

# Standard Bidding Document



## **SECURITY PAPER MILL, NARMADAPURAM- 461005 (M.P), INDIA**

(A Unit of Security Printing and Minting Corporation of India Limited)  
(Wholly owned by Government of India)

(Miniratna Category-I CPSE & ISO 9001:2015, 14001:2015, 45001:2018, 50001:2018 & IEC17025:2017 Certified)

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CIN: U22213DL2006GOI144763, GSTIN: 23AAJCS6111J3ZE

Ph.No:91-7574-255259, Fax No: 07574-255170



PR Number	PR Date	Indenter	Department
11009636	17.01.2022	EL	Electrical

Not Transferable

***Security Classification: NON-SECURITY***

**TENDER DOCUMENT FOR ARC FOR REWINDING AND REPAIR OF AC MOTORS**

**Tender Number: 6000017422/EL/ARC/316**

**This Tender Document Contains 38 Pages.**

**Tender Documents is issued to:**

M/s.....

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

**Name, Designation: Vikas Kumar, Manager (Material)**

**Address: Security Paper Mill, Narmadapuram**

**Phone, Fax, email: 07574-286842**

**Email: [kumar.vikas@spmCIL.com](mailto:kumar.vikas@spmCIL.com)**

## Section1: Notice Inviting Tender (NIT)

6000017422 /EL/ARC/316

(SPMCIL's Tender SI No.)

(Date)

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

Sch d. No.	Brief Description of Goods/services	Quantity (with unit)	Earnest Money (In Rupee)	Remarks
1	Rewinding and repair of AC motors	1.000 AU	0.00INR	
1	Motor rewinding upto 0.25 kw	15.000AU		
2	Motor rewinding 0.25 to 1.11kw	15.000AU		
3	Motor rewinding 1.5 kw	15.000AU		
4	Motor rewinding 2.22 KW	15.000AU		
5	Motor rewinding 3.7 kw	15.000AU		
6	Motor rewinding 5.6 kw	10.000AU		
7	Motor rewinding 7.5 kw	5.000AU		
8	Motor rewinding 9.3 kw	5.000AU		
9	Motor rewinding 11.2 kw	5.000AU		
10	Motor rewinding 15 kw	5.000AU		
11	Motor rewinding 18.65 kw	5.000AU		
12	Motor rewinding 22.38 kw	5.000AU		
13	Motor rewinding 26 kw	5.000AU		
14	Motor rewinding 30 kw	5.000AU		
15	Motor rewinding 37 kw	5.000AU		
16	Motor rewinding 45 kw	3.000AU		
17	Motor rewinding 55 kw	3.000AU		
	Motor rewinding 75 kw	3.000AU		

Sch d. No.	Brief Description of Goods/services	Quantity (with unit)	Earnest Money (In Rupee)	Remarks
18				
19	Motor rewinding 110kw	2.000AU		
20	Motor rewinding 200 kw	1.000AU		
21	exhaust fan 10 inch	9.000AU		
22	exhaust fan 14 inch	10.000AU		
23	exhaust fan 18 inch	14.000AU		
24	exhaust fan 24 inch	10.000AU		
25	Ceiling fan	30.000AU		
26	stand fan	20.000AU		
27	Grinder/drill machine/blower bosch make	10.000AU		
Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)			TWO-BID National Competetive Bid	
Dates of sale of tender documents:			As per MSTC e-procurement portal	
Place of sale of tender documents			MSTC e-procurement portal	
Closing date and time for receipt of tenders			As per MSTC e-procurement portal	
Place of receipt of tenders			MSTC e-procurement portal	
Time and date of opening of tenders			As per MSTC e-procurement portal	
Place of opening of tenders			MSTC e-procurement portal	
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.21.1 of GIT)			VIKAS KUMAR Manager(Material)	

Abbreviation : \_

'AU" MEANS ACTIVITY UNIT,

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 neighboring 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 to be submitted on MSTC Govt. e-procurement portal and the website is [www.mstcecommerce.com/e-proc/](http://www.mstcecommerce.com/e-proc/).
7. 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.
8. The tender documents are not transferable.
9. 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).
10. EMD : NOT APPLICABLE.

11. GeM :- Undersigned confirms that the required goods mentioned above are not available on GeM as per #GeM - Availability Report and Past Transaction Summary# (GeM - AR&PTS). This unique ID is GEM/GARPTS/24032022/JHEUTIQMIC70

It is not possible to extract GeM - AR&PTS report due to urgency or non-functioning of GeM at that time or due to non-availability of internet connection.

12. Procurement Preference for MSE

(i) From time to time, the Government of India (GoI) lays down procurement policies to help inclusive national economic growth by providing long-term support to small and medium enterprises and disadvantaged sections of society and to address environmental concerns. The Procurement Preference Policy for Micro and Small Enterprises has been notified by GoI in exercise of the powers conferred in Section 11 of the Micro, Small and Medium Enterprises Development (MSMED) Act, 2006.

(ii) Micro and Small Enterprises (MSE) must, along with their offer, provide proof of their being registered as MSE indicating the terminal validity date of their registration)for the item tendered, with any agency mentioned in the notification of the Ministry of Micro, Small and Medium Enterprises (MSME),indicated below:

- (a) District Industries Centres.
- (d) Khadi and Village Industries Commission.
- (e) Khadi and Village Industries Board.
- (f) Coir Board.
- (g) National Small Industries Corporation.
- (h) Directorate of Handicraft and Handloom; and
- (i) Any other body specified by the Ministry of MSME.

(iii) For ease of registration of Micro and Small Enterprises (MSEs), Ministry of MSME has started Udyog Aadhar Memorandum which is an online registration system (free of cost) w.e.f. 18th September 2015 and all Micro & Small Enterprises (MSEs) who are having Udyog Aadhar Memorandum should also be provided all the benefits available for MSEs under the Public Procurement Policy for Micro and Small Enterprises (MSEs), Order 2012.

(iv) The MSEs are provided tender documents free of cost and are exempted from payment of earnest money, Subject to furnishing of relevant valid certificate for claiming exemption.

(v) As per MSME Act, 2006 and Government of India's stimulus package announced on 13/02/2020 MSME payments have to be released within 45 days by Government and PSUs. As per the MSME Act, delays may attract punitive interest. Under Public Procurement Policy for MSEs, a minimum 25 per cent share out of the total procurement by Central Government Ministries/ Departments/ Public Sector Undertakings are to be made from MSEs. To meet this target, PSUs are required to conduct special Vendor Development Programmes/ Buyer-Seller Meets for SCs/ STs entrepreneurs.

(vi) If a MSE bidder quotes a price within the band of the lowest (L1) +15 per cent in a situation where the L1 price is quoted by someone other than an MSE, the MSE bidders are eligible for being awarded 25 per cent of the total tendered value if they agree to match the L1 price. In case of more than one such eligible MSE, the 25 per cent quantity is to be distributed proportionately among these bidders. Within this, a purchase preference of 4 per cent is reserved for MSEs owned by Scheduled Caste (SC)/ Scheduled Tribe (ST) entrepreneurs and 3 per cent is reserved for procurement from MSEs owned by women (if they participate in the tender process and match the L1 price). Provided that, in event of failure of such SC/ ST or Women MSE to participate in tender process or meet tender requirements and L1 price, 4 per cent sub-target shall be met from other MSE. MSEs would be treated as owned by SC/ ST or women entrepreneurs:

(a) In case of proprietary MSE, proprietor(s) shall be SC /ST or women

(b) In case of partnership MSE, the SC/ ST or women partners shall be holding at least 51% shares in the unit (c) In case of Private Limited Companies, at least 51% share shall be held by SC/ ST or women promoters.

In the opinion of Ministry of MSME, in case of tender item is non-split-able or non-dividable, etc. MSE quoting price within price band L1+15% may be awarded for full/ complete supply of total tendered value to MSE, considering spirit of policy for enhancing the Govt. procurement from MSE. This Policy is meant for procurement of only goods produced and services rendered by MSEs and not for any trading activities by them. An MSE Unit will not get any purchase preference over another MSE Unit.

(13) In case of order material in your favour for Rs. 2,50,000/- or above, the supplier shall furnish the performance security amount/ Security Deposit(S.D) (03% of the ordered value) before supply of material after issue of Purchase order by SPM, Hoshangabad in favour of The Security Paper Mill payable at Hoshangabad. The performance security will be return back without any interest to successful tenderer after the completion of all contractual obligations.

#### (14) Safety Conditions

1) The work has to be carried out under proper supervision and all safety rules and regulations should be followed and also as per direction of our officials.

2) You have follows all safety norms and labour law act police verification of your employees, insurance, without which your employees can not permitted for work in our premises.

3) It will be sole responsibility of the contractor to insure yours workmen against risks of accident and injury while at work as required by the relevant rules and to pay compensation, if any to them as per workmen's compensation act.



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the work will be carried out in a protected area and all the rules and regulations of S.P.M. in that area that are in force from time to time will have to be followed by the contractor.

4) The contractor shall assign to his workmen task commensurate with their experience and state health condition.

Encl:

1. Check list (Annexure-I)
2. Declaration (Annexure-II)
3. Declaration (Annexure-III)
4. Declaration (Annexure-IV)
5. Vendor Registration Form

Yours faithfully,

(Vikas Kumar)  
Manager (Material)  
For Chief General Manager  
E-mail: kumar.vikas@spmci.com  
PHONE :- (07574) 286842 & 286587

CORRESPONDING ADDRESS

-----  
THE CHIEF GENERAL MANAGER  
SECURITY PAPER MILL  
NARMADAPURAM-461 005 (M.P.)  
Website: <http://spmhoshangabad.spmci.com>  
FAX :- (07574)-255170

SIGNATURE OF BIDDER WITH NAME,  
DESIGNATION & SEAL

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

For and on behalf of

.....



Tender Number:6000017422

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

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

Kindly refer <https://spmCIL.com/uploaddocument/GIT/new.pdf> for further details (GIT contains 61 pages)

SIGNATURE OF BIDDER WITH NAME,  
DESIGNATION & SEAL

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

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

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Kindly refer <https://spmciil.com/uploaddocument/GIT/new.pdf> for further details (GIT contains 61 pages)

SIGNATURE OF BIDDER WITH NAME,  
DESIGNATION & SEAL



### Section III: Specific Instructions to Tenderers (SIT)

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

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

(Clauses of GIT listed below include a possibility for variation in their provisions through SIT. There could be other clauses in SIT as deemed fit.)

Sr No	GIT Clause No.	Topic	SIT Provision
01	3	Eligible Tenderers	Applicable
02	3.4	Eligible Goods and Services (Origin of Goods)	Applicable
03	6.1	The tender documents includes:	Applicable
04	8	Pre-bid Conference	Not Applicable
05	9	Time Limit for receiving request for clarification of Tender Documents	A Tenderer requiring any clarification or elucidation on any issue of the tender documents may take up the same with SPMH in writing or by fax/e-mail/telex. SPMH will respond in writing to such request provided the same is received than fourteen days (unless otherwise specified in the SIT) prior to the prescribed date of submission of tender. Copies of the query and clarification shall be sent to all prospective bidders who have received the bidding document.
06	10.1	The Technical bid to be submitted by Tenderer shall contain the	following documents, duly filled in, as required: Applicable
07	11.2	Tender Currency	Supplier is requested to quote price within 2 Decimal place. Quotation with price quote beyond 2 decimal place is ignored.
08	12.1	Tender Prices	Applicable
09	12.2,33,36.1	Schedule wise evaluation	Not Applicable
10	12.6	GST details	Applicable
11	14	PVC Clause & Formula	Not Applicable
12	14.4 to 14.7	Exchange Rate Variation (ERV)	Not applicable
13	16.2 a) to c)	Documents Establishing Tenderer's Eligibility and Qualifications	Not applicable
14	18.4, 18.5	Earnest Money Deposit (EMD)	NOT APPLICABLE
15	19	Tender Validity	120 days from opening date of quotation.
16	20.4	Number of Copies of Tenders to be submitted	One copy in original
17	20.8	Two Bid System	Applicable
18	20.9	E-Procurement	Applicable
19	34. and 35.1	Comparison on CIF Destination Basis	Not applicable
20	35.2 to 35.6	Additional Factors for Evaluation of Offers	Not applicable

Sr No	GIT Clause No.	Topic	SIT Provision
		and Preferential schemes	
21	43	Parallel Contracts	Not applicable
22	44.1	Serious Misdemeanors	Applicable
23	44.3	Integrity Pact	Not applicable
24	45.1	Notification of Award	Applicable
25	50	Applicability of additional GIT for rate Contracts	Not applicable
26	51	Applicability of additional GIT for PQB Tenders	Not applicable
27	52	Applicability of additional GIT for Tenders involving Samples	Not applicable
28	53	Applicability of additional GIT for EOI Tenders	Not applicable
29	54	Applicability of additional GIT for Tenders for Disposal of Scrap	Not applicable
30	55	Applicability of additional GIT for Development/Indigenization Tenders	Not applicable
31	28.1,28.2,28.3	Discrepancy in Prices	Applicable
32	Special Condition	GST Returns	Supplier Should file the GST returns for outward supplies in time. In case of any Input Credit Loss to SPM by way of their failure to files GST Returns in time, SPM reserves the right to withhold the payment of further supplies till production of evidence of filling of Returns.
33	Special Condition	TCS u/s 206C (1H) read with TDS u/s 194Q	SPM (as Buyer) is liable to deduct TDS u/s 194Q @ applicable rate on goods purchases (if applicable). In case of deduction of TDS under section 194Q; the supplier (Vendor) need not to charge TCS u/s 206C (1H) on invoicing on or after 01.07.2021
34	Special Condition	Sec. 206AB of IT Act	Vendor has to submit declaration in specified format for the compliance of section 206AB of Income tax Act, 1961. In case of non-submission of declaration; TDS will be deducted at higher rates (as applicable) as per section 206AB.

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

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Kindly refer <https://spmciil.com/uploaddocument/GCC/new.pdf> for further details (GIT contains 36 pages).

SIGNATURE OF BIDDER WITH NAME,  
DESIGNATION & SEAL

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

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

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

(Clauses of GCC listed below include a possibility for variation in their provisions through SCC. There could be other clauses in SCC as deemed fit)

Sl.No	GCC Clause No.	Topic	SCC Provision
01	1.2	Abbreviations:	Not applicable
02	6.1, 6.3 & 6.5	Performance Bond/ Security	Applicable
03	8.2	Packing and Marking	Not applicable
04	9	Inspection and Quality Control	Not applicable
05	11.2	Transportation of Domestic Goods	Not applicable
06	12.	Insurance	Applicable
07	14.1	Incidental Services	Applicable
08	15	Distribution of Dispatch Documents for clearance/ Receipt of Goods	Not applicable
09	16.2, 16.4	Warrantee Clause	Not applicable
10	19.3	Option Clause	The Chief General Manager Security Paper Mill Narmadapuram may reserve the right to increase the ordered quantity by 25% at any time, till final delivery date of the contract, by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of Delivery Period.
11	20.1	Price Adjustment Clause	Applicable
12	21.	Taxes and Duties	Applicable
13	22.	Terms and Mode of payments	Payment will be made on actual service basis after suitability and production of all required documents submitted by supplier through RTGS/NEFT only.
14	24.1	Quantum of LD	If the contractor fails to deliver the goods and/or services or any installment thereof within the Delivery Period, SPM Narmadapuram shall, without prejudice to other rights and remedies available to SPM, Narmadapuram under the contract, deduct from the contractor price, as Liquidated damages, a sum equivalent to the rate of 0.5 % of the delivered price of the delayed goods and/or services along with applicable GST of 18% on the LD amount, for each week of delay or part thereof until actual delivery or....
15	24.1	Quantum of LD	..... performance, subject to a maximum deduction of the 10% ( plus GST on the LD amount) of the delayed goods or services#
16	25.1	Bank Guarantee and Insurance for Material	Not applicable

Sl.No	GCC Clause No.	Topic	SCC Provision
		Loaned to Contractor	
17	33.1	Resolution of Disputes	If dispute or difference of any kind shall arise between SPM and the supplier in connection with or relating the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within 21 days of its occurrence, then, unless otherwise provided in the SCC, either SPM or the supplier may seek recourse to settlement of disputes through arbitration act 33.2.

## Section VI: List of Requirements

Schedule No.	Breif Description of goods and services (Related Specifications etc.are in Section-VII)	Accounting Unit	Quantity	Amount of Earnest Money	Remark
1	Rewinding and repair of AC motors	AU	1.000	0.00INR	

NOTE : THIS IS THE TENTATIVE REQUIREMENT, IT MAY INCREASE OR DECREASE DURING THE CONTRACT PERIOD.

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

(1) Bid: TWO BID (In Two Parts)

PART-A: TECHNO-COMMERCIAL BID:

(1) Consisting of all technical specification as per section VII of this Tender document & commercial conditions. It should not have any price /price elements of the item being offered.

(2) EARNEST MONEY DEPOSIT (EMD): NOT APPLICABLE

(3) One format of blank Price bid to be furnished without price/ price elements to know whether the firm furnished clearly all charges as required in our Price Schedule shown at Section : XI of this document.

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

(5) Place of work: SPM, Narmadapuram.

(6) Period of Work : 12 months (1 year) from the date of issue of purchase order/NAC whichever is earlier.

(7) Attend the complete : To ensure availability of manpower on 24 hour basis for timely job completion to maintain plant availability.

(8). Taxes: If any - Please strictly incorporate in our NIT Section - XI.

(9) Payment Terms: 100% payment shall be released on actual service after suitability and on production of all required documents by the contractor thereof through NEFT/RTGS only.

(10) Warranty: NOT APPLICABLE

(11) No Deviation Certificate: Bidder should confirm in their quotation, "We acceptance of all terms and condition with technical specification of tender document without any deviation".

(12) Submit Manufacturer authorization form/ Authorized Dealership certificate as per section-XIV of this tender.

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



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(14) Submit the declaration duly seal and signed by Competent Authority on your letter head as per Ministry of finance Dept. of Expenditure, Public Procurement Division OM No. F.No. 6/18/2019-PPD dated 23.07.2020 as follow (Refer GIT Cluase no. 3.5).

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India: I certify that M/s.....(firm's name) is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that M/s .....(firm's name) fulfills at requirements in this regard and is eligible to be considered."

**PART # B: PRICE BID:**

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

**EVALUATION CRITERIA FOR L1 BIDDER:**

The method of evaluation of L1 criteria for awarding the contract shall be on consolidation offer by the bidder & be decided taking into consideration of total offered price as per Section # XI (Price schedule) of this tender document.

NOTE: #BIDDER TO FURNISH STIPULATED DOCUMENTS ALONG WITH TENDER IN SUPPORT OF FULFILLMENT OF TENDER CRITERIA. FURTHER CORRESPONDENCE IN THIS REGARD WILL NOT BE ENTERTAINED FOR ANY REASON. NON-SUBMISSION OR INCOMPLETE SUBMISSION OF DOCUMENTS MAY LEAD TO REJECTION OF OFFER.#

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SIGNATURE OF BIDDER WITH NAME,  
DESIGNATION & SEAL

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## Section VII: Technical Specifications

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### Special conditions

1. Firm should have Motor rewinding workshop of their own
2. Firm should submit experience of 200kw motor rewinding like Purchase order , performance certificate not older than 3 years.

### REWINDING AND REPAIR OF MOTORS ON RATE CONTRACT BASIS

1.To do complete rewinding of motor, which include- Dismantling of motor &keep the parts properly identified, Note the winding parameters, Cutting of old winding, cleaning of slots & Rewinding of motor identical to origin alone (with enameled copper), replacing the old bearing with New bearing, Varnishing and baking of winding, assembling of motor, Motor body cleaning and painting

2.The rates quoted shall be valid for a period of 24 months from the date of issue of repair order. However the contractor shall complete the rewinding of those motors, which are already handed over to them within the contract period , even if the contract period would be expired while returning the motors after completion of the work.

3.No escalation on account of increase in the material cost, cost of labor or on any other account is permissible during the currency of contract.

4.Time allowed for repairs / rewinding shall be as follows

- a) For equipments of capacity 22 KW & below # 1-2 week.
- b) For equipments of capacity 26 KW to 75 KW# 2-3 weeks.
- c) For equipments of capacity 90KW to 200KW # 4-6 weeks

5.The time indicated above reckons from the date of handing over of the equipments for dismantling at owners work shop however, on emergencies, contractor has to rewind the equipment as per owner's requirement.

6.Failure to adhere to the above mentioned completion period shall invite the LD clause as per General condition of contract.

7.Payment shall be released only after submitting the Test Certificate by the agency in duplicate for each repaired motor, after successful trial run at rated supply voltage at his works.

The Test certificate shall contain following information:-

- a) Insulation resistance value of Stator / Rotor windings by 500 V Megger
- b) No load current R, Y & B Phase
- c) Applied Voltage RY, YB & BR
- d) No load speed

7. The work executed Rewound motor/coil/Item should be guaranteed for a period of one year after delivery or for a period of six months after date of commissioning whichever is earlier. If the item be required to be rewound again in case of trouble observed or failure during guarantee period, due to poor Winding / Repairing / Motor, contractor will have to rewind the same Coil/Item free of cost in reasonable time.

8. Satisfactory completion of repair work of the Motor and to run the motor successfully, the agency shall under take all routine works like removal of studs by welding, fan cover bolt and nut replacing, fan cover / back cover stud removing, motor / grease end cover studs removing and soldering etc. at his own cost.



## 9. Scope of work

Scope of work shall cover the following:

- a) Dismantling the electrical equipment given and removing of damaged windings.
- b) Rewinding the equipments with same class of insulation and with the same gauge of copper super enameled conforming to IS-4800 with latest amendments. Class of insulation of copper wires shall be F.
- c) Re-fixing of motor assemblies including reassembling and impregnating with varnish and replacement of the bearings etc.
- d) After repair, trial running the motor at rated voltage and submitting the test certificate in duplicate to the owner
- e) All removed copper windings shall be the property of contractor and therefore need not be returned to owner.
- f) Burning and heating method shall not be used for removing the damaged windings.
- g) The repair work shall be carried out with the best workmanship and with super enameled extra thick copper wire of reputed make and good quality insulating materials and air drying varnish. The equipments shall be handled with utmost care and no damage shall occur to any part of the equipment. Care shall be taken to protect the mating surfaces by wrapping with Hessian cloth etc. or by any other suitable means.
- h) Any damage caused to the equipment and attributable to contractor shall be made good at his cost to the satisfaction of the owner. The owner's decision on this is final and binding.
- h) Painting of stator external surface by scrapping of old paint by wire brush and application of one coat of red oxide primer and two coats of epoxy paint of original colour should be applied by contractor.

### Special Conditions

1. To and fro transportation is in scope of successful bidder. The contractor shall arrange for delivery and collection of repaired equipment to and from SPM
2. Bearing Make to be used :- SKF or FAG (Document for the bearing used in repaired motor should be enclosed along with invoice)
3. Varnish make to be used : Dr Beck
- 4 Winding Wire : R R SHRAMIK , BIC , Apple or Milan only

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

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NOT APPLICABLE

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

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NOT APPLICABLE

**Section X: Tender Form**

Date.....

To,

.....

.....

.....

(Complete address of SPMCIL)

Ref: Your Tender document No..... dated .....

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

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

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

We agree to keep our tender valid for acceptance for a period upto....., as required in the GIT 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:

- (a) Company/Partnership Firm/Proprietary Concern/Society/Trust /NGO/Others (Please Specify):
- (b) Micro/ Small / Medium Enterprise/ SSI/ Govt. Dep't. / PSU/ Others:
- (c) Name of MSME Registering Body (NSIC/ DIC/ KVIC/KVIB etc.):
- (d) MSME Registration no. (with copy of registration):.....
- (e) Udyog Aadhar 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 23<sup>rd</sup> 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

TENDER No. 6000017422

### A. PRICE FOR SUPPLY ITEMS/SERVICE

The Price bid should clearly indicate the break-up of the price as under

Service line	Service Description	Qty.	Rate (in Rs.)	Total Amount (in Rs.) (BXC)	GST in percentage (%) on D	Total Price (D+E)
	A	B	C	D	E	F
	<b>Rate for ARC of electric work as per section-VII</b>					
	<b>SAC Code in 6 digits</b> _____					
1	Motor rewinding upto 0.25 kw	15 AU				
2	Motor rewinding 0.25 to 1.11kw	15 AU				
3	Motor rewinding 1.5 kw	15 AU				
4	Motor rewinding 2.22 KW	15 AU				
5	Motor rewinding 3.7 kw	15 AU				
6	Motor rewinding 5.6 kw	10 AU				
7	Motor rewinding 7.5 kw	5 AU				
8	Motor rewinding 9.3 kw	5 AU				
9	Motor rewinding 11.2 kw	5 AU				
10	Motor rewinding 15 kw	5 AU				
11	Motor rewinding 18.65 kw	5 AU				
12	Motor rewinding 22.38 kw	5 AU				
13	Motor rewinding 26 kw	5 AU				
14	Motor rewinding 30 kw	5 AU				
15	Motor rewinding 37 kw	5 AU				
16	Motor rewinding 45 kw	3 AU				
17	Motor rewinding 55 kw	3 AU				
18	Motor rewinding 75 kw	3 AU				
19	Motor rewinding 110kw	2 AU				
20	Motor rewinding 200 kw	1 AU				
21	exhaust fan 10 inch	9 AU				
22	exhaust fan 14 inch	10 AU				
23	exhaust fan 18 inch	14 AU				
24	exhaust fan 24 inch	10 AU				
25	Ceiling fan	30 AU				
26	stand fan	20 AU				
27	Grinder/drill machine/blower bosch make	10 AU				
<b>Grand Total</b>						

### NOTE :

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)

.....

