which should be in safe and secured manner.
5. **Security Deposit:** If the value of the purchase order will exceed **Rs.2,50,000/-** then the firm on whom purchase order will be placed will have to submit **3%** of the total cost of the purchase order against security deposit in form of DD/ FDR/ Banker's cheque drawn on any scheduled commercial bank in India only in the favour of "The General Manager, BNP Dewas" payable at Dewas within **21 Days** from the date of Notification of Award of Contract (NAC). The Security Deposit should remain **valid for a period of 60 days beyond the date of completion** of all contractual obligations of the contractor, including warranty obligations, and will be refunded to the contractor without any interest, whatsoever, after it duly performs and completes the contract in all respects but not later than 60 days of completion of all such obligations under the contract. (As per letter no. F.9/4/2020-PPD Ministry of Finance, Department of Expenditure dated 12.11.2020).

**Note:** The Purchase Order/Contract will be issued to successful bidder after receipt of Security Deposit as per above.

### 6. Other requirements for the Bidders:

- (a) The bidder shall provide names of organization(s)/firm(s) with addresses & telephone numbers, fax numbers, email addresses to which they have provided similar type of items annually during the last five years.
- (b) The application should be submitted in Hindi/English Language. The authenticated copies of the documents in support of the applicant's claims may be submitted in Hindi/English Language.
- (c) The bidder shall indicate that authorized signatory is competent & legally authorized to submit the tender and / or to enter into legally binding contract.

**Note:** Tenderer's attention is drawn to GIT clause 17 and GIT sub-clause 10.1

7. The tenderer is to provide the required details, information, confirmations, etc accordingly, failing which it's tender is liable to be ignored. Following details may also be provided. **(Mandatory)**



i Name of Firm : \_\_\_\_\_

ii Name of the Proprietor / Owner / Director : \_\_\_\_\_

iii Complete address of the firm :  
\_\_\_\_\_  
\_\_\_\_\_

iv Contact of firm :  
Phone No. \_\_\_\_\_  
Mobile No. \_\_\_\_\_  
FAX No. \_\_\_\_\_  
E-mail No. \_\_\_\_\_

v GST Registration No. (Copy of certificate enclosed. If applicable) : \_\_\_\_\_

vi Income Tax P.A.N. No.(Copy enclosed) : \_\_\_\_\_

vii For transaction through RTGS/NEFT :  
1. Name of Bank : \_\_\_\_\_  
2. Account No : \_\_\_\_\_  
3. MICR No : \_\_\_\_\_  
4. IFSC Code : \_\_\_\_\_

viii Details of ITCC / NSIC / DGS&D Registration. Please enclose Photostat copies.

ix Whether the firm is MSME Registered if yes, please enclose the copy of relevant documentary proof.

x. Category (SC/ST/GEN): **sc**  **ST**  **GEN**

xi. Name of the owner of the company: \_\_\_\_\_

xii: Gender of the owner (Male/Female) : **Male**  **Female**

Date:

Name & Signature

Seal of the Firm & Address





## SECTION VII: Technical Specification & Scope of Work

### COMPREHENSIVE AMC FOR THE MAINTENANCE OF PRINTERS, COPIER, SCANNERS AND REPAIRING & REFILLING OF TONER CARTRIDGES.

The eligible and competent firms are invited for participating in tender process for Comprehensive Annual Maintenance Contract (covers replacement of all faulty parts of Printers, Plotter, Scanners & Toners Cartridges) of Printers, Plotter, Scanner and Toner Cartridges.

**Note:** The bidder should state 'Yes' if the scope of work/terms & conditions offered by them confirm to the required specifications, or else they should state 'No' against each points given in the table below:

Sr. No	Work Description	Compliance from the bidder	
		Yes	No
1	The CAMC will be provided on AS-IS basis. The firm should visit the site for any queries/doubts and check the condition of equipment before bidding for the CAMC.		
2	The tenderer should have proper setup and adequate service engineers for posting (as per call) at the location of the equipment to handle the problem.		
3	The successful tenderer should depute at least one trained service Engineer at site or on call basis during the working hours of Bank Note Press, Dewas.		
4	Bank Note Press maintaining a Complaint Register to record day to day complaints of various sections and the Service Engineer deputed at Bank Note Press has to attend the faulty equipment timely and furnish the information in the columns specified.		
5	REPAIR AND MAINTENANCE SERVICE: During the term of the Agreement successful tenderer should maintain the equipment, in perfect working order & condition as services as follows:		
	The tenderer should ensure that the work should be carried out as per Factory Working timing.		
	The tenderer should keep a set of tools required for maintenance of hardware of BNP's equipment to be maintained under this contract in BNP premises. After completion/termination of the contract, the contractor will be allowed to take out all his belongings after duly certified and clarified by the concern Engineer in charge.		
6	Printers: The successful tenderer should repair the defective parts, if the parts are not repairable, the same shall be replaced with the compatible/original one after examining the same by the Engineer in charge of Bank Note Press. The tenderer should keep in mind while quoting the Comprehensive AMC charges that all parts (including Printer head, Teflon, heater, Pick up assembly, Pressure Roller, fuser assembly, Gears, Printer USB Cable etc. even though if these parts are treated as consumables by Original Equipment Manufacturers) of the Printer are covered under the Comprehensive AMC. Hence no payment shall be made against any replacement to the contractor except the contract amount.		