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



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 dispatched 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.

6. TCS (u/s 206C (1 H) of IT Act is not applicable, as SPM will deduct TDS u/s 194Q.

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 alternations in the text of the offer are permitted. Any correction made in the offer shall be initialed by the bidder.

(iv) This Section should not bring in any new Technical Parameter that has not been mentioned in the Technical Bid.

#### 7 BILLING:

7.1. Bills for jobs shall be certified only on the basis of the data in the Log/Measurement books, Job Order/Job Slip duly certified by EIC.

7.2. Contractor shall submit only one Bill per month for the work done in previous month.

7.3. The contractor shall submit bills with detail measurement in quadruplicate in Standard bill format of SPM and maintain one copy of each bill for their records.

NOTE : \* 'BIDDER TO FURNISH STIPULATED DOCUMENTS ALONG WITH TENDER IN SUPPORT OF FULFILLMENT OF TENDER CRITERIA. FURTHER CORRESPONDENCE IN THIS REGARD WILL NOT BE ENTERTAINED FOR ANY REASON. NON-SUBMISSION OR INCOMPLETE SUBMISSION OF DOCUMENTS MAY LEAD TO REJECTION OF OFFER.'

\*\*\*Details of Unit Abbreviation : AU - Activity Unit

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



## **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):



**Tender Number: 6000017422**

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

.....

(Signature with date)

.....

.....

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

For and on behalf of

.....

.....

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

**Section XIV: Manufacturer's Authorization Form**

To

.....

.....

*(Name and address of 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 authorize Messrs.  
..... *(name and address of the agent)* to submit a tender, process the same further  
and enter into a contract with you against your requirement as contained in the above referred tender  
enquiry documents for the above goods manufactured by us.

We further confirm that no supplier or firm or individual other than Messrs.....  
..... *(name and address of the above agent)* is authorized to  
submit a tender, process the same further and enter into a contract with you against your requirement  
as contained in the above referred tender enquiry documents for the above goods manufactured by us.

We also hereby extend our full warranty, as applicable as per clause 16 of the General Conditions of  
Contract read with modification, if any, in the Special Conditions of Contract for the goods and services  
offered for supply by the above firm against this tender document.

Yours faithfully,

.....

.....

*[Signature with date, name, and designation]*

for and on behalf of Messrs.....

*Name & address of the manufacturers*

*Note: This letter of authorization should be on the letter head of the manufacturing firm and should be  
signed by a person competent and having the power of attorney to legally bind the manufacturer.*

**Section XVI: Contract Form**

(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 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.)
9. TCS (u/s 206C (1 H) of IT Act in not applicable, as SPM will deduct TDS U/s 194Q.

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.



**Tender Number: 6000017422**

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

**ANNEXURE – I**

**TWO BID, SINGLE STAGE (TWO PACKET) TENDER**

**BIDDER'S CHECK LIST BEFORE TENDER SUBMISSION**

**Part I: - TECHNO-COMMERCIAL BID (Refer as per Section VI-List of Requirement, PART-A)**

S.No.	Tender Submission Check Points	Check before submission Tick ( <input checked="" type="checkbox"/> )
1	Earnest Money Deposited (As per section-VI)	NOT APPLICABLE
2	Tender Document duly Seal & Signed	
3	F.O.R. /Place of work:- SPM Narmadapuram duly unloaded	
4	Blank Price Bid as per Section XI (Without Price)	
5	Tender Validity <b>120 days</b> as per the tender	
6	Technical specification/ Scope of work as per Section VII	
7	Payment Terms as per Section V	
8	Submit Manufacturer's Authorization form (if applicable)	
9	Accept the Warranty clause as per tender (if applicable)	
10	Submit Eligibility Criteria - Section IX Duly seal & sign	
11	Fill Tender Form- Section X Duly seal & sign (without mentioning price)	
12	Period of Work/Delivery Terms : As per Section VI of our tender	
13	Submit declaration as per Annexure II, III & IV	

**Part II: - PRICE BID**

S.No.	Tender Submission Check Points	Check before submission Tick ( <input checked="" type="checkbox"/> )
1	Price Bid as per Section XI (Price including all taxes & other charges )	

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

**Note:**

1. Copy of this completed checklist to be necessarily enclosed along with bid.
2. "Bidder to furnish stipulated documents along with tender in support of fulfillment of tender criteria. Further correspondence in this regard will not be entertained for any reason. Non-submission or incomplete submission of documents may lead to rejection of offer."



Tender Number: 6000017422

**ANNEXURE – II**

**Tender No. 6000017422/EL/ARC/316  
(To be submitted on the letter head)**

**DECLARATION**

We do hereby declare that,

1. We have not been blacklisted /debarred by BNPMIPL /BRBNMPL /SPMCIL or any Govt. Departments for participation in tenders. The information provided above is correct and true to the best of my knowledge and belief.
2. We do hereby declare that we have read and understood all terms and conditions of tender document including GIT, SIT, GCC, SCC, Technical Specification, Quality Control Criteria and confirm to abide to those conditions without any counter conditions.
3. "We are accepting all the terms and conditions of the tender document without any deviation and withdraw all deviations if any"

Signature.....

Name.....

Designation.....

Date.....

Stamp of the Organization.....



Tender Number: 6000017422

**ANNEXURE – III**

**Tender No. 6000017422/EL/ARC/316  
(To be submitted on the letter head)**

**DECLARATION**

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India. I certify that M/s.....(**firm's name**) is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that M/s ..... (**firm's name**) fulfills all requirements in this regard and is eligible to be considered." (where applicable, evidence of valid registration by the competent Authority shall be attached)"

I, the undersigned, declare that the item.....originate in.....(Name of the country).

Signature.....

Name.....

Designation.....

Date.....

Stamp of the Organization.....

**ANNEXURE – IV**

**Tender No. 6000017422/EL/ARC/316  
(To be submitted on the letter head)**

**Declaration for Section 206AB of TDS under Income Tax Act, 1961**

Vendor Code: \_\_\_\_\_

M/s \_\_\_\_\_

PAN \_\_\_\_\_

GSTIN \_\_\_\_\_

I/We (Legal Name and Complete Address) \_\_\_\_\_ PAN: (PAN No.)  
\_\_\_\_\_, TAN: (TAN No.) \_\_\_\_\_, referring to the provisions of  
206AB of the IT Act, 1961, hereby declare the following:-

Financial Year	Aggregate TDS & TCS credit in our name was Rs. 50,000 or more ("Yes/No")	Income Tax Return ("ITR") Filed ("Yes/No")	E-filing Acknowledgement Number (15 digit – number) (Attach copy of acknowledgements)	Date of Filing of Return of income u/s 139/1 (DD/MM/YYYY)	Linked PAN with Aadhaar number or will link it before 30 June 2021 (or any further date as may be notified by CBDT ("Yes/No"))
<b>2018-19</b>					
<b>2019-20</b>					

We do hereby declare that to the best of my/our knowledge and belief what is stated above is correct, complete and is truly stated. In case there is a tax liability, interest or penal consequences which are levied on SPM on account of the false representation/declaration, I/we undertake to fully indemnify SPM for the same.

FOR \_\_\_\_\_

Authorized Signatory

Date:

*Note: In case the vendor failed to comply with the above provisions, TDS shall be deducted at the higher of the following rates, namely:-*

- (i) at twice the rate specified in the relevant provision of the Act; or
- (ii) at twice the rate or rates in force; or
- (iii) at the rate of five per cent (5%).

## **Vendor Registration Procedure for Common Portal(V3) e-Procurement**

### **System Requirements:**

1. OS Windows 10 and above, browser Internet Explorer 10 and above
2. Digital Signature **Class 3** and above (both signing and encrypting)

### **STEPS:**

1. Please visit <https://www.mstcecommerce.com>
2. Scroll onto **e-Procurement** tab and click on “**Common Portal**”
3. In the **Vendor Login**, please click on “**Register**”
4. Please fill all the details and follow the onscreen form to get registered.
5. Click on Submit button.
6. After the successful registration, an automated confirmation e-mail is sent to the provided email address.

Post Submission Login using your Digital Signature **Class 3**(both signing and encryption)

### **For System Settings:**

MSTC Help Desk Ph. 033 23400020, 23400021, 23400022

For System Settings Video Tutorial open link: **[bit.ly/v3mstcvid](https://bit.ly/v3mstcvid)**

# Bidding Guide to Vendor

[www.mstcecommerce.com/eproc](http://www.mstcecommerce.com/eproc)



*The following section is meant only to provide guidance to bidders about the Bidding process on the website of MSTC. This guideline is subject to change from time to time depending on the development of the portal. Vendors are advised to keep checking the latest guidelines from the website to keep themselves updated. They may also contact the Helpdesk to seek clarification on any point. MSTC shall not be responsible for any mistake committed by any bidder or for any consequent loss to the bidder due to misunderstanding anything written hereunder.*

A vendor shall be able to participate in event through Dashboard, My Favourite Events and Bid Floor.

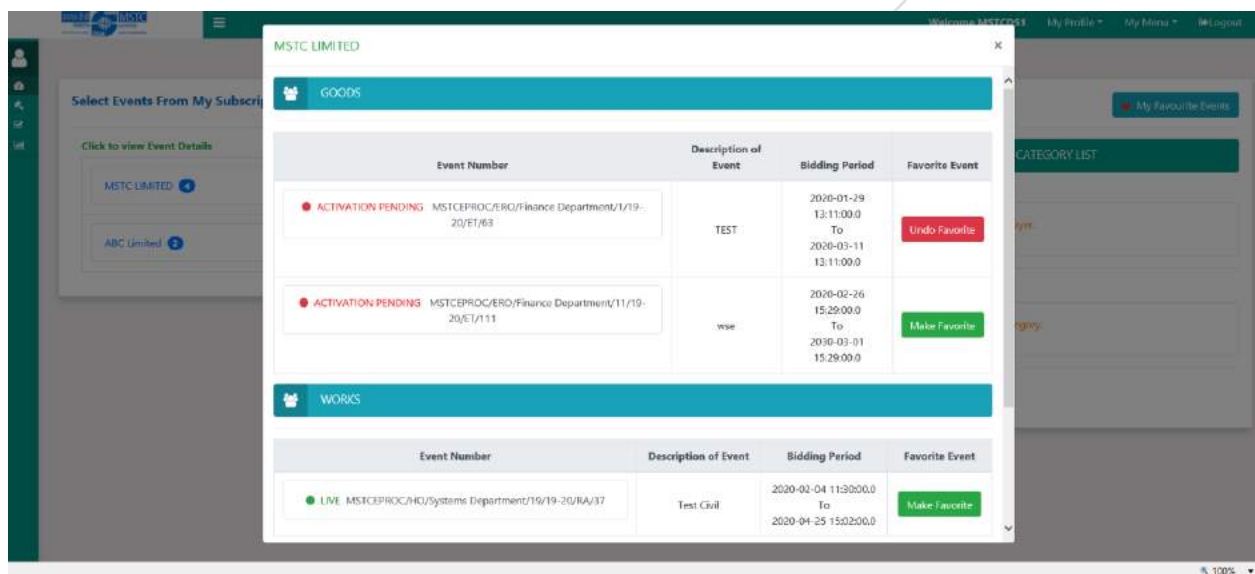
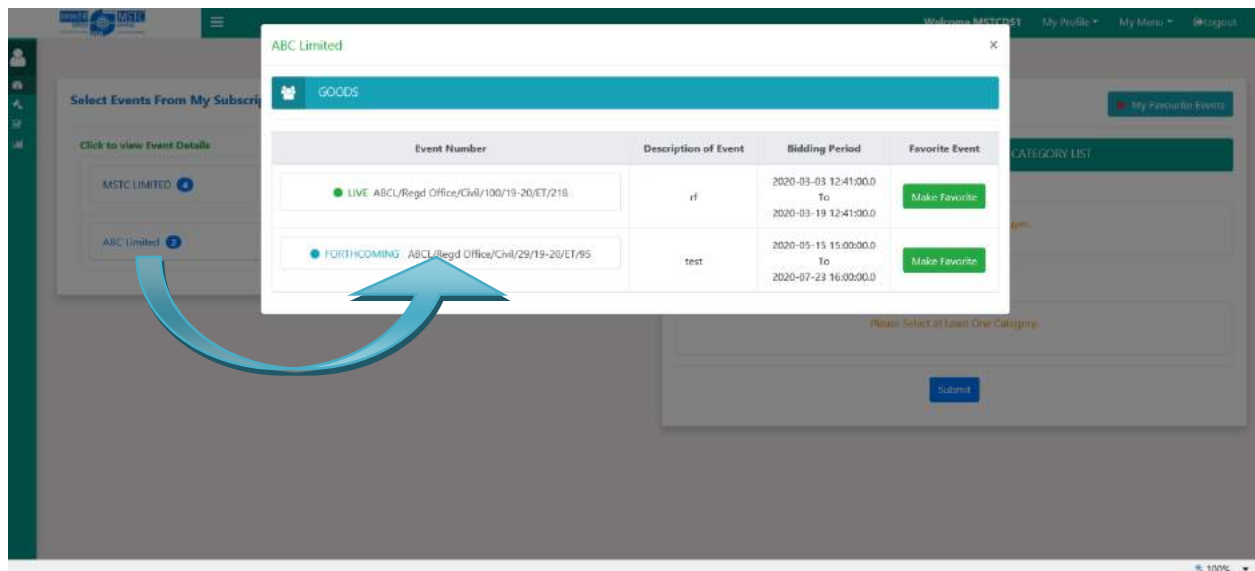
Dashboard provides two options to vendors-

- **Select Events From My Subscription**
- **Select From All Events**

The screenshot displays the MSTC portal dashboard. At the top, there is a green header bar with the MSTC logo on the left and navigation links 'Welcome MSTCDS1', 'My Profile', 'My Menu', and 'Logout' on the right. Below the header, the dashboard is divided into two main panels. The left panel, titled 'Select Events From My Subscription', features a green 'My Subscription' button and a section labeled 'Click to view Event Details'. This section contains two rows, each with a buyer name ('MSTC LIMITED' and 'ABC Limited') and a circular icon. The right panel, titled 'Select From All Events', has a red 'My Favourite Events' button. It includes two tabs: 'BUYER LIST' and 'CATEGORY LIST'. Below these tabs are two input fields: 'Selected Buyers:' and 'Selected Categories:', both with a placeholder text 'Please Select at Least One Buyer/Category'. A blue 'Submit' button is located at the bottom of the right panel. A large grey arrow points from the text 'Select Events From My Subscription' below the image to the left panel of the dashboard.

### **Select Events From My Subscription**

System provides the list of buyers for which vendor has subscribed. Under each buyer the total count of events LIVE/ Forthcoming and Activation Pending gets displayed. In case an event is limited tender or Reverse Auction, vendors who are eligible to participate shall be able to participate in the bidding.



- On clicking the LIVE event, system leads the vendor to the bid floor.
- A vendor shall be having the provision to add any event to the list of 'My Favourite Events' by clicking on 'Make Favorite'. To remove any event from the list, vendor shall have to click on 'Undo Favorite'.

### Select From All Events

System provides the list of all the events (LIVE/Forthcoming) created in the portal based on the selection of buyers and category by vendors. Under each buyer the total count of events LIVE and Forthcoming shall be displayed. In case an event is limited tender or Reverse Auction, vendors who are eligible to participate shall be able to participate in the bidding.

The screenshot shows the 'Select From All Events' page. On the left, there's a sidebar with 'My Subscription' and 'My Favourite Events' buttons. The main content area has two tabs: 'BUYER LIST' and 'CATEGORY LIST'. Below the 'BUYER LIST' tab, there's a section titled 'Selected Buyers:' with a text input field containing the placeholder 'Please Select at Least One Buyer'. Below the 'CATEGORY LIST' tab, there's a section titled 'Selected Categories:' with a text input field containing the placeholder 'Please Select at Least One Category'. A 'Submit' button is located at the bottom right of the main content area.

Vendor shall have to select buyers from Buyer List and click on 'Submit'.

The screenshot shows a 'Buyer Details' modal window. It contains a list of buyers with checkboxes: MSTC LIMITED, MOIL LIMITED, Indian Rare Earths Limited, Version Three, SECURITY PRINTING & MINTING CORPORATION OF INDIA LTD, ABC Limited (checked), xyz, PQR LTD, SECURITY PRINTING & MINTING CORPORATION OF INDIA LTD, WAPCOS Limited, and National Projects Construction Corporation Limited. A 'Submit' button is at the bottom right of the modal.

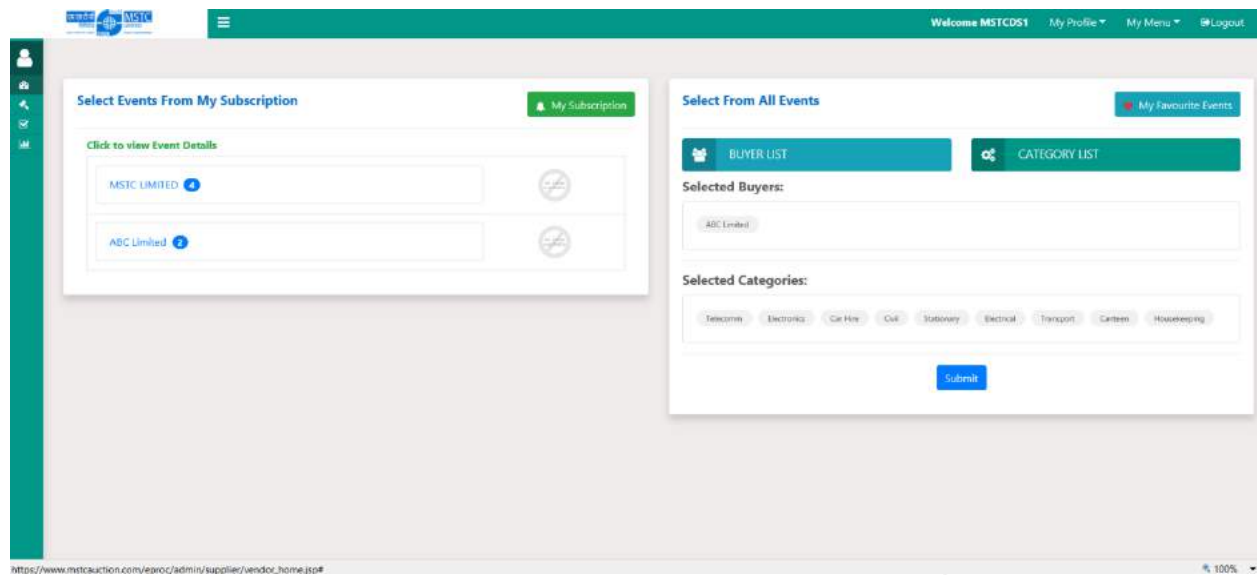
On clicking 'Submit' button, the selected buyers shall be displayed in the 'Selected Buyers' list.

The screenshot displays the MSTCD51 web application interface. The top navigation bar includes the user name 'Welcome MSTCD51', 'My Profile', 'My Menu', and 'Logout'. The main content area is divided into two panels. The left panel, titled 'Select Events From My Subscription', features a 'My Subscription' button and a 'Click to view Event Details' link. It lists two events: 'MSTC LIMITED' and 'ABC Limited', each with a circular icon. The right panel, titled 'Select From All Events', features a 'My Favourite Events' button and two tabs: 'BUYER LIST' and 'CATEGORY LIST'. Below the tabs, the 'Selected Buyers' section shows 'ABC Limited'. The 'Selected Categories' section is empty, with a prompt 'Please Select at Least One Category.' and a 'Submit' button.

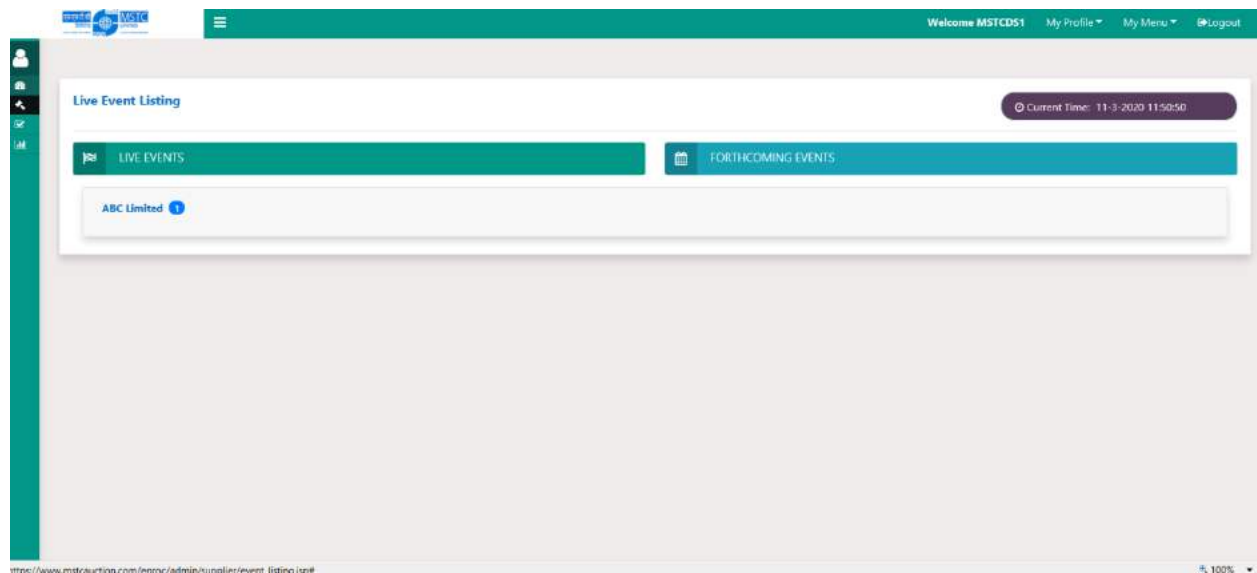
Vendor shall have to select category from Category List and click on 'Submit'.

The screenshot shows the MSTCD51 web application interface with a 'Category Details' modal window open. The modal contains a list of categories with checkboxes: 'Telecom', 'Electronics', 'Car Hire', 'Chill', 'Stationary', 'Electrical', 'Transport', 'Canteen', and 'Housekeeping'. A 'Submit' button is located at the bottom right of the modal. The background interface is dimmed, showing the 'Select Events From My Subscription' and 'Select From All Events' panels. The 'Selected Categories' section in the right panel is still empty, with the prompt 'Please Select at Least One Category.' and a 'Submit' button.

On clicking 'Submit' button, the selected categories shall be displayed in the 'Selected Categories' list.



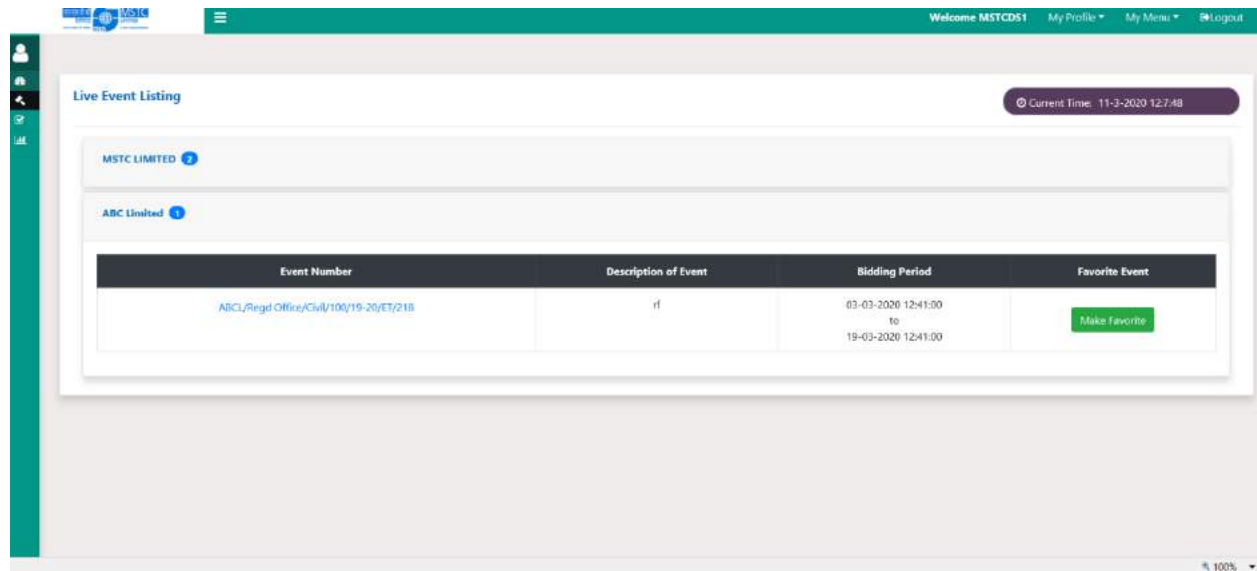
On clicking 'Submit', system shall display each buyer along with the total count of events under 'LIVE Events'.



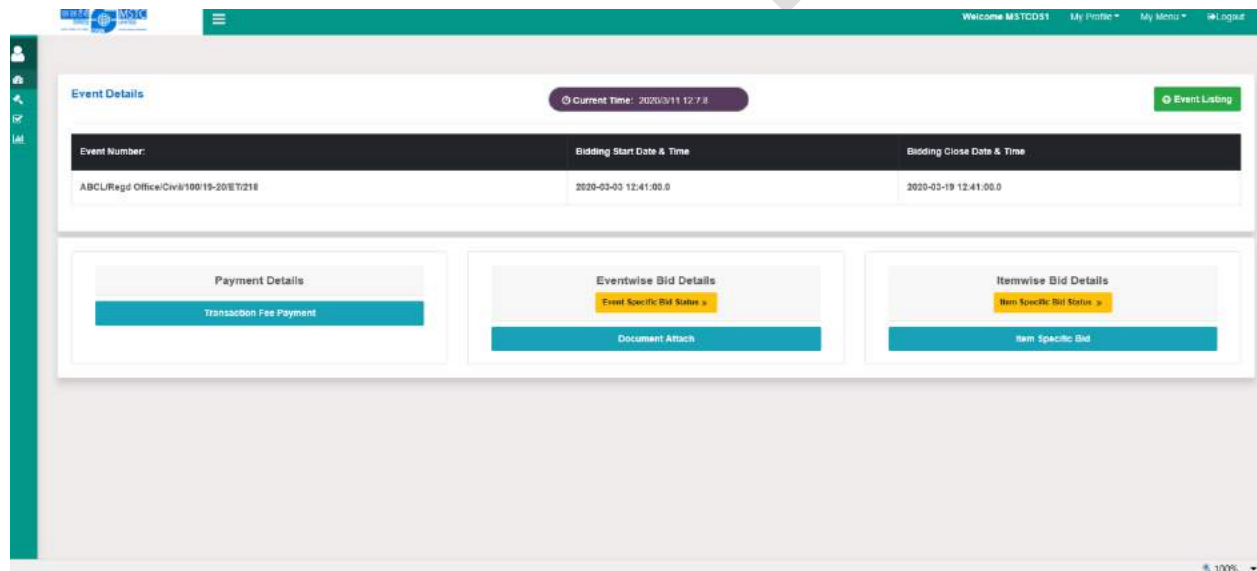
## LIVE Event Listing

On clicking a particular buyer's name, system enlists the LIVE events.

*A vendor shall have the provision to add any event to the list of 'My Favourite Events' by clicking on 'Make Favorite'. To remove any event from the list, vendor shall have to click on 'Undo Favorite'.*



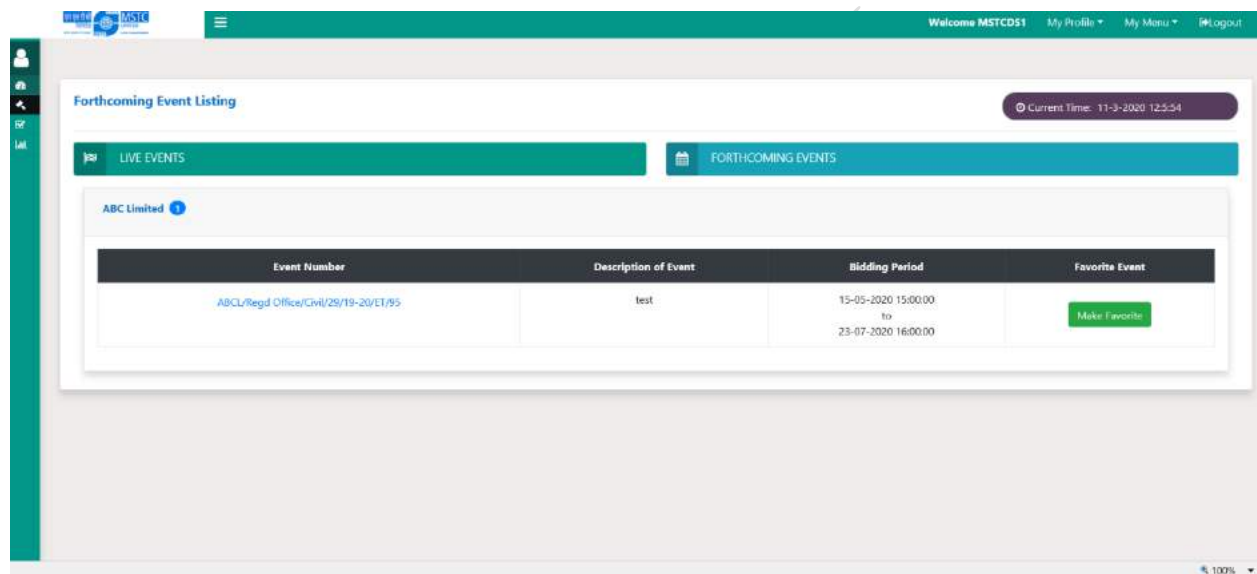
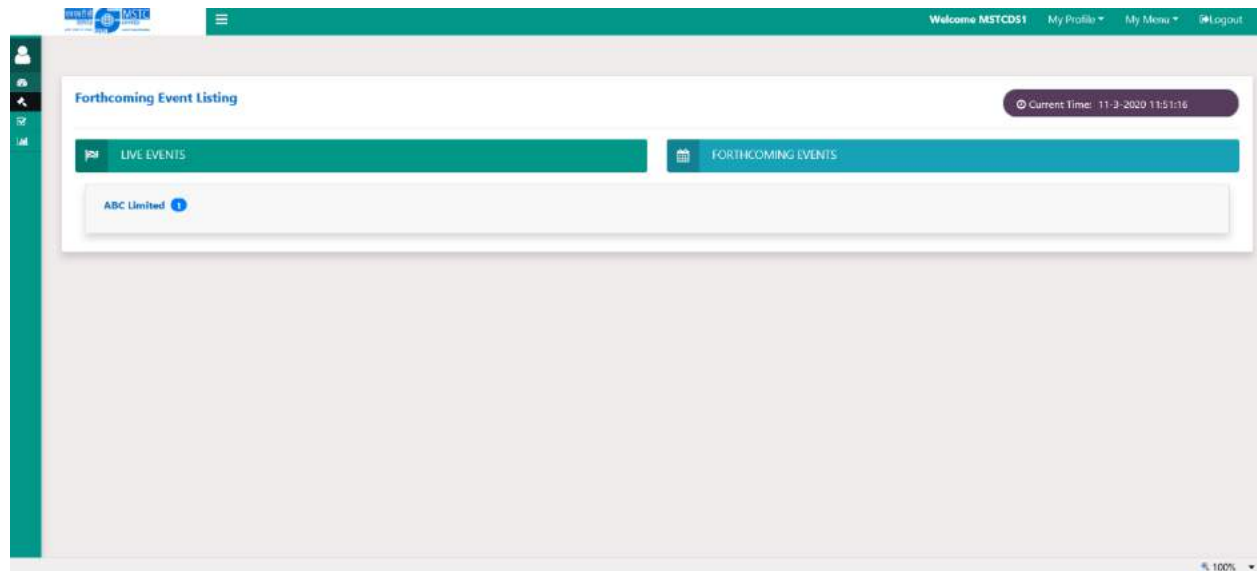
On selecting an event, system leads a vendor to the bid floor.



### Forthcoming Event Listing

On clicking a particular buyer's name, system enlists the Forthcoming events.

A vendor shall have the provision to add any event to the list of 'My Favourite Events' by clicking on 'Make Favorite'. To remove any event from the list, vendor shall have to click on 'Undo Favorite'.



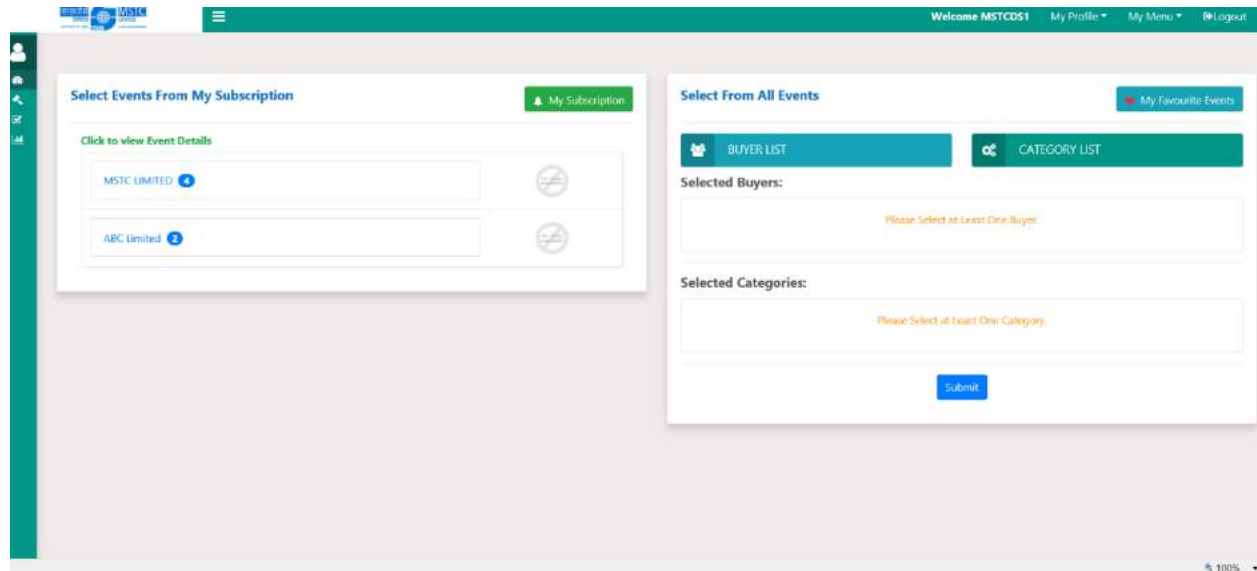
On selecting an event, system displays the catalogue.





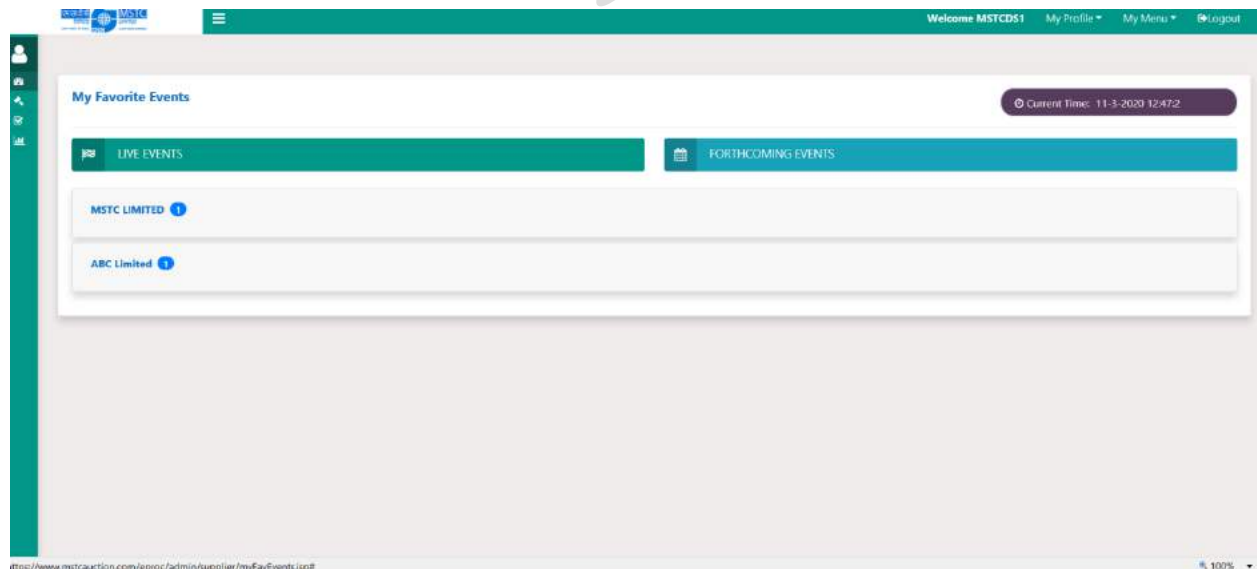
### My Favourite Events

On clicking this link, system displays the LIVE and Forthcoming events which have been added to favorites under respective buyers through Dashboard and Bid Floor.



### **LIVE Events**

On clicking a particular buyer's name, system enlists the LIVE events.



On selecting an event, system leads a vendor to the bid floor.

The screenshot shows the 'My Favorite Events' page. At the top, there's a header with 'Welcome MSTCDS1', 'My Profile', 'My Menu', and 'Logout'. Below the header, there's a 'Current Time: 11-3-2020 12:51:38' indicator. The main content area has two tabs: 'LIVE EVENTS' and 'FORTHCOMING EVENTS'. Under 'FORTHCOMING EVENTS', there's a section for 'ABC Limited'. Below this, a table lists events:

Event Number	Description of Event	Bidding Period
ABCL/Bagel Office/Cat/100/19-20/ET/218	rt	03-03-2020 12:41:00 to 19-03-2020 12:41:00

The screenshot shows the 'Event Details' page. At the top, there's a header with 'Welcome MSTCDS1', 'My Profile', 'My Menu', and 'Logout'. Below the header, there's a 'Current Time: 2020/03/11 12:52:23' indicator. The main content area has a 'Event Listing' button. Below this, there's a table with event details:

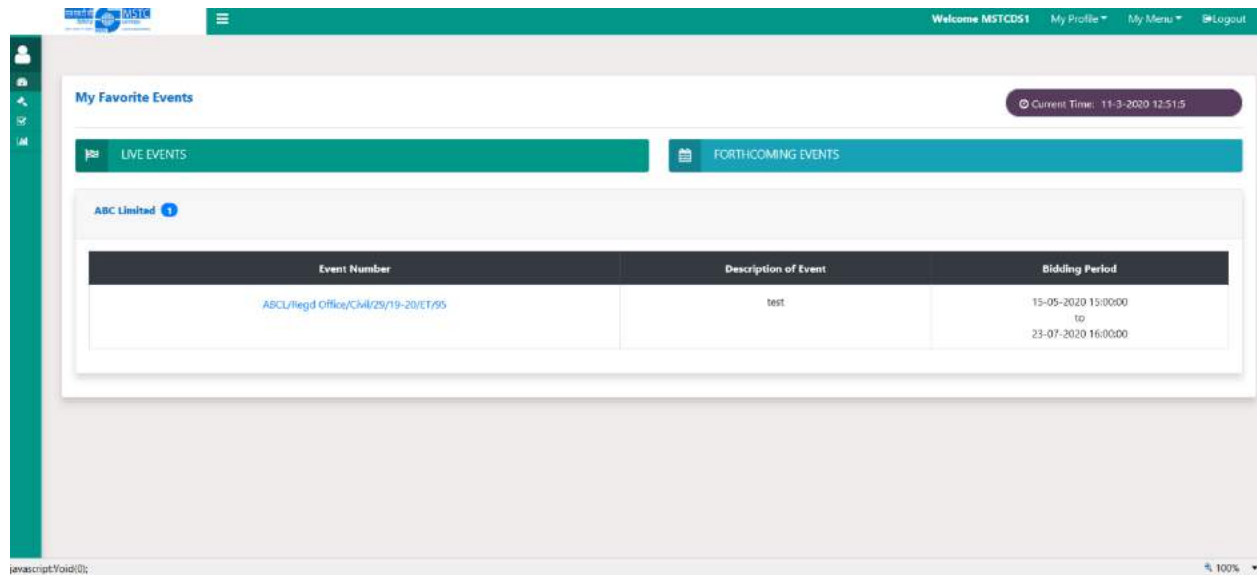
Event Number	Bidding Start Date & Time	Bidding Close Date & Time
ABCL/Bagel Office/Cat/100/19-20/ET/218	2020-03-02 12:41:00.0	2020-03-19 12:41:00.0

Below the table, there are three sections: 'Payment Details' (Transaction Fee Payment), 'Eventwise Bid Details' (Event Specific Bid Status, Document Attach), and 'Itemwise Bid Details' (Item Specific Bid Status, Item Specific Bid).

## Forthcoming Events

On clicking a particular buyer's name, system enlists the Forthcoming events.

The screenshot shows the 'My Favorite Events' page. At the top, there's a header with 'Welcome MSTCDS1', 'My Profile', 'My Menu', and 'Logout'. Below the header, there's a 'Current Time: 11-3-2020 12:47:34' indicator. The main content area has two tabs: 'LIVE EVENTS' and 'FORTHCOMING EVENTS'. The 'FORTHCOMING EVENTS' tab is selected, and it shows a section for 'ABC Limited' with a notification icon.



My Favorite Events

Current Time: 11-3-2020 12:51:5

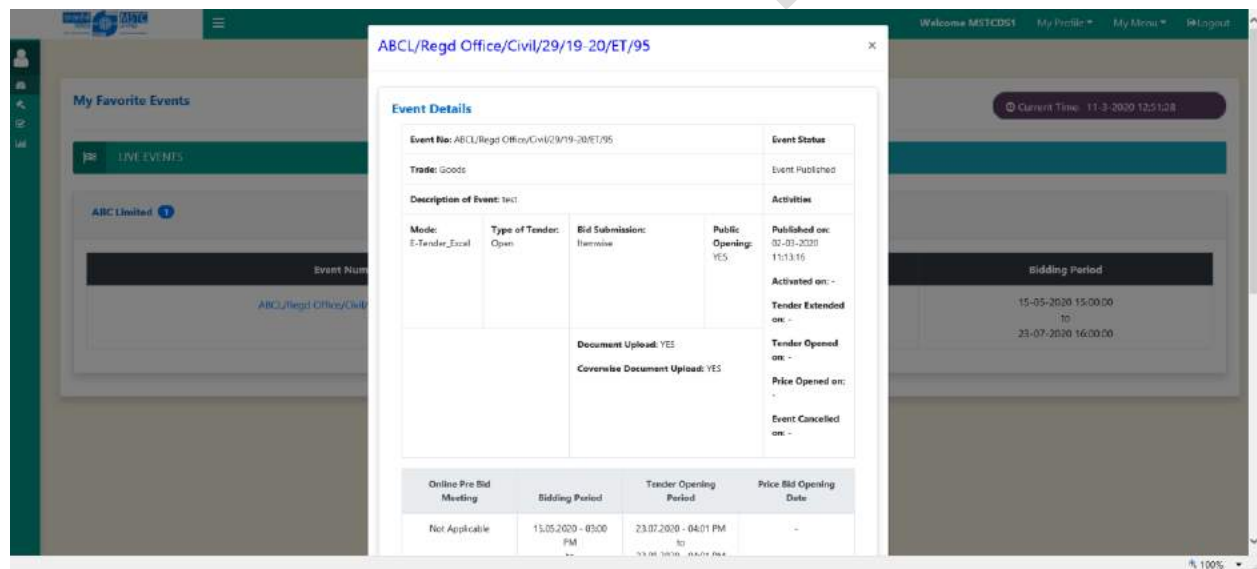
LIVE EVENTS FORTHCOMING EVENTS

ABC Limited 1

Event Number	Description of Event	Bidding Period
ABCL/Regd Office/Civil/29/19-20/ET/95	test	15-05-2020 15:00:00 to 23-07-2020 16:00:00

javascript:void(0); 100%

On selecting an event, system displays the catalogue.



ABCL/Regd Office/Civil/29/19-20/ET/95

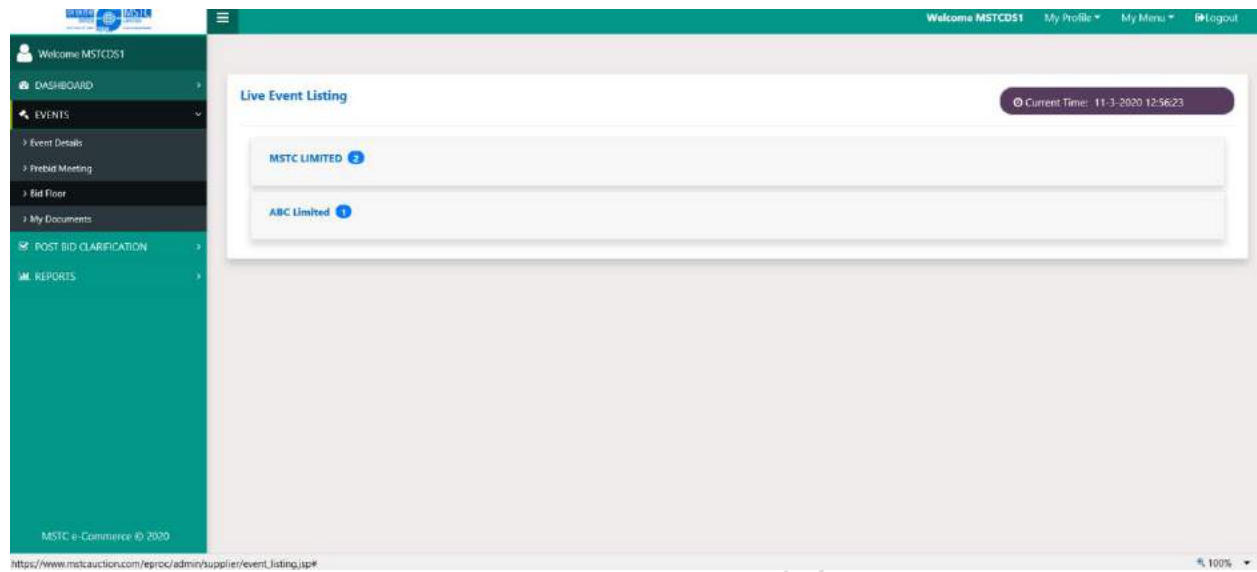
Event Details

Event No: ABCL/Regd Office/Civil/29/19-20/ET/95				Event Status	
Trade: Goods				Event Published	
Description of Event: test				Activities	
Mode: E-Tender_Excel	Type of Tender: Open	Bid Submission: Iterative	Public Opening: YES	Published on: 02-03-2020 11:13:16	Activated on: -
Document Upload: YES				Tender Extended on: -	Tender Opened on: -
Conversive Document Upload: YES				Price Opened on: -	Event Cancelled on: -
Online Pre Bid Meeting	Bidding Period	Tender Opening Period	Price Bid Opening Date		
Not Applicable	15.05.2020 - 05:00 PM	23.07.2020 - 04:01 PM	-		