7	<p><b>Scanner:</b></p> <p>Successful tenderer should repair the defective parts, if the parts are not repairable; the same shall be replaced with the compatible/ original one after examining the same by the Engineer In charge of Bank Note Press. The tenderer should keep in mind while quoting the Comprehensive AMC charges that all parts of the Scanner. Hence no payment shall be made against any replacement of parts and consumables (even though any parts like Pick up assembly, Pressure Roller, fuser assembly, Gears, Heater, Printer USB Cable etc., are treated as consumables by Original Equipment Manufacturers) to the contractor except the contract amount.</p>		
8	The successful tenderer should provide repairs and maintenance services, in response to oral communication, including telephone notice by BNP, within one day (not including intervening Sunday and holidays of BNP)		
9	<p>The tenderer should ensure that faults and failures intimated by BNP as above are set right on within Three working days. In case of faults of complicated nature or non-availability of spares, the reported faults must be set right within a week at the maximum.</p> <p>In case of failure, the equipment will be get repaired from any outside agency on call basis and amount spent will be recovered from quarterly payment of the contractor / the contractor shall bear the amount of repair to that agency.</p>		
10	Depending upon the urgency, BNP reserve the rights to call and demand the services beyond the working hours, weekly off day, the Gazetted Holidays and the successful tenderer should provide the services without any delay.		
11	<p><b>Preventive maintenance:</b></p> <p>Successful tenderer should conduct Preventive maintenance once in three months (including inspection, testing, satisfactory execution of all diagnostics, cleaning and removal of dust from the interior and exterior of the equipments and necessary repairing of equipments) within the first 15 days of the commencement of the maintenance period.</p>		
12	All repair and maintenance service described herein shall be performed by qualified maintenance engineers who are familiar with the equipment.		
13	In case of non-availability of parts for obsolete equipments, the certificate from OEM in this regard may be submitted within a period of fortnight.		
14	<p><b>Commencement and Term:</b></p> <p>The agreement will be effective and valid for the period of TWO years with effect from the date of first servicing. If the services are found satisfactory during the period of first year, the agreement may be extended further for ONE more year (Total TWO Years) with the same terms &amp; conditions and charges.</p>		
15	Any worn out or defective parts withdrawn from the equipment and replaced by the firm shall become the property of Bank Note Press.		
16	<p><b>Charges:</b></p> <p>The charges claimed by the firm will be paid at the end of every quarter after satisfactory service reports received from all concerned sections for Printers/Plotters/Scanners.</p>		
	The successful tenderer should submit their invoice(s) to BNP for payments due in accordance with the agreement		
	The successful tenderer should not increase the charges during the currency of the agreement.		