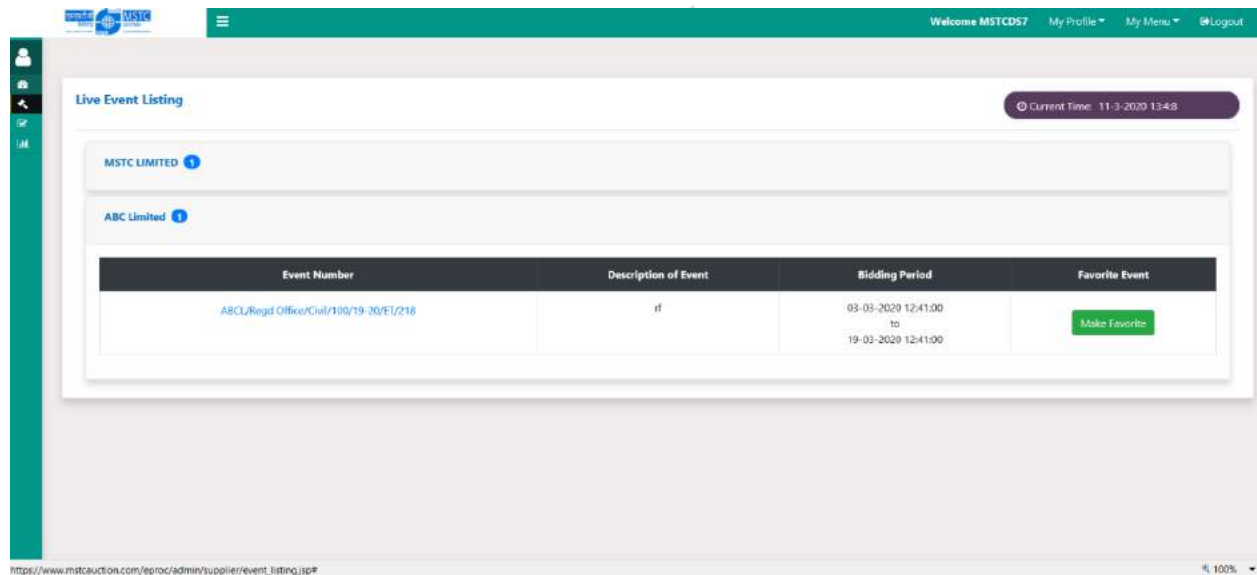
100%

## Bid Floor

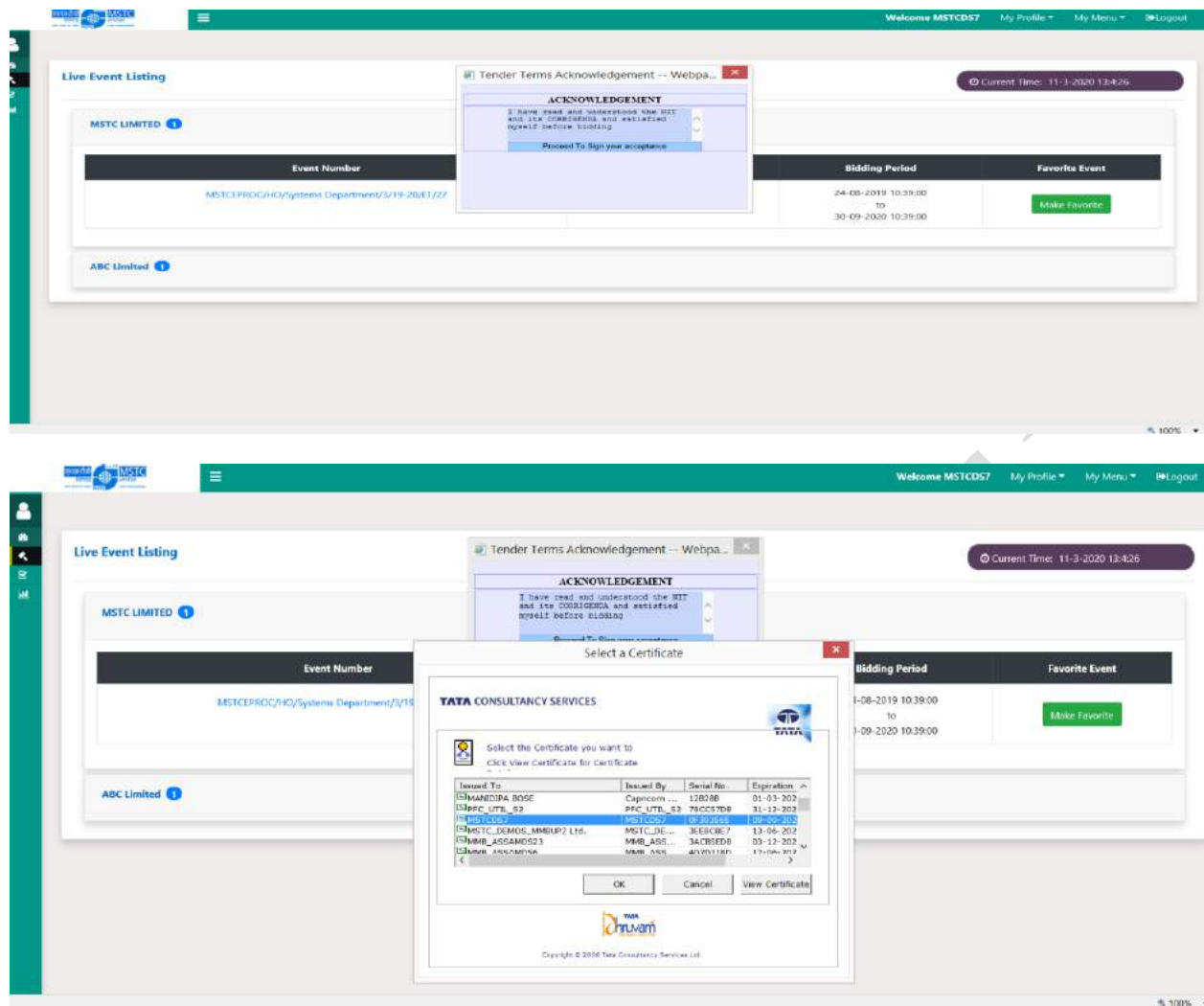
Vendors shall be able to view the buyers list with counts of LIVE events through this link.



On clicking a buyer, system displays the LIVE events to vendors.

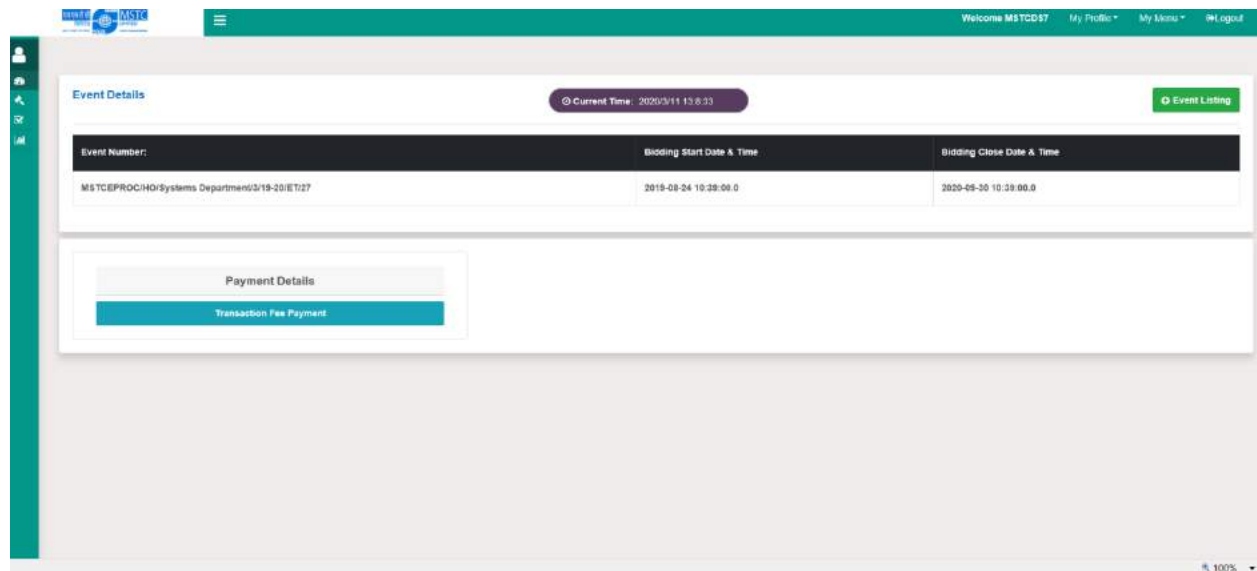


On clicking an event for the first time, the same shall be verified with DSC.



On successful DSC verification, system shall lead the vendor to the bid floor.

In case, there is transaction fee payment mandatory for the selected event, a vendor has to click on Transaction Fee Payment tab.



Event Details

Current Time: 2020/3/11 15:03:33

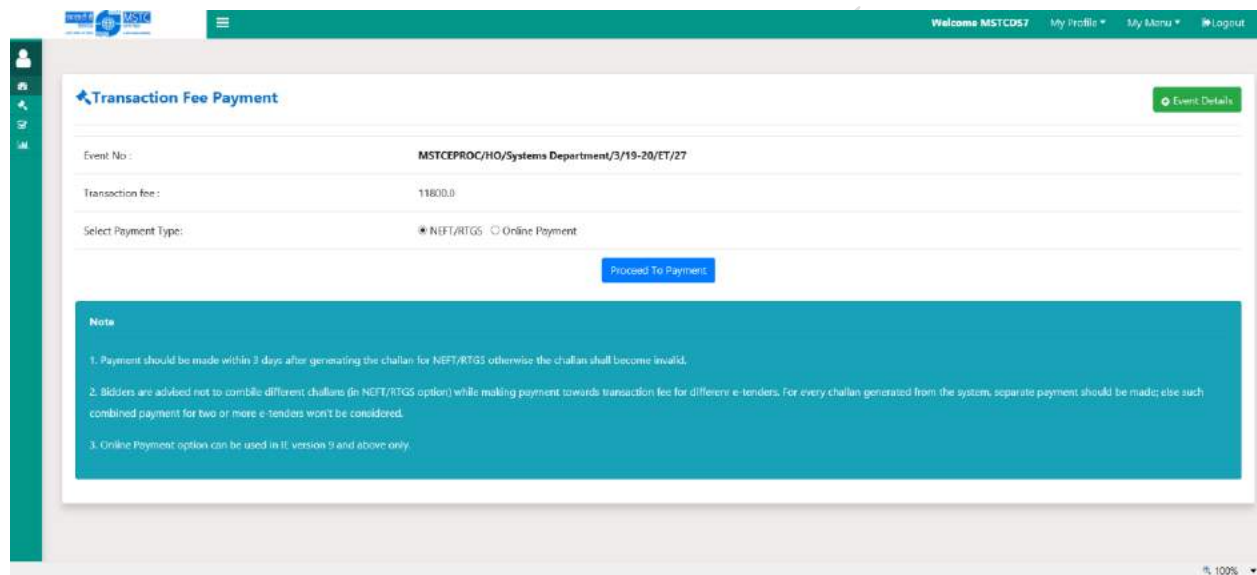
Event Listing

Event Number:	Bidding Start Date & Time	Bidding Close Date & Time
MSTCEPROC/HO/Systems Department/3/19-20/ET/27	2019-08-24 10:28:00.0	2020-09-20 10:28:00.0

Payment Details

Transaction Fee Payment

To make payment, a vendor shall have options of payment through NEFT/ RTGS or Online Payment.



Transaction Fee Payment

Event Details

Event No: MSTCEPROC/HO/Systems Department/3/19-20/ET/27

Transaction fee: 11800.0

Select Payment Type: ☒ NEFT/RTGS ☐ Online Payment

Proceed To Payment

Note

1. Payment should be made within 3 days after generating the challan for NEFT/RTGS otherwise the challan shall become invalid.
2. Bidders are advised not to combine different challans (in NEFT/RTGS option) while making payment towards transaction fee for different e-tenders. For every challan generated from the system, separate payment should be made; else such combined payment for two or more e-tenders won't be considered.
3. Online Payment option can be used in II version 9 and above only.

## NEFT/ RTGS

On filling up the details, vendor shall have to click on 'Generate Challan' to generate the online challan.

NEFT/RTGS Transaction Fees(In be Filled by Applicant for Bank Details) Amount (In Rs.): 11800.0

Bank Name:

Address 1:

Address 2:

Address 3:

City:

Pincode:

Account Title:

Debit Account No.:

Account type:

Amount(in figures):

[Generate Challan](#)

A vendor shall have to click on 'Print' for the offline payment. On clicking 'Event Details', system shall return to bid floor.

Date: 11/03/2020

TO:  
TEST BANK  
TEST ADDRESS  
TEST  
TEST  
TEST  
000000

Sub: **Request for transfer of fund by RTGS/NEFT**

<p><b>Applicant Details:</b></p> <p>Account Title: Test Name Debit Account No: 0000000000/8329 Account Type: 1</p>	<p><b>Beneficiary Details:</b></p> <p>Beneficiary Name: MSTC LIMITED Credit Account No: 15250012052 Bank: IndusInd Bank Branch: Kolkata Account Type: Current Account IFSC Code: INDB0000015</p>
--	--

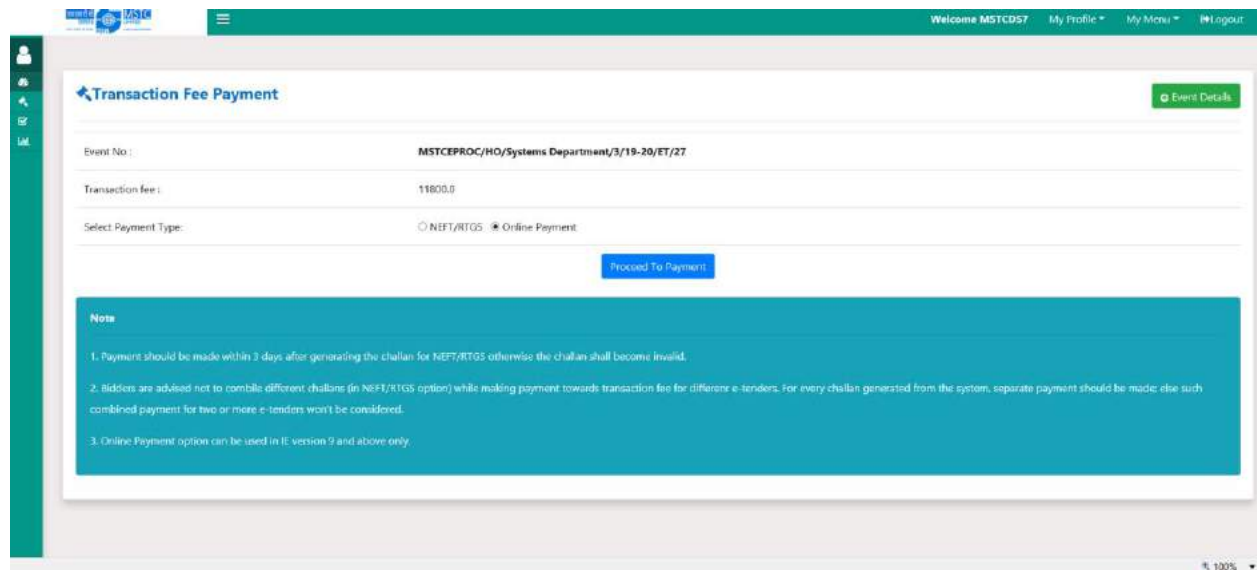
**Remittance Details:**  
**Amount:** Rs.11800.0  
**Amount(in figures):** Eleven Thousand Eight Hundred Only  
**Please remit the amount as per the aforesaid details, by debiting my/our account for the amount of remittance with the followingmg remittance details:**  
**Remittance Data:** Transaction Fee for E-Tender no : ( MSTCEPROC/HO/Systems Department/3/19-20/ET/27 ) by the bidder my company

Regards,  
From:  
MSTC e-Procurement Team

[Print](#)
[Event Details](#)

## Online Payment

On clicking 'Proceed to Payment' transaction id shall be generated.



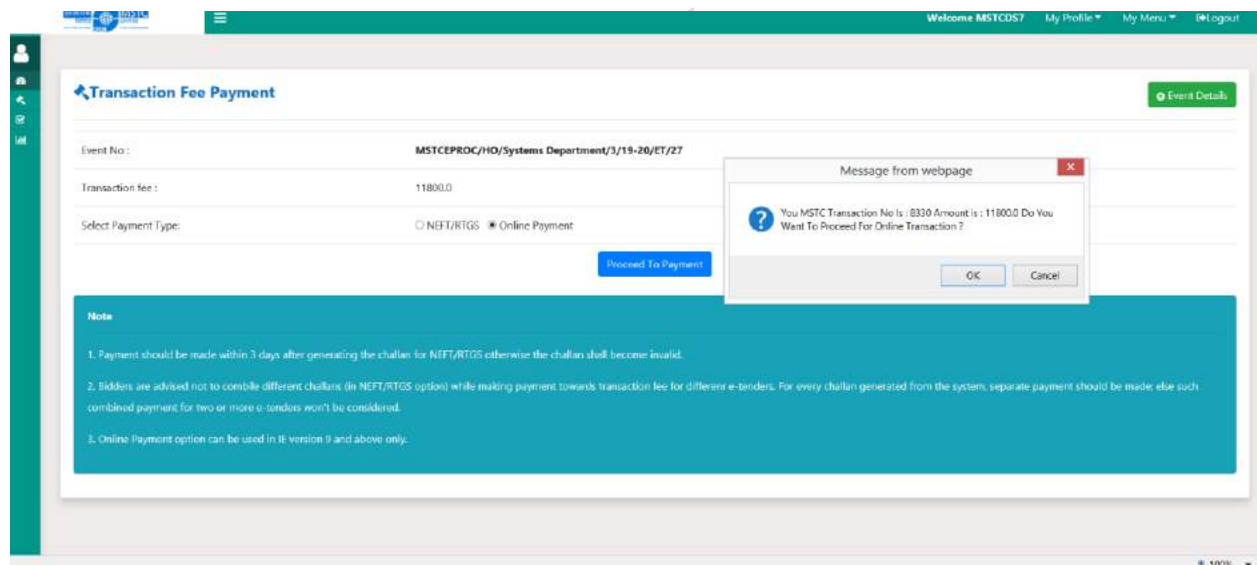
The screenshot shows the 'Transaction Fee Payment' page. At the top, there is a header with 'Welcome MSTCDS7', 'My Profile', 'My Menu', and 'Logout'. The page title is 'Transaction Fee Payment' with an 'Event Details' link. The form contains the following fields:

- Event No.: MSTCEPROC/HO/Systems Department/3/19-20/ET/27
- Transaction fee: 11800.0
- Select Payment Type: ☐ NEFT/RTGS ☒ Online Payment

Below the form is a blue button labeled 'Proceed To Payment'. A 'Note' section contains the following text:

1. Payment should be made within 3 days after generating the challan for NEFT/RTGS otherwise the challan shall become invalid.
2. Bidders are advised not to combine different challans (in NEFT/RTGS option) while making payment towards transaction fee for different e-tenders. For every challan generated from the system, separate payment should be made; else such combined payment for two or more e-tenders won't be considered.
3. Online Payment option can be used in IE version 9 and above only.

On clicking 'Ok', the system shall lead to the payment gateway page.



This screenshot shows the same 'Transaction Fee Payment' page as above, but with a confirmation dialog box overlaid. The dialog box has a title bar 'Message from webpage' and contains the following text:

? You MSTC Transaction No is : 8330 Amount is : 11800.0 Do You Want To Proceed For Online Transaction ?

At the bottom of the dialog box are 'OK' and 'Cancel' buttons. The background page content is partially obscured by the dialog box.

On successful payment, vendor shall receive the transaction acknowledgment mail in the entered e-mail id.



The screenshot displays the ATOM payment gateway interface. On the left, a sidebar lists payment modes: Credit Card (selected), Debit Card, Net Banking, UPI, EMI, and Wallet. The main area shows the 'Credit Card' payment form with fields for Credit Card Number, Name On Card, Bank Name, Mobile Number, and Email id. A 'Pay Now' button is at the bottom. On the right, a summary box shows the amount payable as ₹ 11800.00, transaction ID 8330, and a breakdown of fees (Processing Fee: 0.00, GST: 0.00). The total amount is 11800.00. A note states: '\* Processing fee & GST are non refundable.' At the bottom, there are logos for various payment methods including Visa, MasterCard, SafeKey, and others.

### Transaction Fee Payment Acknowledgement

**Event No.:** [MSTCEPROC/HO/Systems Department/3/19-20/ET/27](#)  
**Company Name:** my company  
**Contact Person:** MSTCDS7

**MSTC Ref. No.:** [8330](#)  
**Transaction Ref. No.:** 7000048818901  
**Transaction Date:** Wed Mar 11 13:28:05 IST 2020  
**Amount:** 11800.00  
**Transaction Status:** **Transaction Successfully Completed.**

Print

The transaction fee payment shall be auto authorized by the system. A vendor has to click on 'Event Details' of the Transaction Fee Payment page in order to proceed to Bid Floor.

### **Bid Submission Floor for Tender**

System displays the next tabs 'Eventwise Bid Details' and 'Itemwise Bid Details'. Submission of bid is under 'Itemwise Bid Details'. The 'Itemwise Bid Details' shall be enabled only after filling up of 'Eventwise Bid Details' (if there is Eventwise Bid Details). The 'Event Listing' button leads to the previous page.

The screenshot shows the 'Event Details' page with the following data:

Event Number:	Bidding Start Date & Time	Bidding Close Date & Time
MSTCEPROC/HQ/Systems Department/19/28/E/27	2019-08-24 10:29:00.0	2020-09-30 10:29:00.0

Current Time: 2020/3/11 13:30:52

Buttons available:

- Event Listing (Green)
- Transaction Fee Payment (Blue)
- Event Specific Bid Status (Yellow)
- Pre Qualification (Blue)
- Converse Terms (Blue)
- Document Attach (Blue)
- Item Specific Bid Status (Yellow)
- Item Specific Bid (Blue)

### **Bid Submission Floor for Reverse Auction**

The screenshot shows the 'Event Details' page with the following data:

Event Number:	Bidding Start Date & Time	Bidding Close Date & Time
MSTCEPROC/HQ/Systems Department/19/19/28/RA/37	2020-02-04 11:30:00.0	2020-04-25 15:02:00.0

Current Time: 2020/3/11 13:34:53

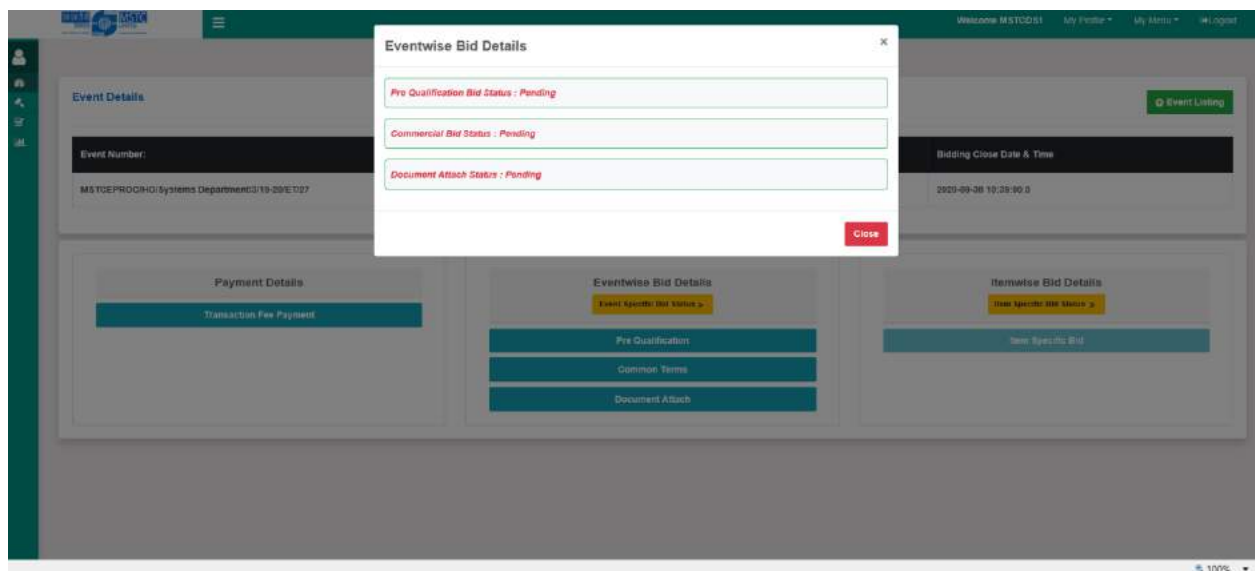
Buttons available:

- Event Listing (Green)
- Transaction Fee Payment (Blue)
- RA Bid Floor (Blue)

### **Bid Submission in Tender**

**Eventwise Bid Details:** A vendor shall be able to submit Pre Qualification Bid/ Common Terms of Technical Bid and Attach Documents through individual tabs (based on the requirement of the tender).

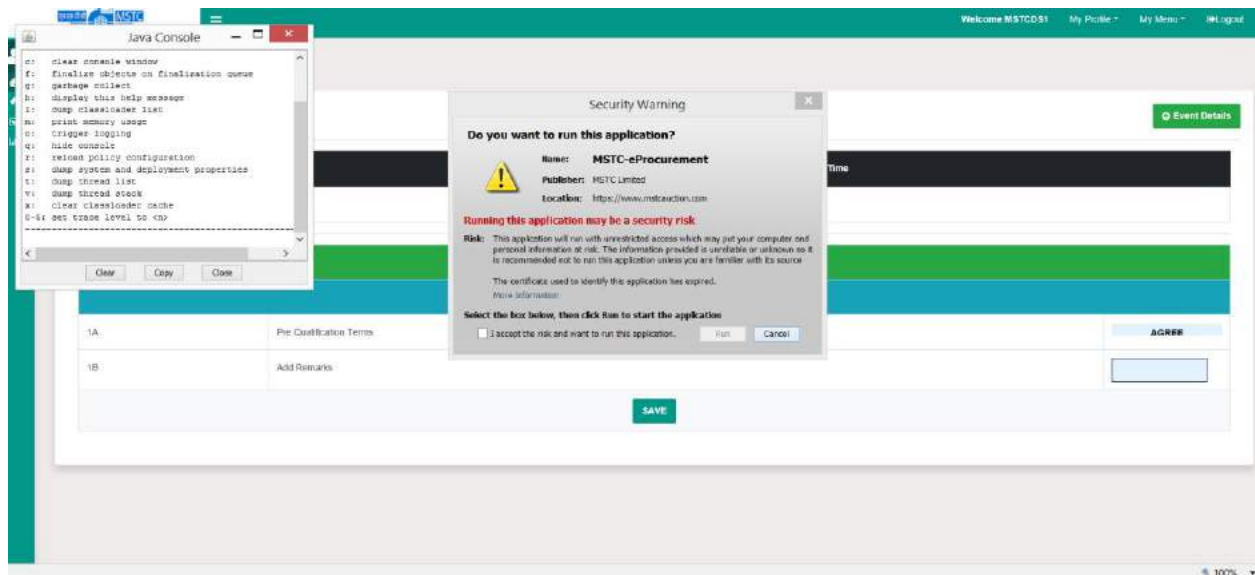
**Event Specific Bid Status:** A vendor shall be able to view the status of bidding against each tab of 'Event wise Bid Details'.



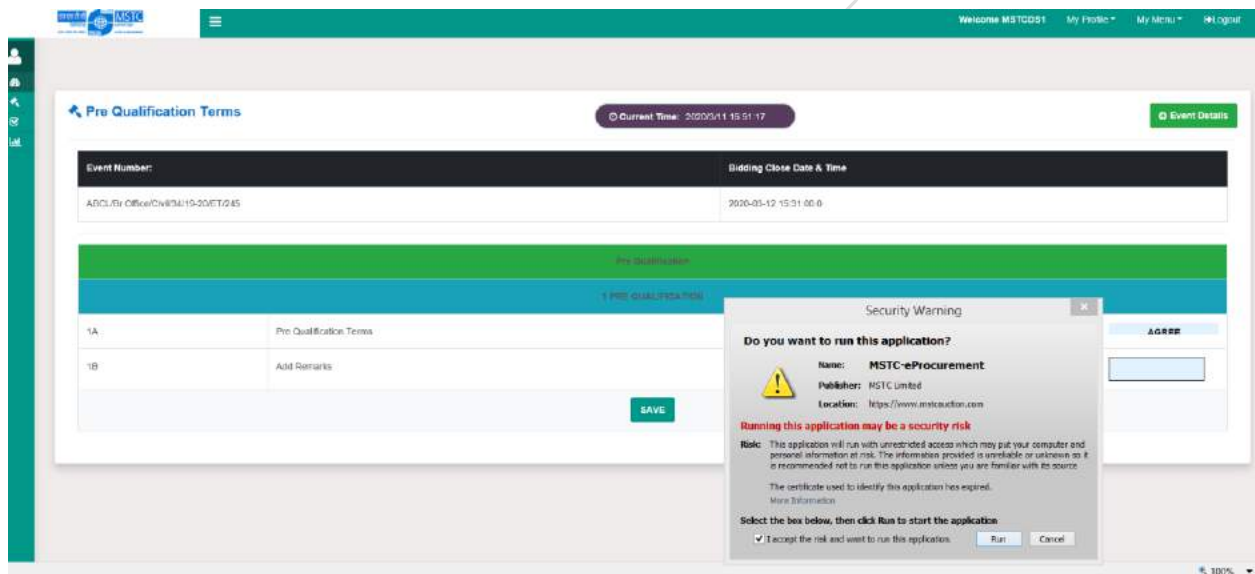
#### **Pre Qualification**

On clicking the 'Pre Qualification' tab, system displays the pre qualification form.

At this stage a vendor has to run the JAVA applet before saving the bid.



The vendor has to accept and click on 'Run'.



The bid shall be saved with two steps.

1. On clicking 'Save' button, the DSC box shall appear on the screen. The vendor shall have to select the correct DSC and click on 'OK'.

NOTE: If valid DSC doesn't appear in the DSC box, please check if the e-token is inserted in the USB port.

Pre Qualification Terms

Current Time: 2020/3/11 15:52:27

Event Number: ABQLE/Office/Civil/34/19-20/ET/245 Bidding Close Date & Time: 2020-03-12 15:31:00.0

17982 QUALIFICATION

1A: Pre Qualification Terms:

1B: Add Remarks:

Bid Signer -- Webpage Dialog

**Bid Signing**

PLS. SIGN THE BID WITH YOUR REGISTERED DSC  
YOUR UNIQUE CHALLENGE CODE IS : 642479

Pre Qualification Terms

Event Number: ABQLE/Office/Civil/34/19-20/ET/245 Bidding Close Date & Time: 2020-03-12 15:31:00.0

1A:

1B:

Select a Certificate

TATA CONSULTANCY SERVICES

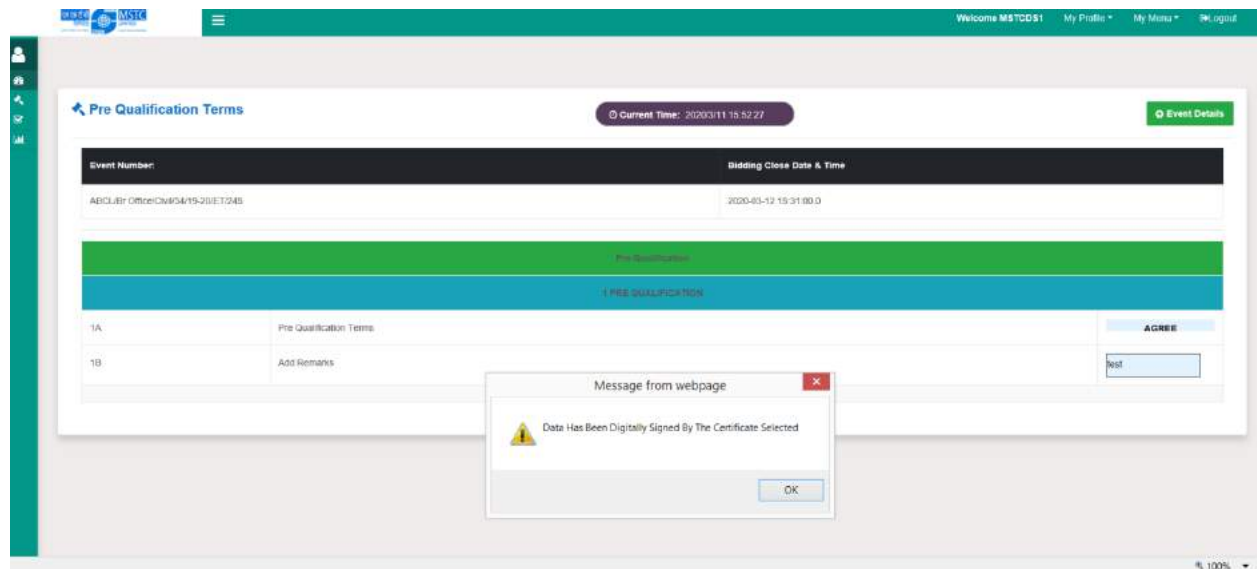
Select the Certificate you want to  
Click View Certificate for Certificate

Issued To	Issued By	Serial No.	Expiration
MSTCDS12	MSTCDS12	5700781E	09-09-2022
FOGND64	DGND64	35E8A3DC	06-11-2022
FOGND64	FOGND64	470A331A	02-08-2028
MSTCDS13	MSTCDS13	54F3B431	09-09-2022
MWMB_ASSAND520	MWMB_ASS...	59C8D152	03-12-2022
MWMB_ASSAND520	MWMB_ASS...	59C8D152	03-12-2022

Bid Signer -- Webpage Dialog

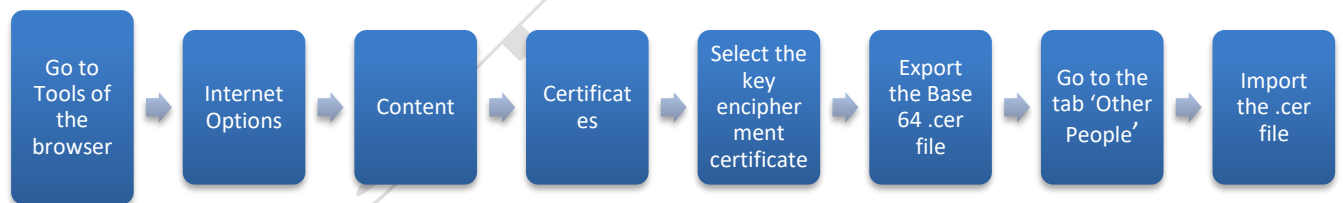
**Bid Signing**

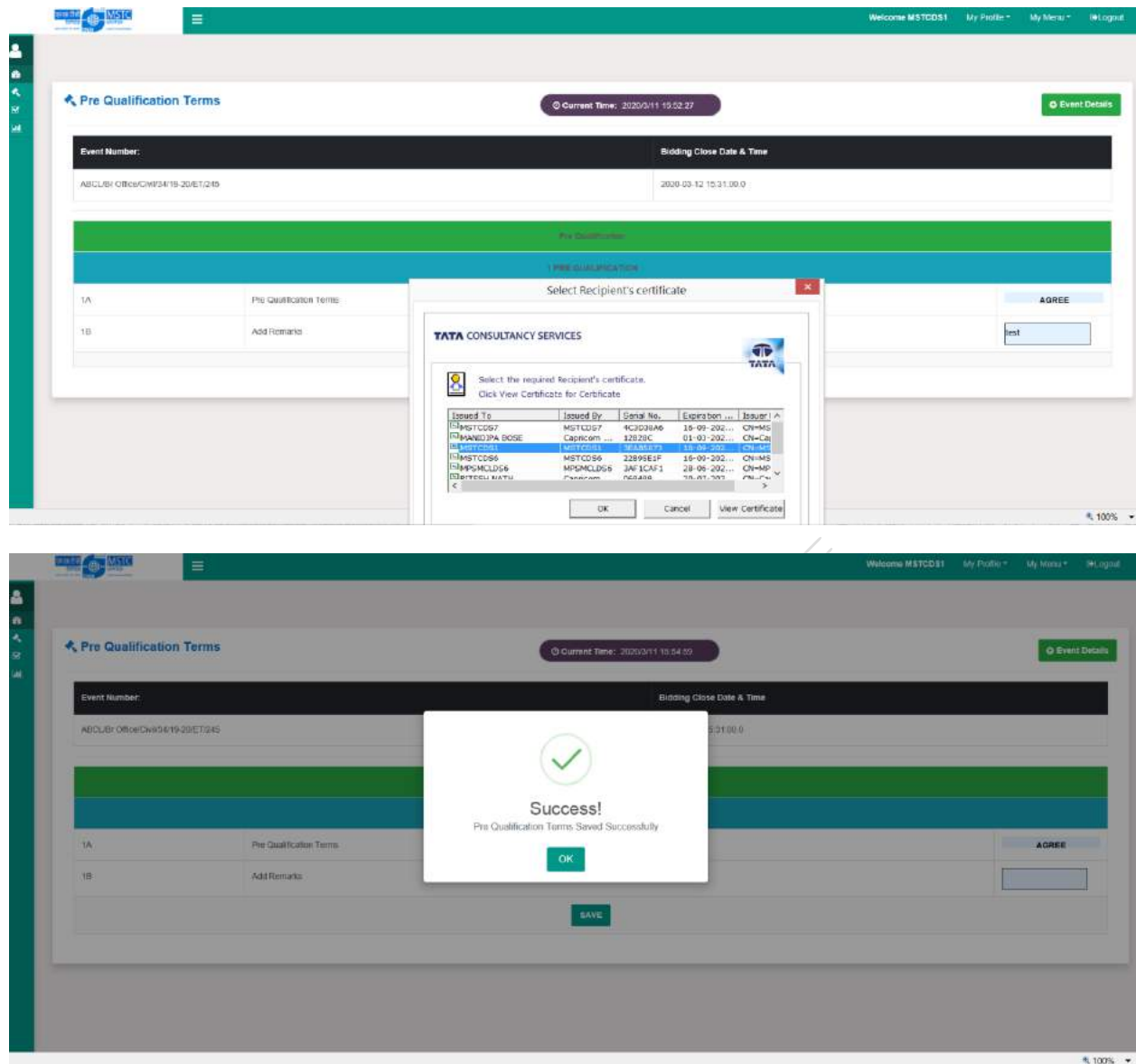
PLS. SIGN THE BID WITH YOUR REGISTERED DSC  
YOUR UNIQUE CHALLENGE CODE IS : 642479



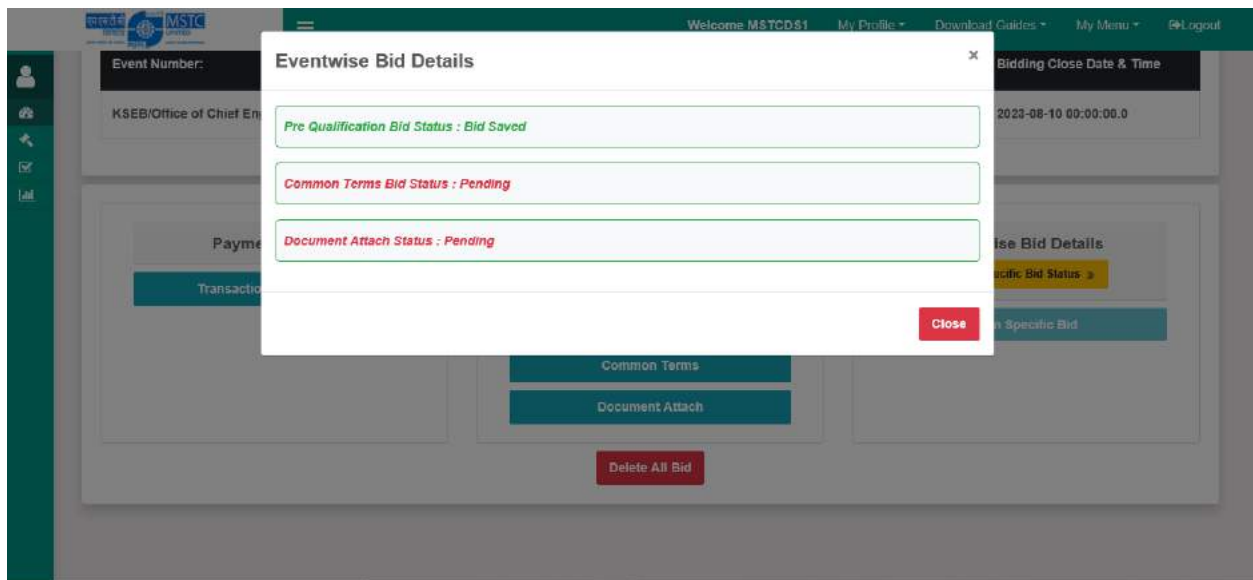
2. The DSC box shall again appear. The vendor shall have to select the correct DSC and click on 'OK'.

NOTE: If valid DSC doesn't appear in the DSC box, the vendor is advised to follow the steps given below.

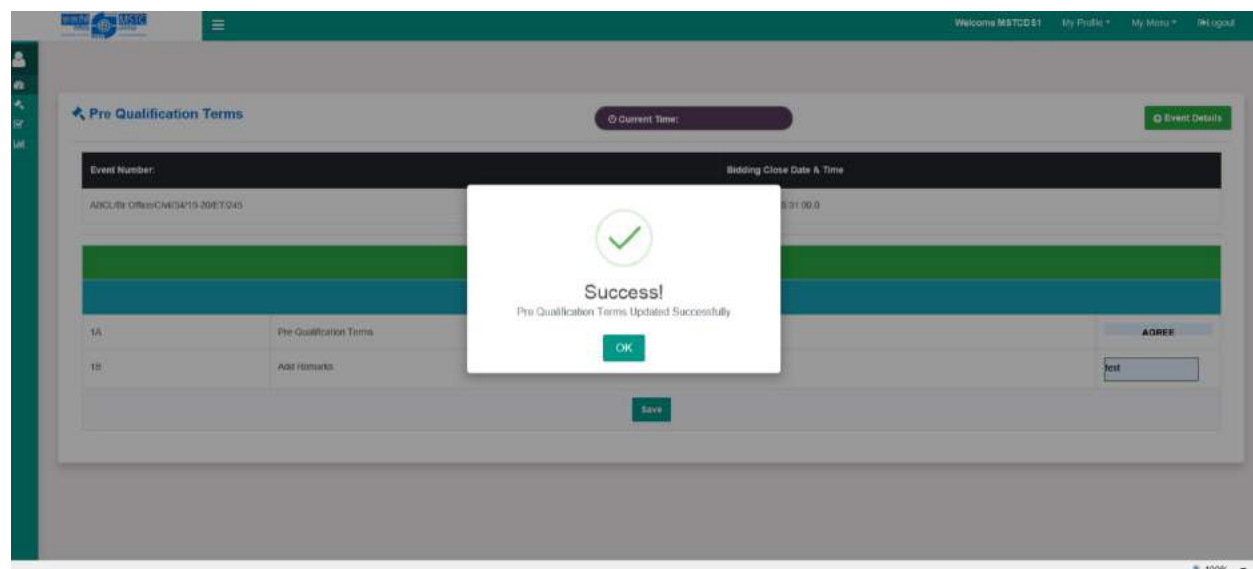




The 'Pre Qualification Bid Status' shall display 'Bid Saved'.



In order to edit the bid, the vendor has to once again click on the 'Pre Qualification' tab and save the bid by clicking 'Save' button.

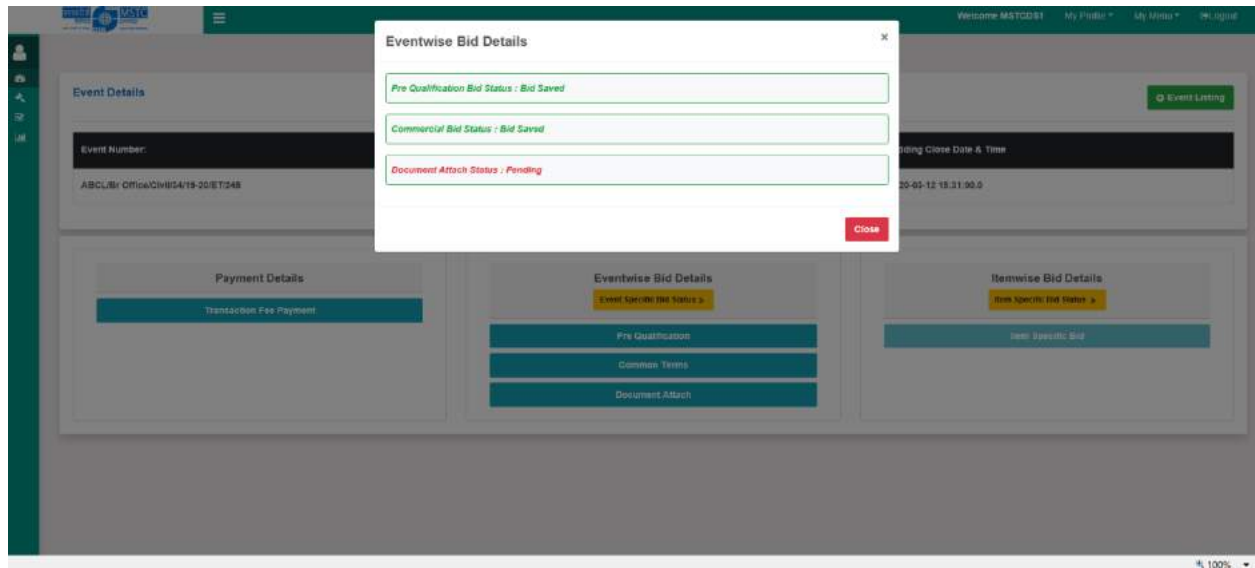


### Common Term

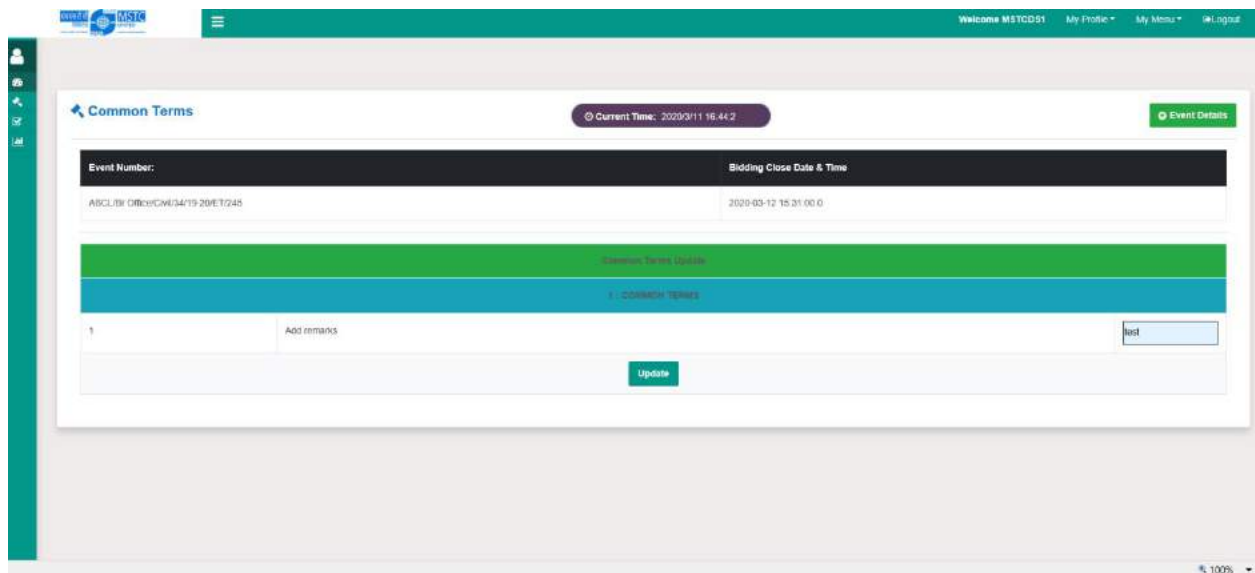
The Common Terms have to saved is similar way as described above for 'Pre Qualification' bid submission.