17	<p><b>Security:</b> Successful tenderer should submit a Police Verification Report of the labours, supervisors and other personnel who are required to work during the period of AMC.</p> <p>During the execution of the contract the personnel engaged for this work at Bank Note Press, Dewas (MP) shall undergo all the security checks as per existing procedure &amp; shall keep the information as confidential. The successful tenderer should sign the confidentiality agreement as per the proforma.</p> <p>The quantity of the Printers, Plotter, and Scanner and Toner Cartridges may vary while placing the order. Hence the bidder shall quote against each type of Printers, Plotter, Scanner and Toner Cartridge as per list of printer/scanner/copier shared alongwith tender.</p>		
18	<p><b>GENERAL :</b> Bidders are strongly advised to visit site before providing quotation.</p> <p>The contract shall be indivisible, comprehensive and inclusive of all spare parts.</p> <p>In the pre-quotation analysis, if any equipment listed in the annexure is found faulty (minor/major) the same needs to be rectified by the firm, the charges of rectification may be quoted separately in the same offer.</p> <p>The successful tenderer should submit their invoices to BNP for payment of the above periodical charges on completion of each quarter during the term of the Agreement on Pro-rata basis.</p>		
19	<p>The tenderer should sign and put their company seal on each and every paper of the tender document and submit, without this the tender will not be considered.</p>		
20	<p>The successful tenderer should provide services under conditions beyond control such as humidity, water leakage at a particular location of an equipment, Loose connections of Power point, Power fluctuations, Entry of any type of animals like Mouse, Lizards etc. in the Equipments, fire, flood etc. Hence the tenderer should keep in mind while quoting the Comprehensive AMC charges for all Equipments, no extra payment shall be made against any replacement of parts and consumables to the contractor except the contract amount.</p>		
21	<p>Specifications of jobs to be attended on Printers/Plotters/Scanners (Preventive maintenance) during the monthly visit for AMC:</p> <ol style="list-style-type: none"> <li>Bidder shall initially repair any existing defects in the Printers/Plotter/Scanner and make it in good working order.</li> <li>Cleaning of printer /Plotter/Scanner and its inner accessories.</li> <li>Cleaning and aligning of all the inner moving parts.</li> <li>Testing and readjusting the printer /Plotter/Scanner</li> <li>Repair/replacement of parts wherever needed for proper functioning of the printer /Plotter/Scanner</li> <li>Taking print from the printer for 2-3 sheets to verify its satisfactory printing through PC.</li> <li>Carrying out any other work required for satisfactory running of the printer/Plotter/Scanner.</li> </ol>		
22	<p>Specifications of jobs to be attended on Toner Cartridges:</p> <ol style="list-style-type: none"> <li>Bidder shall repair/replace any defective parts in the Toner Cartridges (including body &amp; other parts) and make it in good working order.</li> <li>Refilling of the toner cartridges to meet the standards of the new toner cartridges (Quality &amp; Quantity of the Prints). If cartridge/toner is not in condition of repair/refillable, the firm has to provide compatible/original cartridge without any additional cost. Providing new compatible/original cartridge as replacement is under the scope of vendor.</li> <li>Toners refilling shall be done with good quality powder.</li> <li>Cleaning and aligning of all the inner moving parts.</li> </ol>		



e). Taking printout from every toner to verify its satisfactory printing quality.		
g). Carrying out any other work required for satisfactory performance of the toner cartridges.		

(A)

Sr. No	Printer/Scanner/MF/AIO Names	Qty
1	HP LASERJET 1010	3
2	HP LASERJET 1020/1020 PLUS	54
3	CANON LBP 2900	14
4	HP LASERJET 1536DNF	8
5	CANON LBP6650DN	1
6	HP LASERJET P3011/P3015	1
7	HP LASERJET 401DN	1
8	HP LASERJET MFP1005	6
9	CANON FLATBED SCANNER LIDE 120	1
10	EPSON L310 INK TANK	2
11	EPSON L380 INK TANK AIO	1
12	SAMSUNG LASERJET PRINTER ML1676P	3
13	HP LASERJET P1108 PRINTER	5
14	Dot Matrix Printer Epson LX 300+	1
15	Canon iR2320L Photocopy Machine	1
16	Canon iR2420L Photocopy Machine	1
17	Sharp AR- 6023 NV Photocopier	1
18	CANON MF244DW	1
19	CANON MF246DN	1
20	HP M501	1
21	HP MF226DW	2
22	EVOLIS ID CARD PRINTER	1
23	HP 1606DN	1
24	HP P1007	1
25	HP COLOR CP1025NW	1
26	HP DESKJET 3515 AIO	1
27	HP 1505	1
28	HP SCANJET 200 FLATBED SCANNER	1
<b>TOTAL</b>		<b>116</b>



(B)

Sl. No	Cartridge Refill/Repair	Total Year Consumption
1.	HP 12A for HP1020/MFP1005/1010	225
2.	EP 303 for Canon LBP2900	75
3.	HP 88A	40
4.	CANON 337 FOR MF244/246	30
5.	HP 80A FOR HP 401DN	10
6.	HP 78A FOR HP1536MFP	50
7.	CANON NPG-59	10
8.	CANON NPG-28	10
9.	SHARP MX237AT	6
10.	Samsung MLT-D1043S for ML 1676p	40
11.	HP 35A	4
12.	HP 87A	6
13.	HP 36A	6
14.	CANON 319A FOR LBP6650	10
15.	CE255X toner for HP P3011/3015	6
16.	RIBBON CARTRIDGE FOR DOT MATRIX PRINTER	6



## SECTION VIII: QUALITY CONTROL REQUIREMENTS

(As per technical specification mentioned in section VII)

The bidder should assure that the material offered by them against this tender should have the technical parameters strictly as per the technical specification mentioned in Section VII (Technical specification). If any deviations observed then the bidder have to specify clearly in their techno-commercial bid.