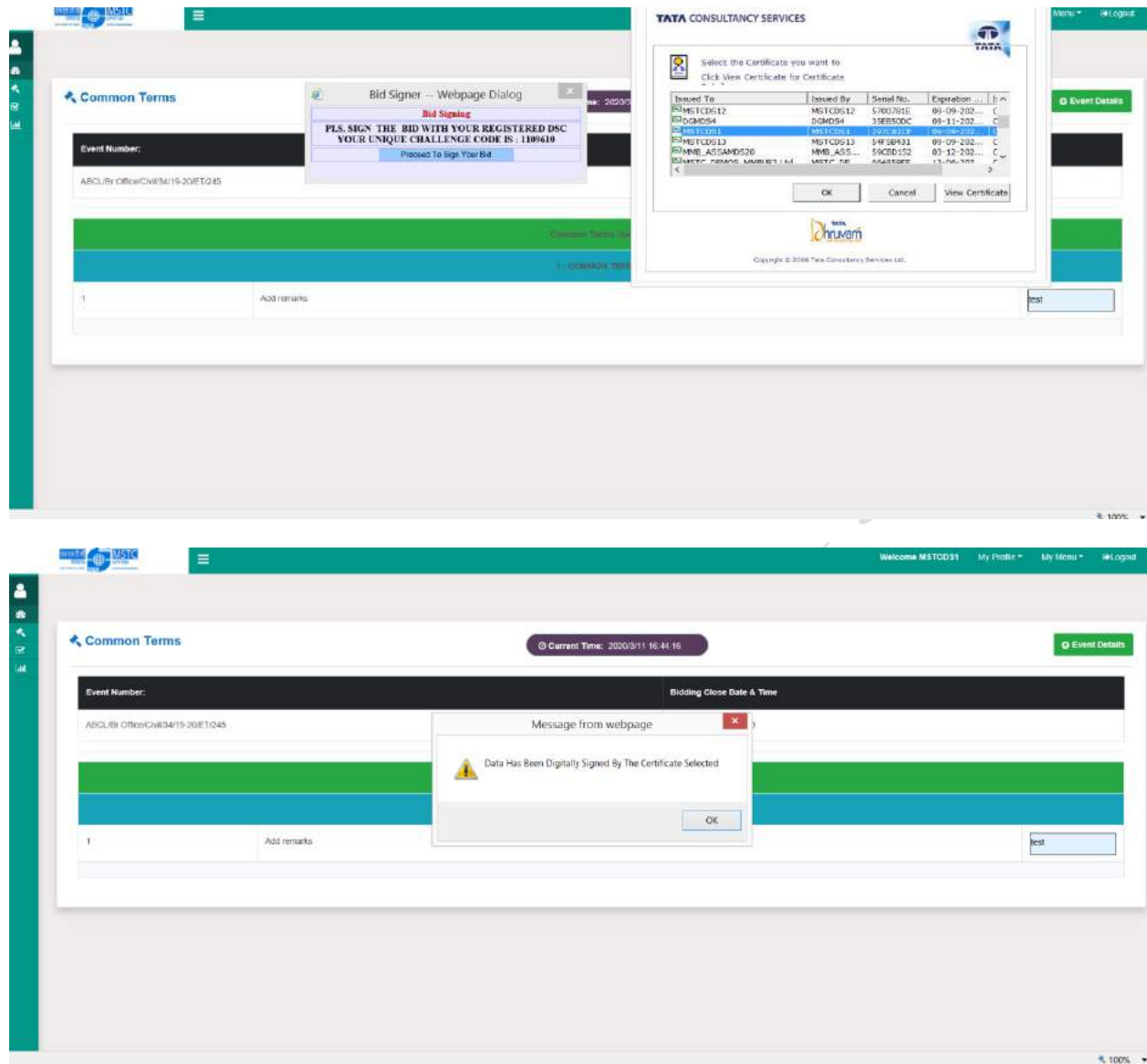


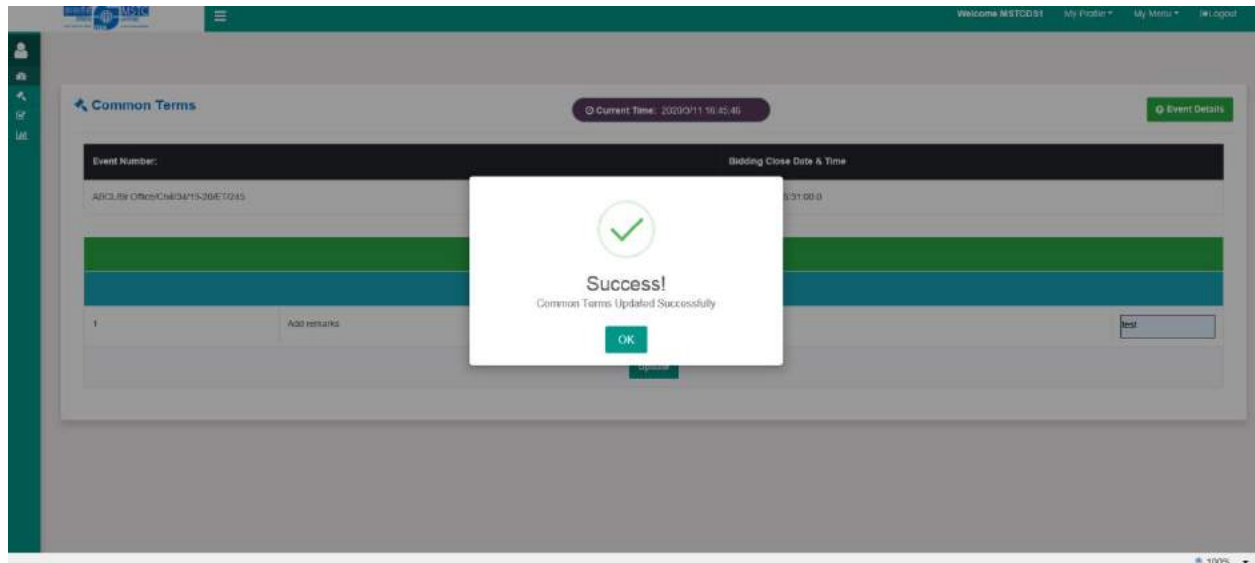
The 'Common Terms Bid Status' shall display 'Bid Saved'.



In order to edit the bid, the vendor has to once again click on the 'Pre Qualification' tab and save the bid by clicking 'Update' button.







#### Document Attach

A vendor shall have to select the cover against which document has to be attached in case systems asks for cover wise document. In case documents are pre defined by the buyer, vendor shall have to attach file against that said document.

Document Attach

Current Time: 2020/3/11 16:53:46

Event Details

Event Number: ABCUBr OfficeCiv6/34/19-20ET/240

Bidding Close Date & Time: 2020-03-12 15:31:00.0

Select Cover: Select

A vendor shall have two options

- To attach the document (from the 'My Documents')
- Click on 'I have no documents to attach for this event'.

Document Attach

Current Time: 2020/3/11 16:54:24

Event Details

Event Number: ABCUBr OfficeCiv6/34/19-20ET/240

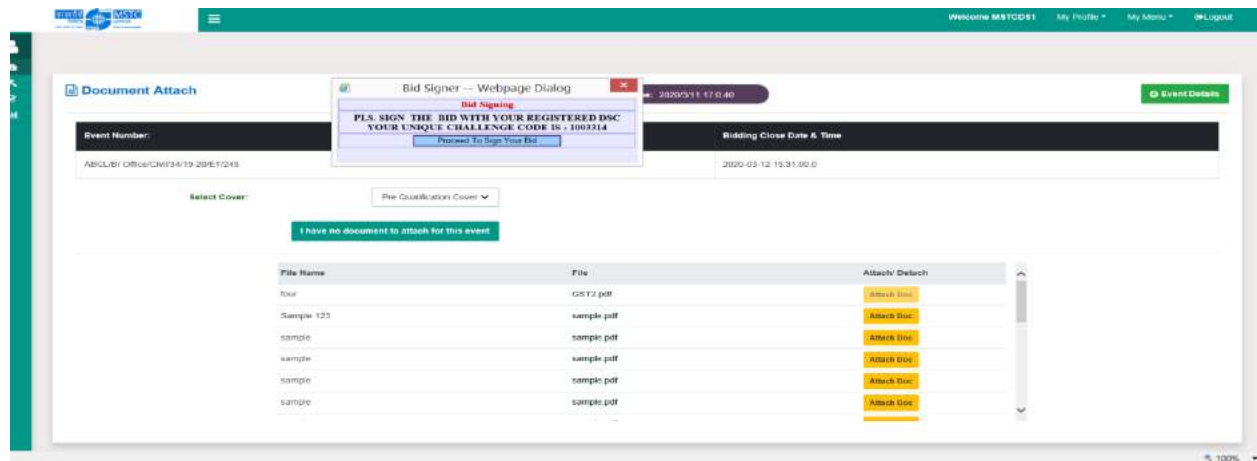
Bidding Close Date & Time: 2020-03-12 15:31:00.0

Select Cover: Pre Qualification Cover

I have no document to attach for this event

File Name	File	Attach/ Detach
four	GST2.pdf	Attach Doc
Sample 123	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc

To attach the document (from the 'My Documents')



The file shall be attached in two steps.

1. On clicking 'Attach Doc' button, the DSC box shall appear on the screen. The vendor shall have to select the correct DSC and click on 'OK'.

NOTE: If valid DSC doesn't appear in the DSC box, please check if the e-token is inserted in the USB port.

The image displays two screenshots of a web application interface, likely for a procurement or bidding system, showing the process of attaching documents and signing a bid.

**Top Screenshot:**

- Document Attach Section:**
  - Event Number: ABCDEF Office/Div/4/19-20/ET/245
  - Select Cover: Pre Qualification Cover
  - Buttons: "I have no document to attach for this event" and "Proceed To Sign Your Bid"
  - Table of Attachments:
 

File Name	File Type	Attach Doc
four	GS	Attach Doc
Sample 123	SA	Attach Doc
sample	SA	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
- Bid Signing -- Webpage Dialog:**
  - Message: "PLS. SIGN THE BID WITH YOUR REGISTERED YOUR UNIQUE CHALLENGE CODE IS : 100"
  - Buttons: "Proceed To Sign Your Bid"
- Select a Certificate Dialog:**
  - Header: TATA CONSULTANCY SERVICES
  - Message: "Select the Certificate you want to Click View Certificate for Certificate"
  - Table of Certificates:
 

Issued To	Issued By	Serial No.	Expiration	Issue I
MSMSTC001	MSMSTC001	35E8905C	09-11-202...	CH-02
MSMSTC001	MSMSTC001	307C01C7	09-09-202...	CH-02
MSMSTC001	MSMSTC001	34F5B431	08-08-202...	CH-02
MSMSTC001	MSMSTC001	59C8D182	00-12-202...	CH-02
MSMSTC001	MSMSTC001	664059F7	13-06-202...	CH-02
MSMSTC001	MSMSTC001	78C14E0F	15-11-202...	CH-02
  - Buttons: "OK", "Cancel", "View Certificate"

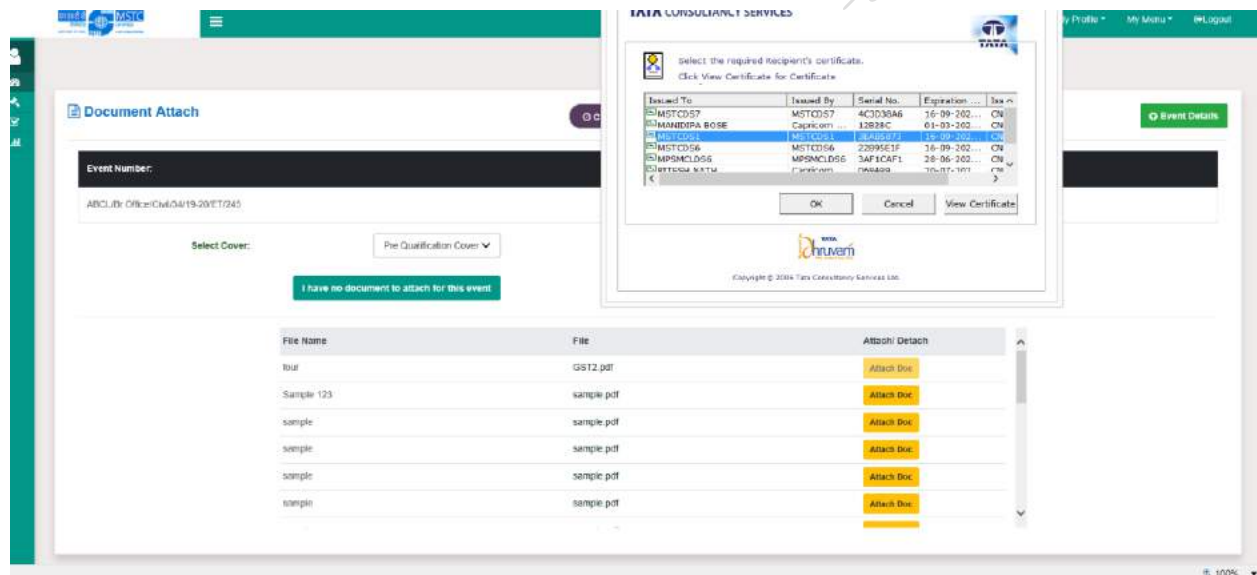
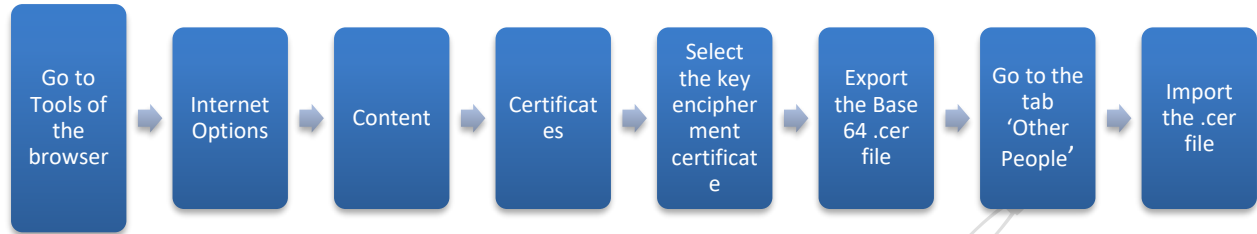
**Bottom Screenshot:**

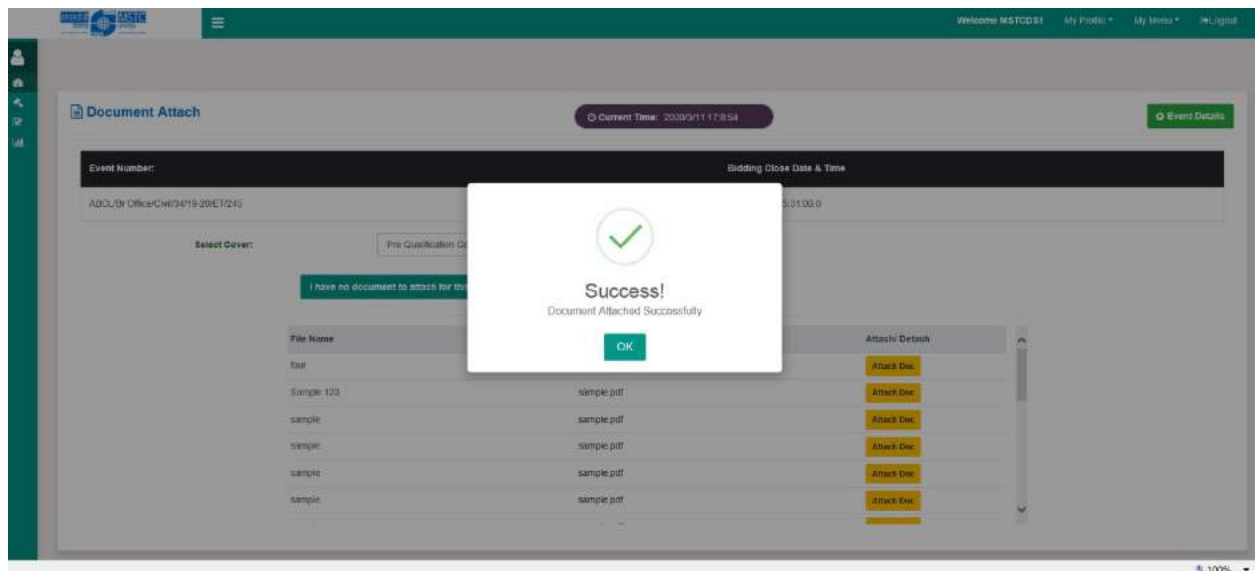
- Document Attach Section:**
  - Event Number: ABCDEF Office/Div/4/19-20/ET/245
  - Select Cover: Pre Qualification Cover
  - Buttons: "I have no document to attach for this event" and "Proceed To Sign Your Bid"
  - Table of Attachments:
 

File Name	File Type	Attach Doc
four	GS12.pdf	Attach Doc
Sample 123	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
- Message from webpage Dialog:**
  - Message: "Data Has Been Digitally Signed By The Certificate Selected"
  - Buttons: "OK"
- Current Time:** 2020/3/11 17:0:40
- Bidding Close Date & Time:**

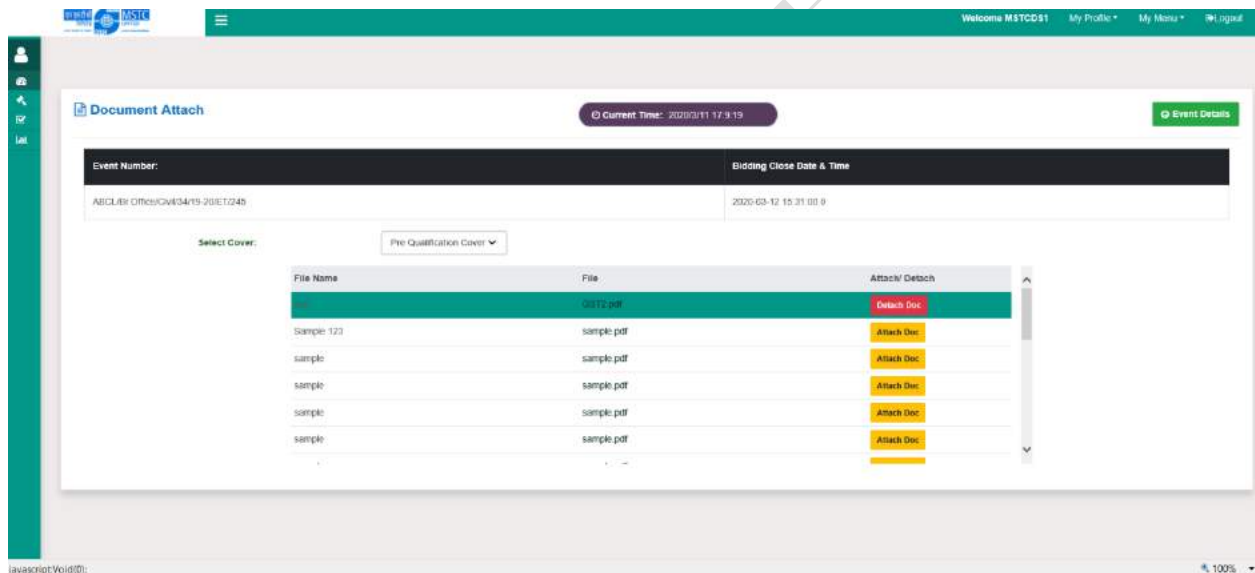
- The DSC box shall again appear. The vendor shall have to select the correct DSC and click on 'OK'.

NOTE: If valid DSC doesn't appear in the DSC box, the vendor is advised to follow the steps given below.



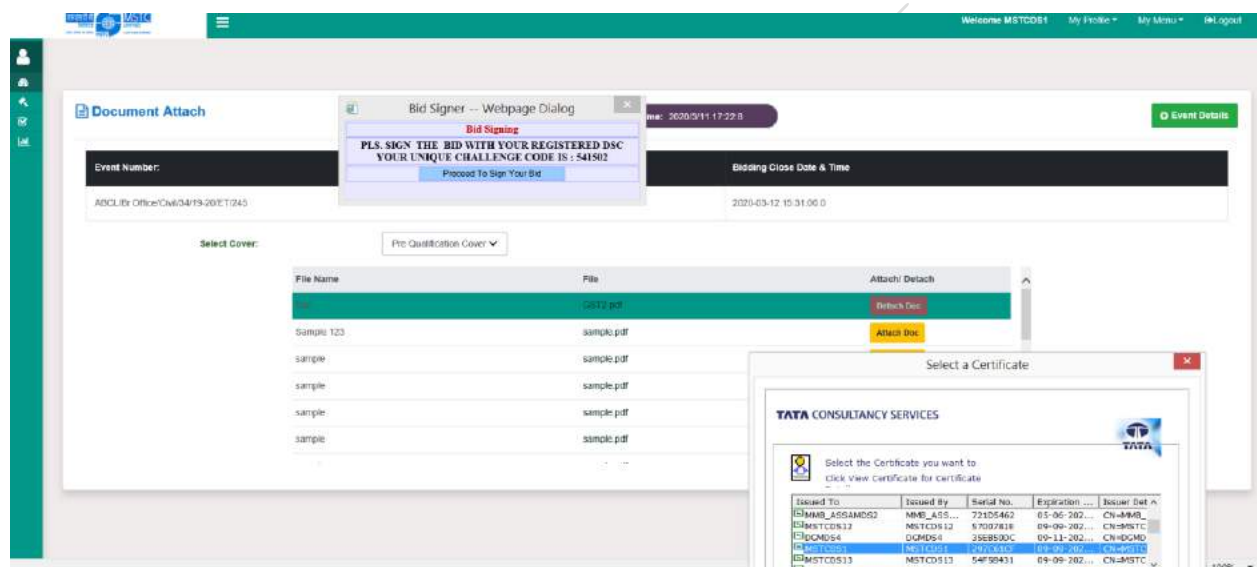
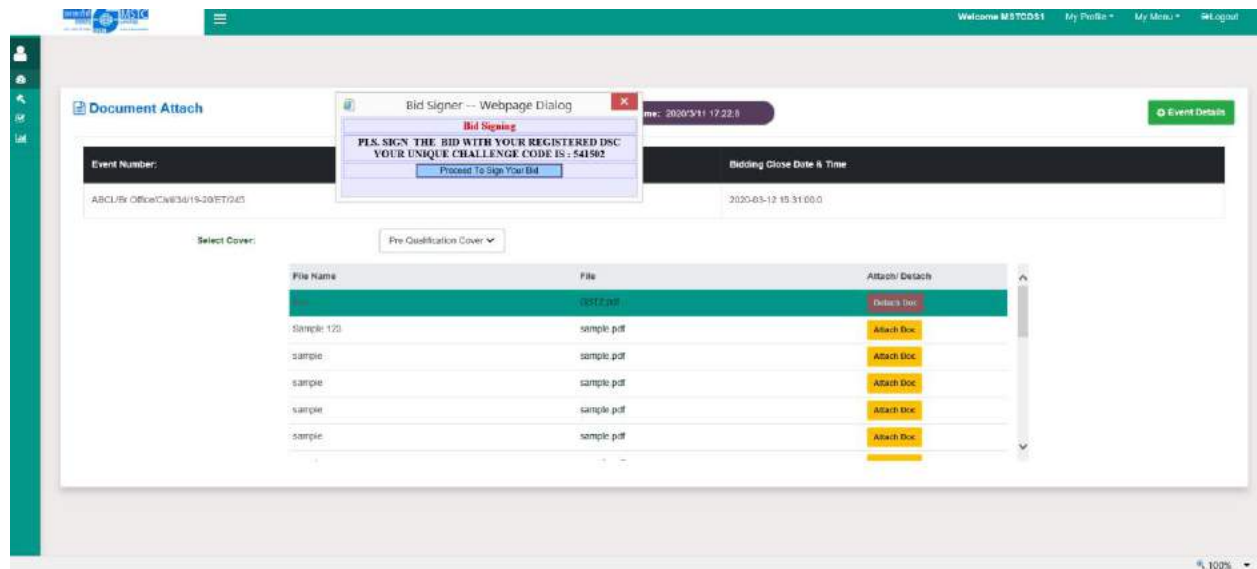


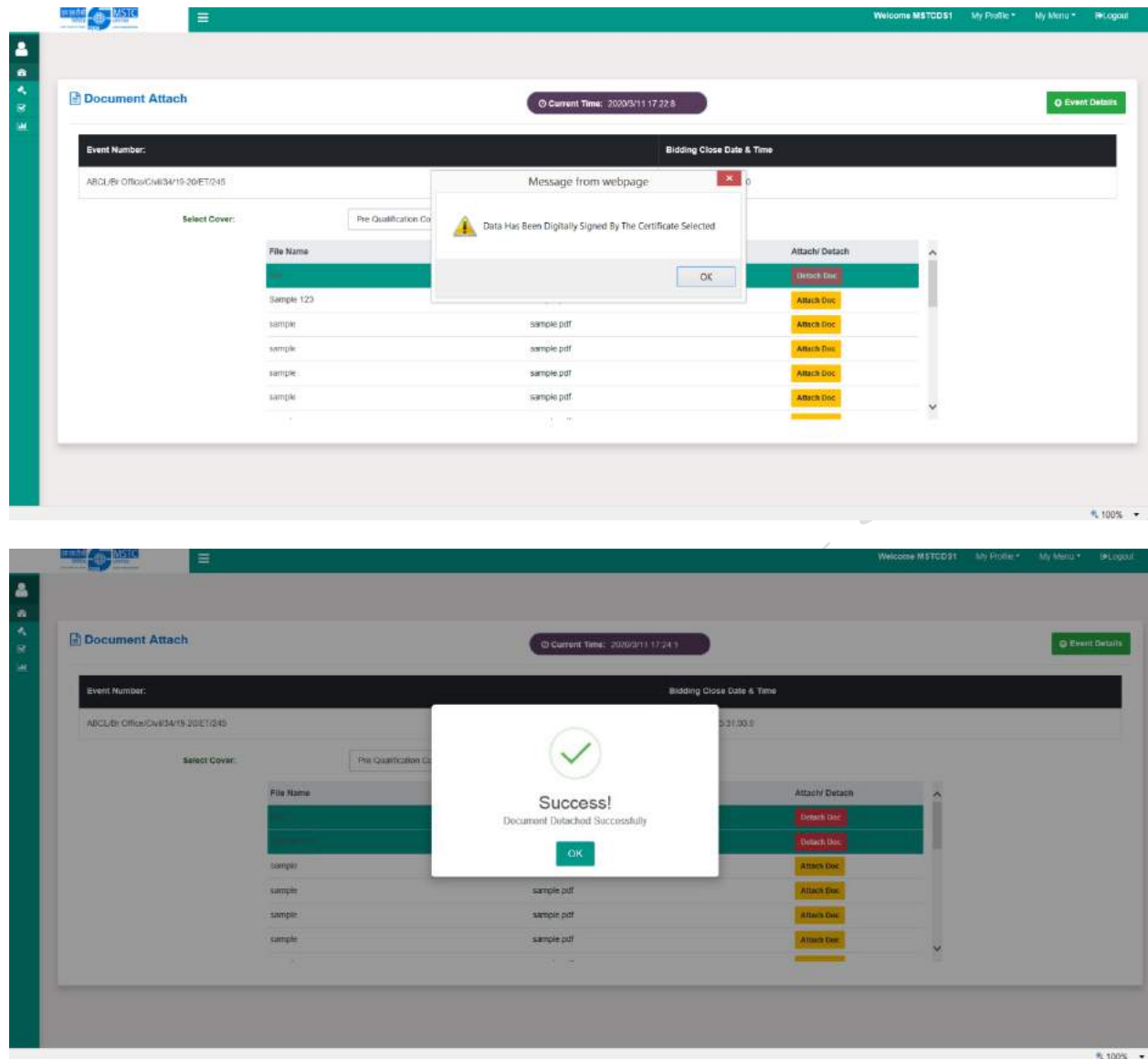
On successful attachment of the file, the button against the said file shall appear as 'Detach Doc'. The attached file shall be highlighted as displayed below.



In order to remove the attachment from the event, the vendor has to click on 'Detach Doc' button.

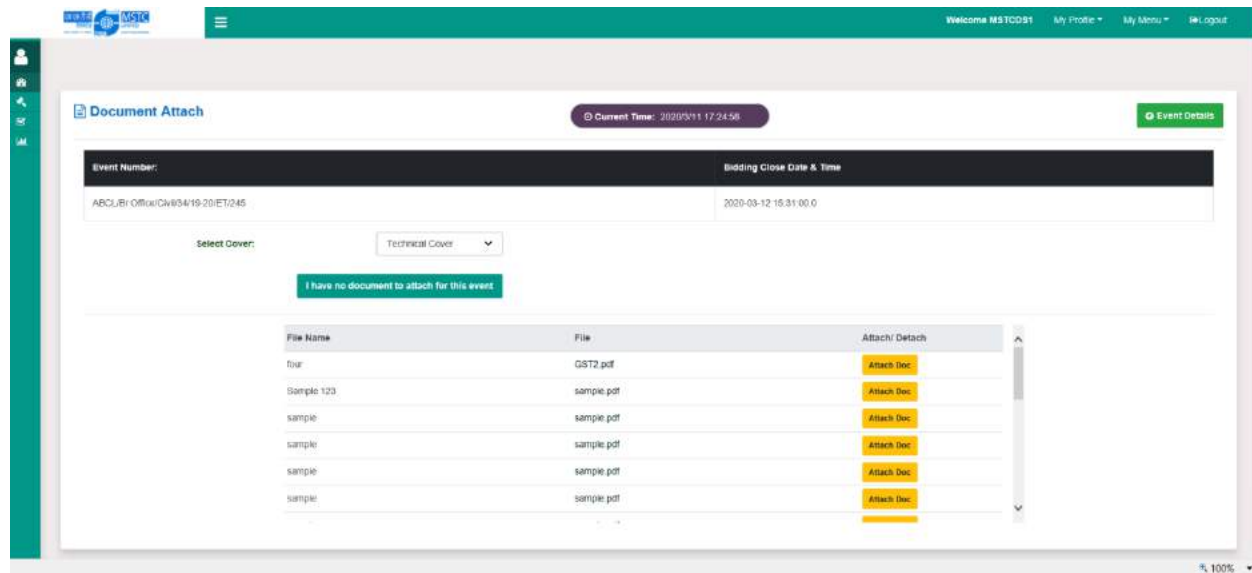






### I have no Documents to Attach

In case a vendor wishes not to attach any document against the event, the button 'I have no Documents to Attach'.

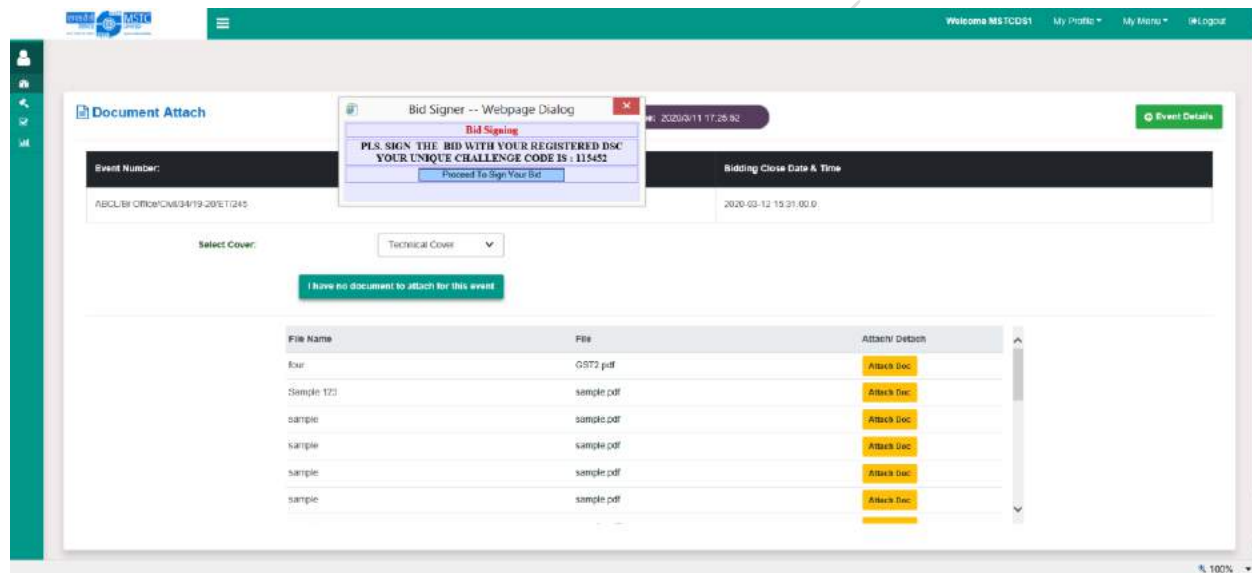


The screenshot shows the 'Document Attach' page in a web application. The header includes the user's name 'Welcome MSTCD91', 'My Profile', 'My Menu', and a 'Logout' link. The page displays the following information:

- Event Number:** ABCUBr Office/Civ/34/19-20/ET/245
- Bidding Close Date & Time:** 2020-03-12 15:31:00.0
- Select Cover:** Technical Cover
- Current Time:** 2020/3/11 17:24:58
- Event Details** (link)
- Attachments Table:**

File Name	File	Attach/ Detach
four	GST2.pdf	Attach Doc
Sample 123	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc

The function shall be verified with DSC.



This screenshot shows the same 'Document Attach' page as above, but with a 'Bid Signing' dialog box overlay. The dialog box contains the following text:

**Bid Signing**  
 PLS SIGN THE BID WITH YOUR REGISTERED DSC  
 YOUR UNIQUE CHALLENGE CODE IS : 115452  
 Proceed To Sign Your Bid

The background page content remains the same, showing the event details and the list of attachments.

The screenshot shows the 'Document Attach' page with a 'Bid Signing' dialog box and a 'Select a Certificate' window.

**Bid Signing Dialog:**

PLS. SIGN THE BID WITH YOUR REGISTERED DSC  
YOUR UNIQUE CHALLENGE CODE IS: 115452  
Proceed To Sign Your Bid

**Select a Certificate Window:**

Select the Certificate you want to  
Click View Certificate for Certificate

Issued To	Issued By	Serial No.	Expiration	Issuer
NAME_DEMO_L4	MMB_DEM...	74180617	17-12-202...	CN=MM
NAME_ISSANDS2	MMB_ISS...	72155462	05-06-202...	CN=MM
MSTCDS12	MSTCDS12	57007016	09-09-202...	CN=MM
DOMD54	DOMD54	358550DC	09-11-202...	CN=MM
MSTCDS13	MSTCDS13	57007016	09-09-202...	CN=MM
MSTCDS13	MSTCDS13	57007016	09-09-202...	CN=MM

Buttons: OK, Cancel, View Certificate

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The screenshot shows the 'Document Attach' page with a 'Message from webpage' dialog box.

**Message from webpage:**

⚠ Data Has Been Digitally Signed By The Certificate Selected

Buttons: OK

**Document Attach Page:**

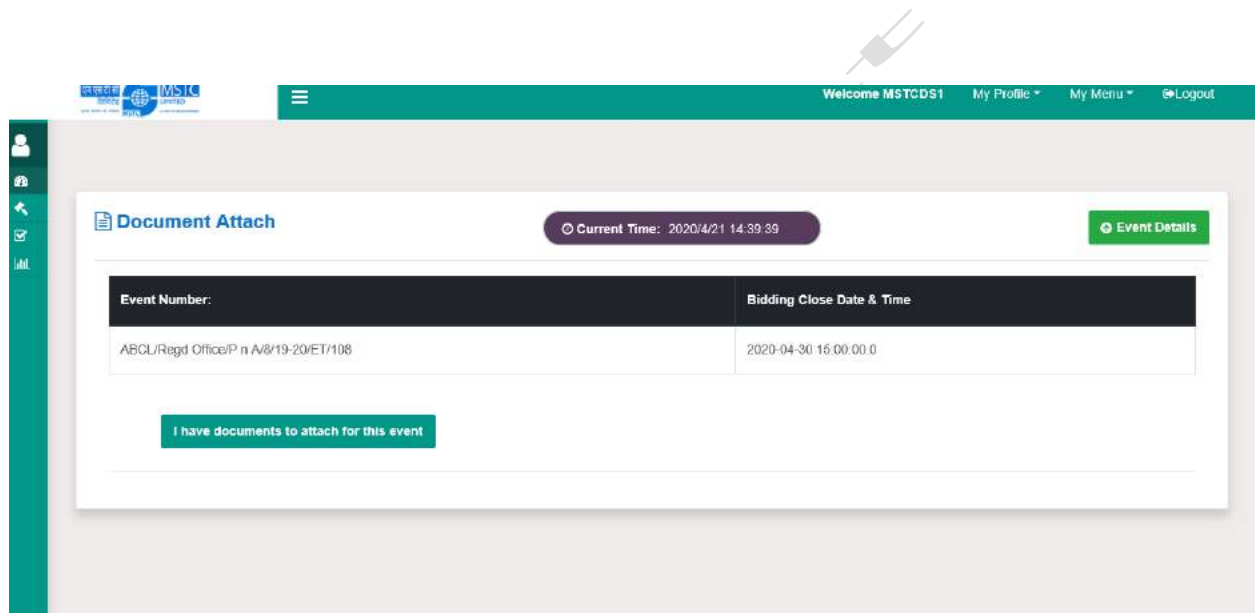
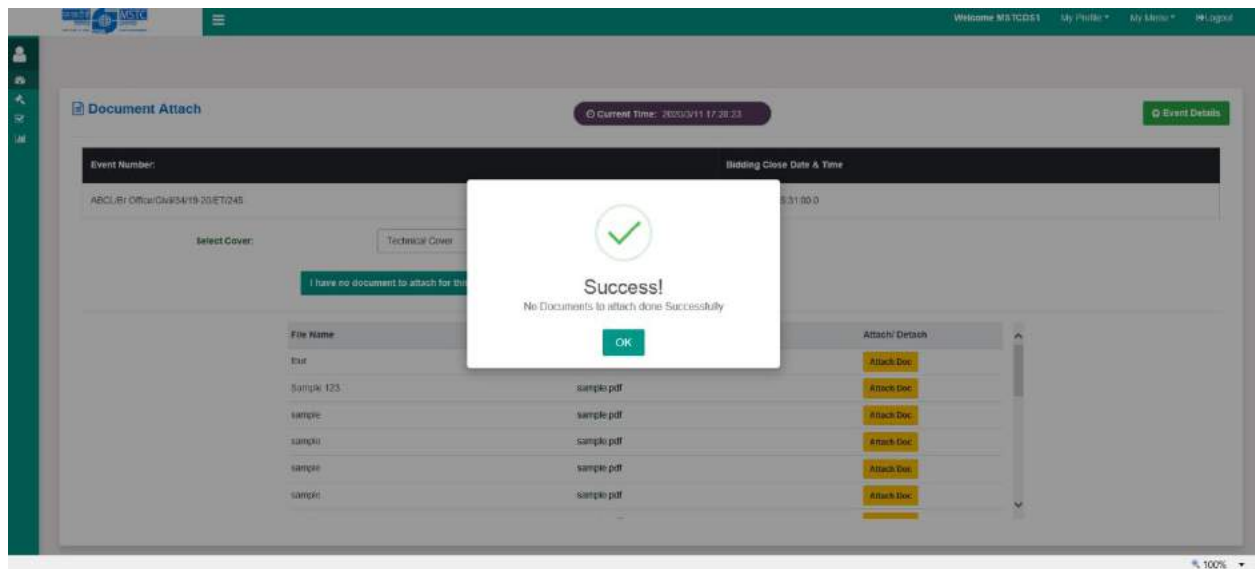
Event Number: ABCLSR Office/CN/34/19-20/ET/245

Select Cover: Technical Cover

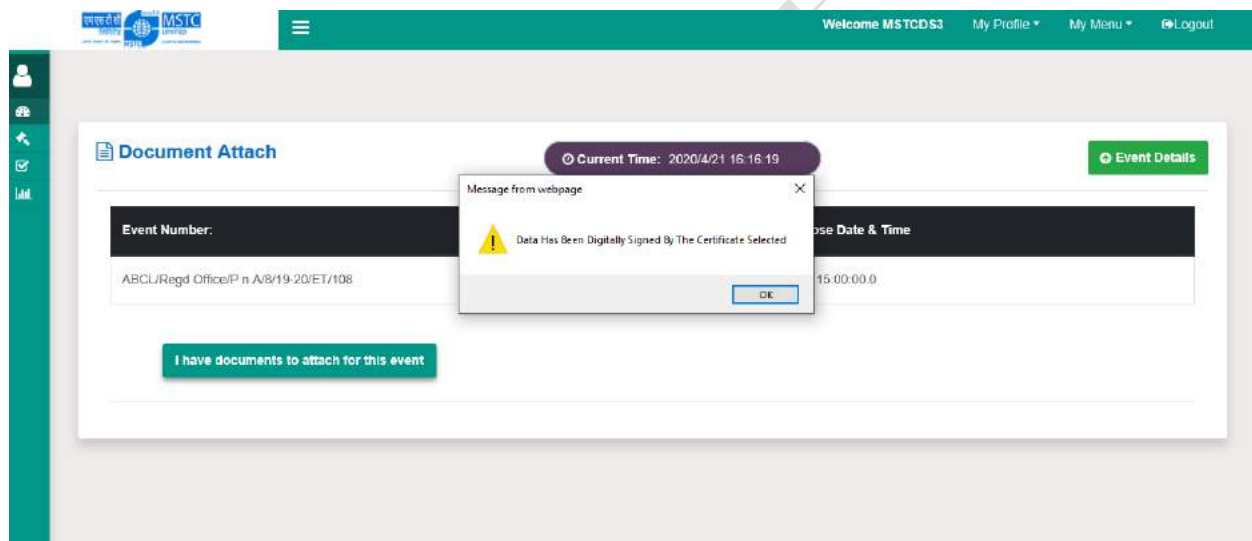
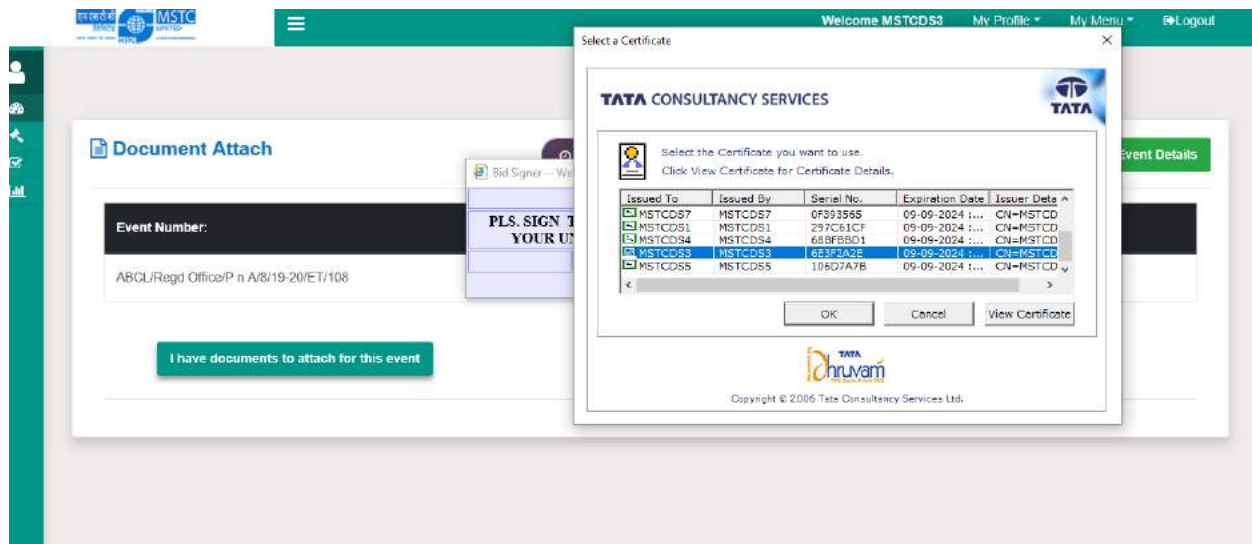
I have no document to attach for this event

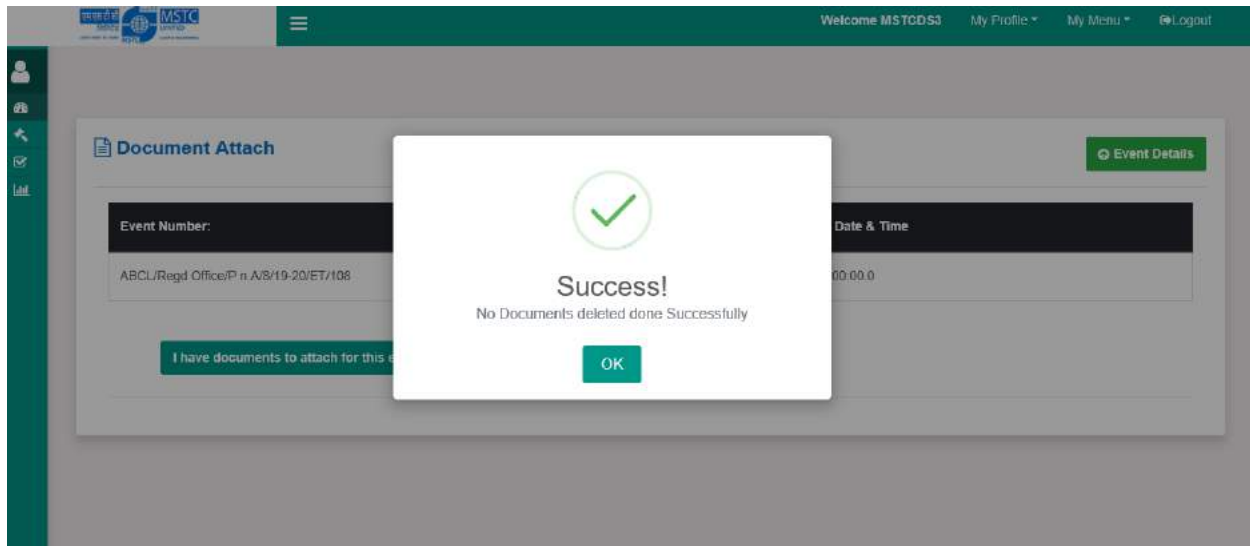
File Name	File	Attach/ Detach
four	GST2.pdf	Attach Doc
Sample 123	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc

Buttons: Attach Doc

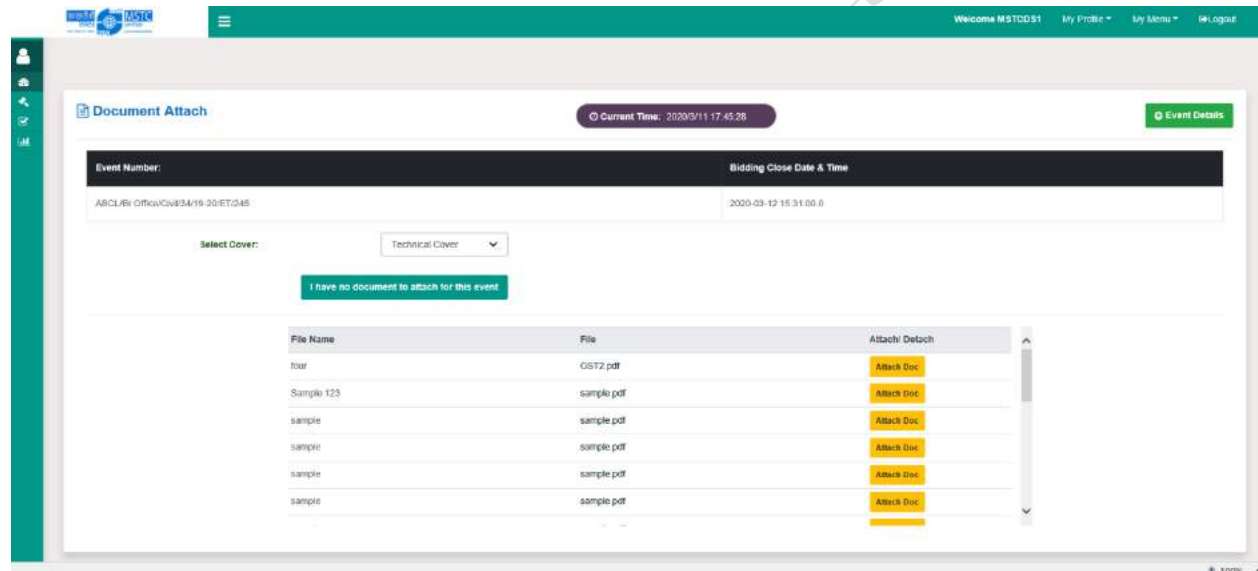


In order to attach document after the above case, the button 'I have documents to attach for this event' has to be clicked.

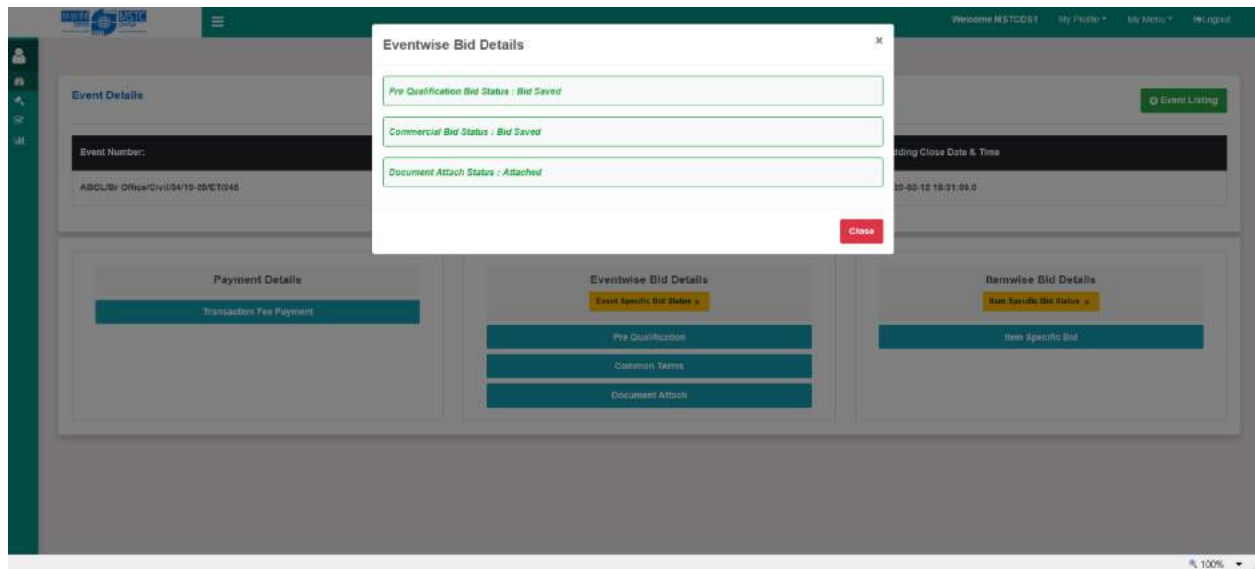




The Documents uploaded in 'My Documents' shall appear again in this link.