## SECTION IX: ELIGIBILITY CRITERIA

The Bidder firm should meet following eligibility criteria to qualify: -

**I. For MSE/Startup firms: Capability-Equipment & Manufacturing Facilities:** The bidder firm must have capability to perform at least one similar work.

**II. For other firm: Experience and past performance:** The Bidder Firm should have experience to perform at least one similar work in any one year during last five years ending 31.03.2021.

**Note:** Participating bidder needs to submit all related documents along with the bid.



**SECTION X: TENDER FORM  
ACCEPTANCE OF TERMS & CONDITIONS**

To

Date.....

The Chief General Manager,  
Bank Note Press,  
(A unit of Security Printing and Minting Corporation of India Limited)  
Dewas, Madhya Pradesh – INDIA

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 of ---xxxxx-- (To be mentioned in the Price Bid only & not to be mentioned in PQB & Techno Commercial Bid) (total tender amount in figures and words), as shown in the price schedule(s), attached herewith and made part of this tender.

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

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

We agree to keep our tender valid for acceptance for a period up to -----, 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.

**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/ Depts. 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



**SECTION XI: PRICE SCHEDULE**

[To be submitted along with the tender]

From:  
To,  
The General Manager,  
Bank Note Press, Dewas (M.P.) – INDIA  
(A unit of Security Printing and Minting Corporation of India Limited)

Sub: Price Bid for Procurement of **COMPREHENSIVE AMC OF PRINTERS, SCANNERS, COPIER & REFILL AND REPAIR OF CARTRIDGE TONER**

Ref: Your tender enquiry No: **6000017345/BNP/P/IT/CAMC PRINTER/OT/22, Dt:05.04.2022**  
Dear Sir,

We have received your tender enquiry cited and we are pleased to enclose the following our Commercial bid for your kind consideration.

**Schedule : A - COMPREHENSIVE AMC OF PRINTERS, SCANNERS, COPIER**

Sl. No.	Description	Quantity & Unit	Basic Price Per unit Rs.	Freight, Insurance , other charges if any Rs.	GST@% & (Rs.) Per unit Rs.	Total rate per unit (FOR BNP Dewas) Rs.	Total Price (FOR BNP Dewas) Rs.
1	2	3	4	5	6	7= (4+5+6)	8= (7x3)
1	HP LASERJET 1010	3EA					
2	HP LASERJET 1020/1020 PLUS	54 EA					
3	CANON LBP 2900	14 EA					
4	HP LASERJET 1536DNF	8 EA					
5	CANON LBP6650DN	1 EA					
6	HP LASERJET P3011/P3015	1 EA					
7	HP LASERJET 401DN	1 EA					
8	HP LASERJET MFP1005	6 EA					
9	CANON FLATBED SCANNER LiDE 120	1 EA					
10	EPSON L310 INK TANK	2 EA					
11	EPSON L380 INK TANK AIO	1 EA					
12	SAMSUNG LASERJET PRINTER ML1676P	3 EA					



Sl. No.	Description	Quantity & Unit	Basic Price Per unit Rs.	Freight, Insurance , other charges if any Rs.	GST@% & (Rs.) Per unit Rs.	Total rate per unit (FOR BNP Dewas) Rs.	Total Price (FOR BNP Dewas) Rs.
1	2	3	4	5	6	7= (4+5+6)	8= (7x3)
13	HP LASERJET P1108 PRINTER	5 EA					
14	Dot Matrix Printer Epson LX 300+	1 EA					
15	Canon iR2320L Photocopy Machine	1 EA					
16	Canon iR2420L Photocopy Machine	1 EA					
17	Sharp AR- 6023 NV Photocopier	1 EA					
18	CANON MF244DW	1 EA					
19	CANON MF246DN	1 EA					
20	HP M501	1 EA					
21	HP MF226DW	2 EA					
22	EVOLIS ID CARD PRINTER	1 EA					
23	HP 1606DN	1 EA					
24	HP P1007	1 EA					
25	HP COLOR CP1025NW	1 EA					
26	HP DESKJET 3515 AIO	1 EA					
27	HP 1505	1 EA					
28	HP SCANJET 200 FLATBED SCANNER	1 EA					



**Schedule: B - REFILL AND REPAIR OF CARTRIDGE TONER**

Sl. No.	Description	Quantity & Unit	Basic Price Per unit Rs.	Freight, Insurance, other charges if any Rs.	GST@% & (Rs.) Per unit Rs.	Total rate per unit (FOR BNP Dewas) Rs.	Total Price (FOR BNP Dewas) Rs.
1	2	3	4	5	6	7= (4+5+6)	8= (7x3)
1	HP 12A for HP1020/MFP1005/1010	225 EA					
2	EP 303 for Canon LBP2900	75 EA					
3	HP 88A	40 EA					
4	CANON 337 FOR MF244/246	30 EA					
5	HP 80A FOR HP 401DN	10 EA					
6	HP 78A FOR HP1536MFP	50 EA					
7	CANON NPG-59	10 EA					
8	CANON NPG-28	10 EA					
9	SHARP MX237AT	6 EA					
10	Samsung MLT-D1043S for ML 1676p	40 EA					
11	HP 35A	4 EA					
12	HP 87A	6 EA					
13	HP 36A	6 EA					
14	CANON 319A FOR LBP6650	10 EA					
15	CE255X toner for HP P3011/3015	6 EA					
16	RIBBON CARTRIDGE FOR DOT MATRIX PRINTER	6 EA					





SECURITY PRINTING AND MINTING  
CORPORATION OF INDIA LIMITED

Date:

Name & Signature

Seal of the Firm

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:**

- i. Price should be quoted exactly as per the format given above.
- ii. Price bids with condition/counter conditions are liable for rejection.
- iii. Firm has to quote the price within 2 decimal place. Price quote beyond 2 decimal place will be ignored.
- iv. L1 will be decided for Total amount quoted in Schedule: A + Schedule:B.
- v. Please provide the HSN code in 8 digits.
- vi. **Supplier should file the returns pertaining to TCS (Section 206C (1 H) for TCS collected, in time and provide the TCS certificate to BNP. In case of any Credit loss to BNP by way of their failure to files Returns and provide TCS Certificate in time, BNP reserves the right to recover the amount equivalent to TCS paid along with applicable interest from the payment of further supplies.**



## 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  
(ON BANK'S LETTERHEAD WITH ADHESIVE STAMP)**

Ref .....

Date .....

Bank Guarantee No .....

To,  
**(Insert Name & Address of the Purchaser)**

Dear Sir,

Whereas ..... (Hereinafter called the "Tenderer") has submitted its bid numbered ..... dated .....for the supply of .....(Hereinafter called the "tender") against .....’s **(insert name of Purchaser)** (hereinafter called as the 'Purchaser') tender enquiry No. .... opened on ..... Know all persons by these presents that we ..... of ..... (hereinafter called the "Bank") having our registered office at..... are bound unto the Purchaser, in the sum of .....for which payment will and truly be made forthwith, on demand by the Purchaser, without demure to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this..... day of .....20...

The conditions of this obligation are —

- (1) If the Tenderer withdraws or amends, impairs, or derogates from the tender, in any respect within the period of validity of this tender.
- (2) If the Tenderer or anyone employed by it or acting on its behalf (whether with or without the knowledge of the Tenderer) breaches any of the provisions of the pre-bid/ Pre-contract Integrity Clause.
- (3) If the Tenderer having been notified of the acceptance of his tender by Purchaser during the period of its validity:-
  - a) Fails or refuses to furnish the performance security for the due performance of the contract.
  - b) Fails or refuses to accept/ execute the contract.

We undertake to pay Purchaser up to the above amount, upon receipt of its first written demand, without Purchaser having to substantiate its demand, provided that in its demand Purchaser will note that the amount claimed by it, is due to it owing to the occurrence of one or more or all the above conditions, specifying the occurred condition(s). We agree that the decision of the Purchaser, whether above conditions have occurred, shall be final and binding on us.

This guarantee will remain in force for a period of ..... **(Insert the period of validity plus 45 days, in words and figures)** days after the date of ..... **(Insert date of tender opening)** and any demand in respect thereof should reach the Bank not later than the above date.

Date

Place

Witnesses

**(Bank's Common Seal)**

Signature  
**(Printed Name)**  
**(Designation)**



### Section XIV: Manufacturer's Authorization Form

Not Applicable







SECURITY PRINTING AND MINTING CORPORATION OF INDIA LIMITED

## Section XV: Bank Guarantee Form for Performance Security

### PROFORMA OF BANK GUARANTEE FOR CONTRACT PERFORMANCE GUARANTEE BOND (ON BANK'S LETTERHEAD WITH ADHESIVE STAMP)

Ref .....

Date .....

Bank Guarantee No .....

To,

**(Insert Name & Address of the Purchaser)**

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**  
(Address of SPMCIL's office issuing the contract)

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 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: .....

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 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  
Pre-bid Conference/ Bid Opening  
(Refer to clause 24.2 of GIT)**

The Chief General Manager

Unit Address

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 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 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 dispatch.....  
 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.

#### 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.	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.

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