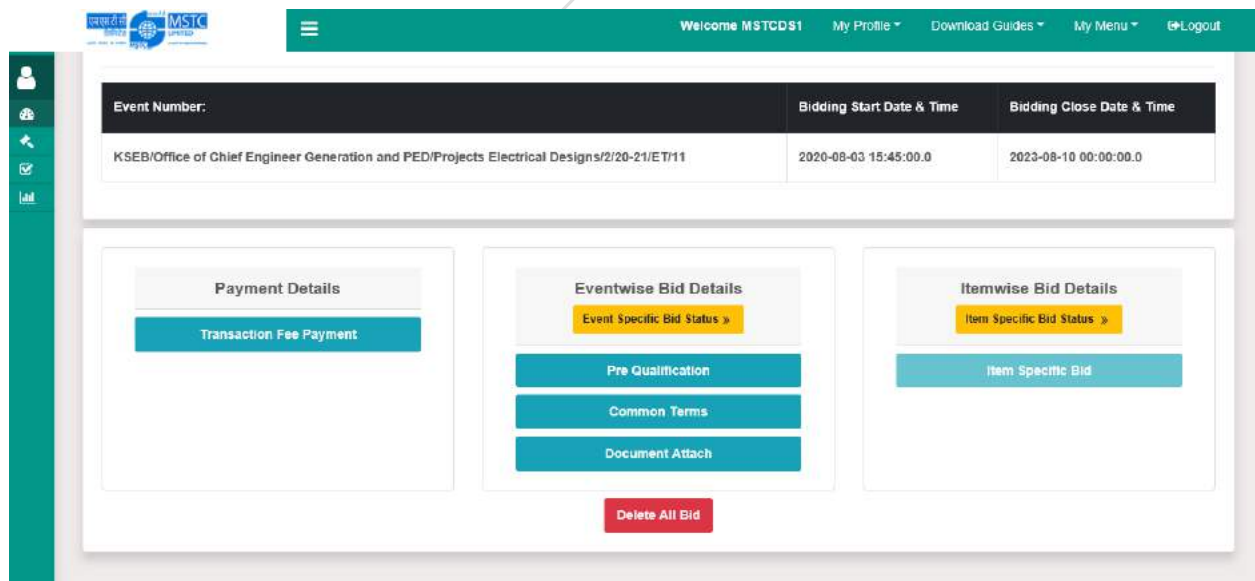
The 'Document Attach Status' shall display 'Attached'.



On saving the event specific bid along with attaching documents, system shall enable the 'Item Specific Bid Details'.

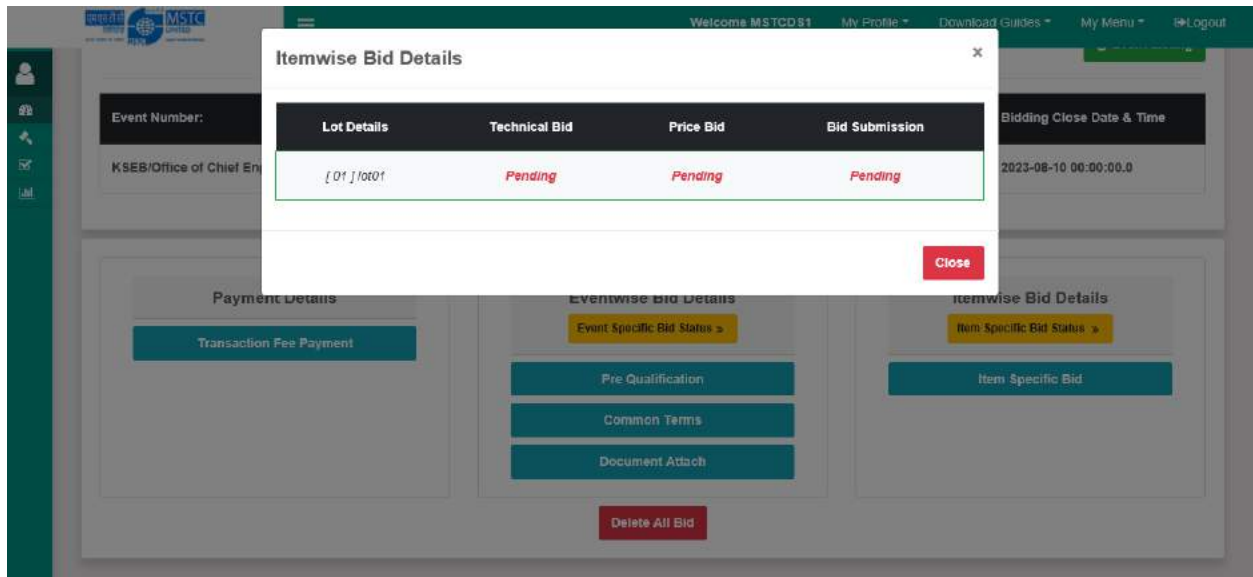
**Itemwise Bid Details:** A vendor shall be able to submit Technical Bid and / or Price Bid against individual tabs (based on the requirement of the tender).

**Item Specific Bid Status:** A vendor shall be able to view the status of bidding against each tab of 'Item wise Bid Details'.



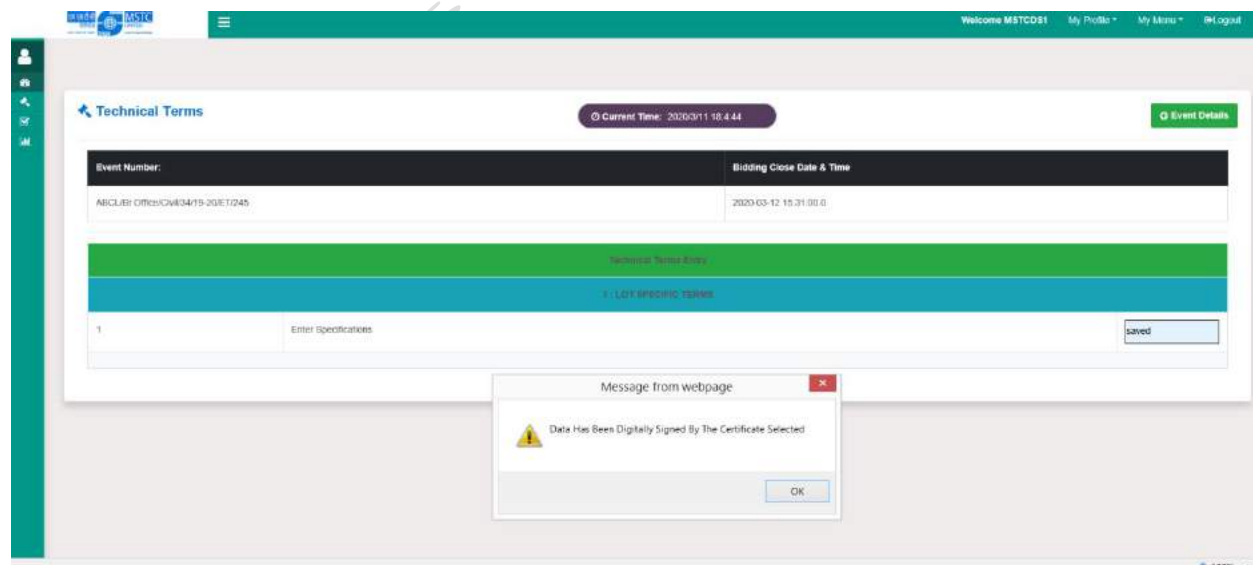


Initially, the Item specific bid status shall display 'Pending' against the required 'Technical Bid' / 'Price Bid' and 'Bid Submission'.



### Technical Bid

The Technical Bid shall have to be saved as described for 'Pre Qualification' above.



The column 'Action' shall display 'Technical Bid Saved' and the button to save 'Price Bid' shall appear.

In order to modify the above bid, vendor has to click on 'Technical Bid' and update the bid.

The screenshot displays the 'Lot Details' page. At the top, there's a header with 'Welcome MSTCDS1', 'My Profile', 'My Menu', and 'Logout'. Below this, a 'Current Time' widget shows '11-3-2020 10:7:42'. A green 'Event Details' button is in the top right. The main content area features a table with event details and a list of lots.

Event Number	Event Start Date	Event Close Date
ABCL/Br Office/Civil/34/19-20/ET/245	2020-03-11 16:40:00.0	2020-03-12 16:31:00.0

Lot No	Lot Name	Technical Cover	Price Cover	Action
1	Electronics	Technical Bid	Price Bid	Technical Bid Saved
2	Electrical	No Technical Cover	Price Bid	No Bid Saved

The 'Itemwise Bid Status' shall display 'Bid Saved' under 'Technical Bid' column.

The screenshot shows the 'Itemwise Bid Details' modal window. It contains a table with columns for Lot Details, Technical Bid, Price Bid, and Bid Submission. The background shows the 'Event Details' page with buttons for 'Transaction Fee Payment', 'EMD Fee Payment', 'Event Specific Bid Status', 'Pre Qualification', 'Document Attach', 'Delete All Bid', 'Item Specific Bid Status', and 'Item Specific Bid'.

Lot Details	Technical Bid	Price Bid	Bid Submission
[ 1 ] PRINTER	Bid Saved	Pending	Pending
[ 2 ] AMC	Pending	Pending	Pending

On saving the Technical Bid, a bidder has to save Price Bid.

**Price Bid** Current Time: 2020/3/11 18:16:31 Event Details

Event Number: ABCUBX OfficeCiv634/19-20ET1245 Bidding Close Date & Time: 2020-03-12 15:31:00.0

Price Bid Cover	
Total Quantity : 10.0 NO	Currency : INR
Basic Price in Rs	<input type="text" value="0"/>
AMC ( Lump Sum )	<input type="text" value="0"/>
Per Unit Cost	<input type="text" value="0"/>
Total Cost	<input type="text" value="0"/>
Total Price :	
<span>Save</span>	

**Price Bid** Current Time: 2020/3/11 18:22:15 Event Details

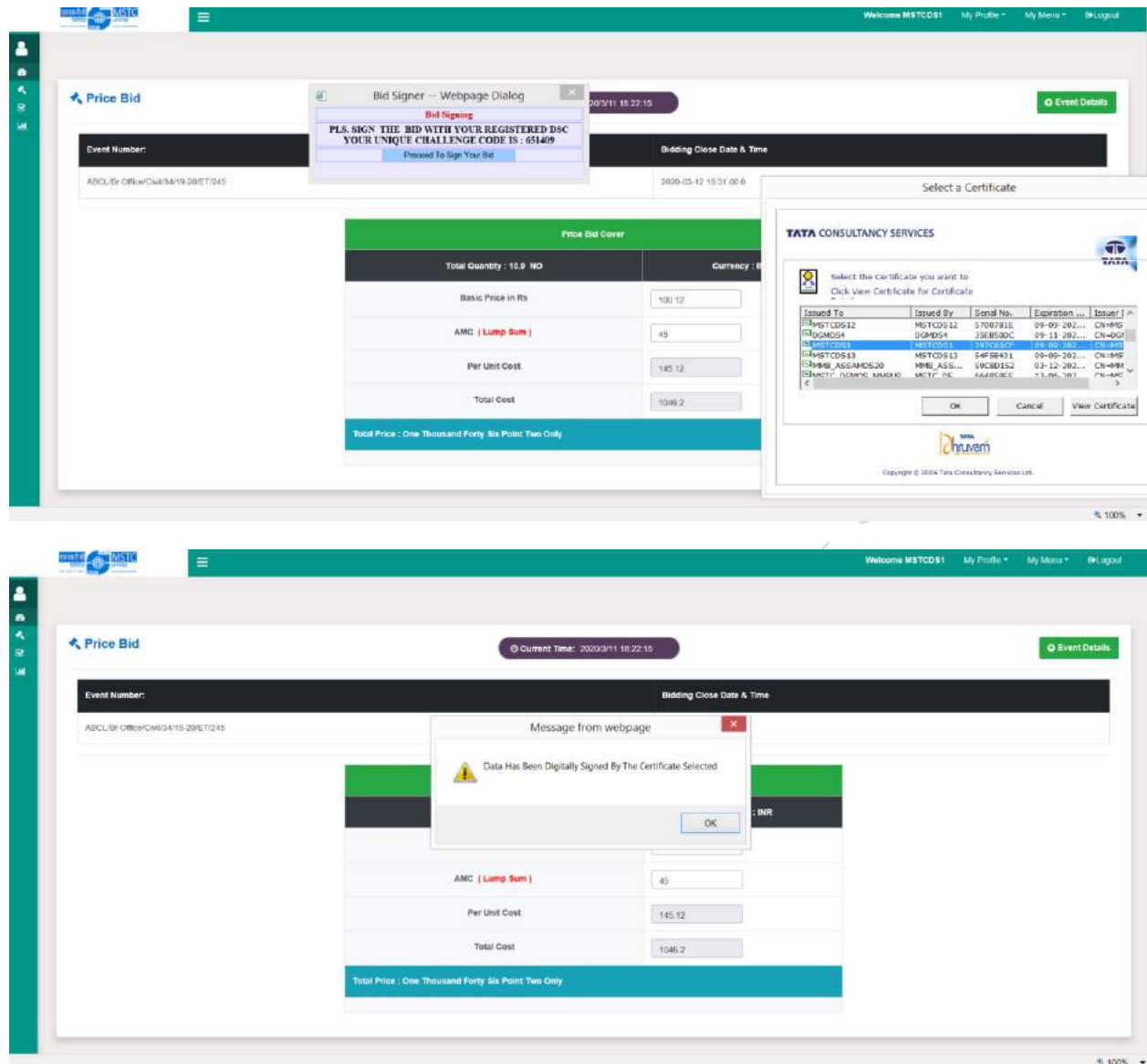
Event Number: ABCUBX OfficeCiv634/19-20ET1245 Bidding Close Date & Time: 2020-03-12 15:31:00.0

**Bid Signing**

PLS SIGN THE BID WITH YOUR REGISTERED DSC  
YOUR UNIQUE CHALLENGE CODE IS : 651409

Proceed To Sign Your Bid

Price Bid Cover	
Total Quantity : 10.0 NO	Currency : INR
Basic Price in Rs	<input type="text" value="100.12"/>
AMC ( Lump Sum )	<input type="text" value="45"/>
Per Unit Cost	<input type="text" value="145.12"/>
Total Cost	<input type="text" value="1046.2"/>
Total Price : One Thousand Forty Six Point Two Only	



On saving Price Bid with DSC, system shall display the following message.

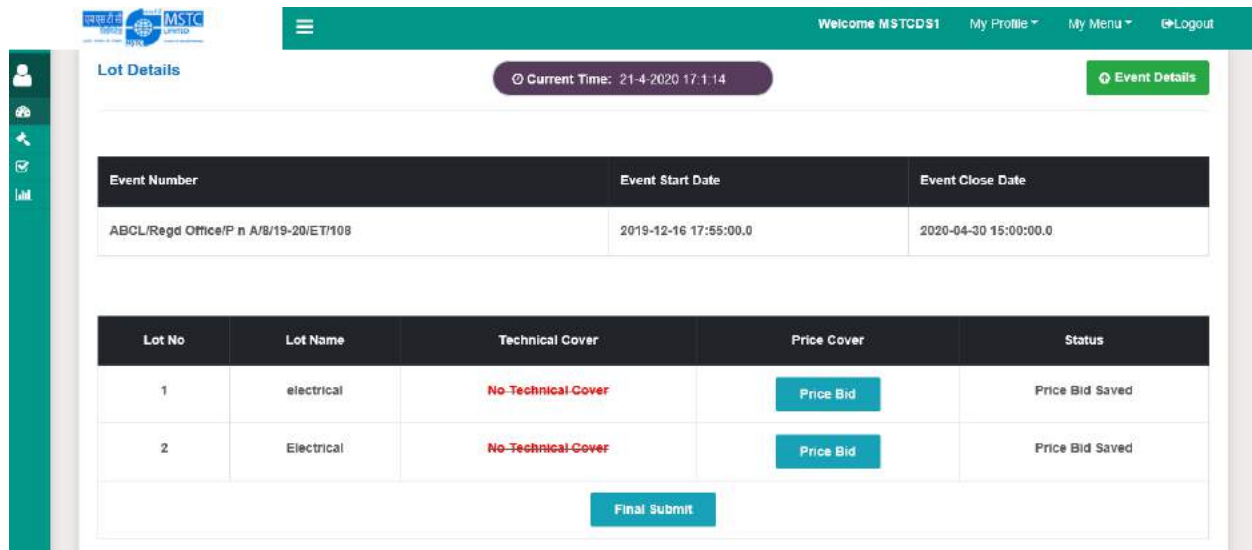
The screenshot shows the 'Price Bid' form in a web application. A modal dialog box is displayed in the center with a green checkmark icon and the text 'Success! Price Bid Saved Successfully'. Below the text is an 'OK' button. The background form is slightly dimmed, showing fields for 'Event Number' (ABCL/Br Office/Civil/19-20/ET/245), 'Bidding Close Date & Time' (2020-05-12 15:31:00.0), 'Currency' (INR), 'Per Unit Cost', 'Total Cost', and a 'Total Price' field. A 'Save' button is visible at the bottom of the form.

Once 'Price Bid' is saved, the button 'Final Submit' under column 'Action' shall appear against each lot (for item wise tender).

The screenshot shows the 'Lot Details' page. At the top, there's a header with 'Lot Details' and a 'Current Time' of 11-3-2020 16:24:20. Below this is a table with three columns: 'Event Number', 'Event Start Date', and 'Event Close Date'. The data row shows 'ABCL/Br Office/Civil/19-20/ET/245', '2020-05-11 15:40:00.0', and '2020-05-12 15:31:00.0'. Below this is a main table with five columns: 'Lot No', 'Lot Name', 'Technical Cover', 'Price Cover', and 'Action'.

Lot No	Lot Name	Technical Cover	Price Cover	Action
1	Electronics	Technical Bid	Price Bid	Final Submit
2	Electrical	No Technical Cover	Price Bid	No Bid Saved

Once 'Price Bid' is saved for all the lots, the button 'Final Submit' shall appear (for event wise tender).



**Lot Details** Current Time: 21-4-2020 17:11:14 Event Details

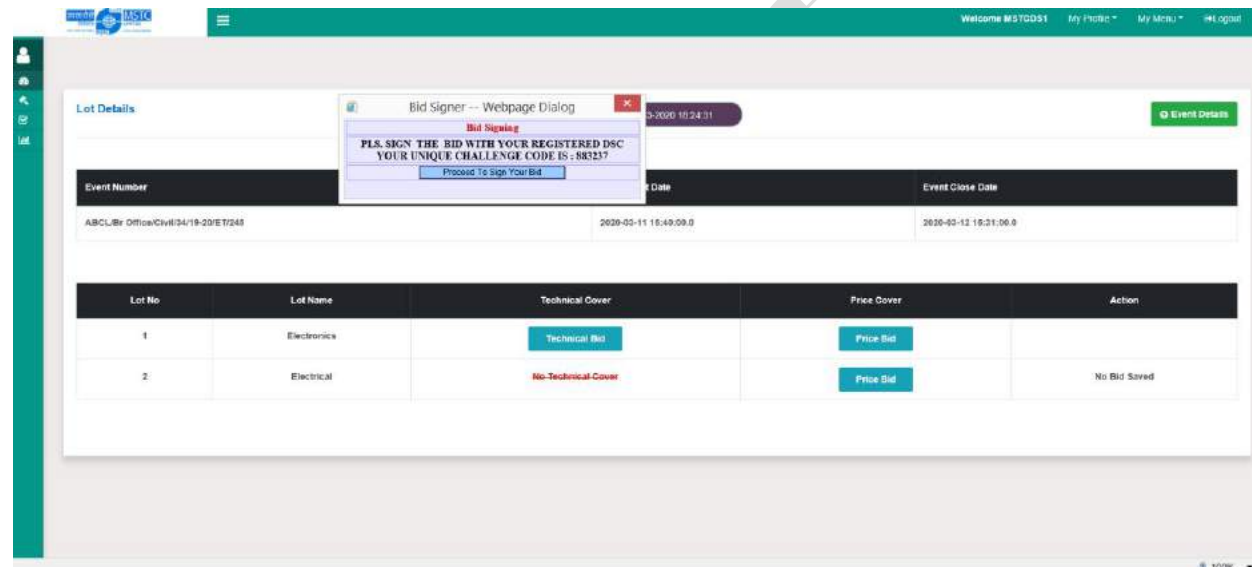
Event Number	Event Start Date	Event Close Date
ABCL/Regd Office/P n A/B/19-20/E7/108	2019-12-16 17:55:00.0	2020-04-30 15:00:00.0

Lot No	Lot Name	Technical Cover	Price Cover	Status
1	electrical	No-Technical Cover	<a href="#">Price Bid</a>	Price Bid Saved
2	Electrical	No-Technical Cover	<a href="#">Price Bid</a>	Price Bid Saved

[Final Submit](#)

Once the button 'Final Submit' is clicked, the bid shall be verified with DSC.



**Lot Details** Current Time: 21-4-2020 17:11:14 Event Details

**Bid Signing**

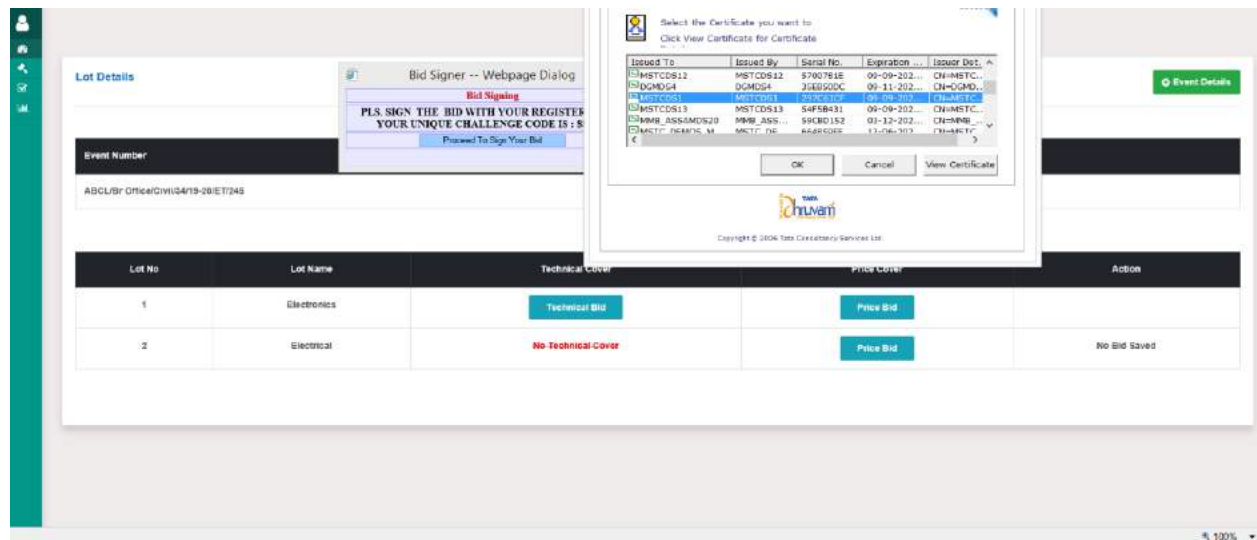
PLS SIGN THE BID WITH YOUR REGISTERED DSC  
YOUR UNIQUE CHALLENGE CODE IS : 883237

[Proceed To sign Your Bid](#)

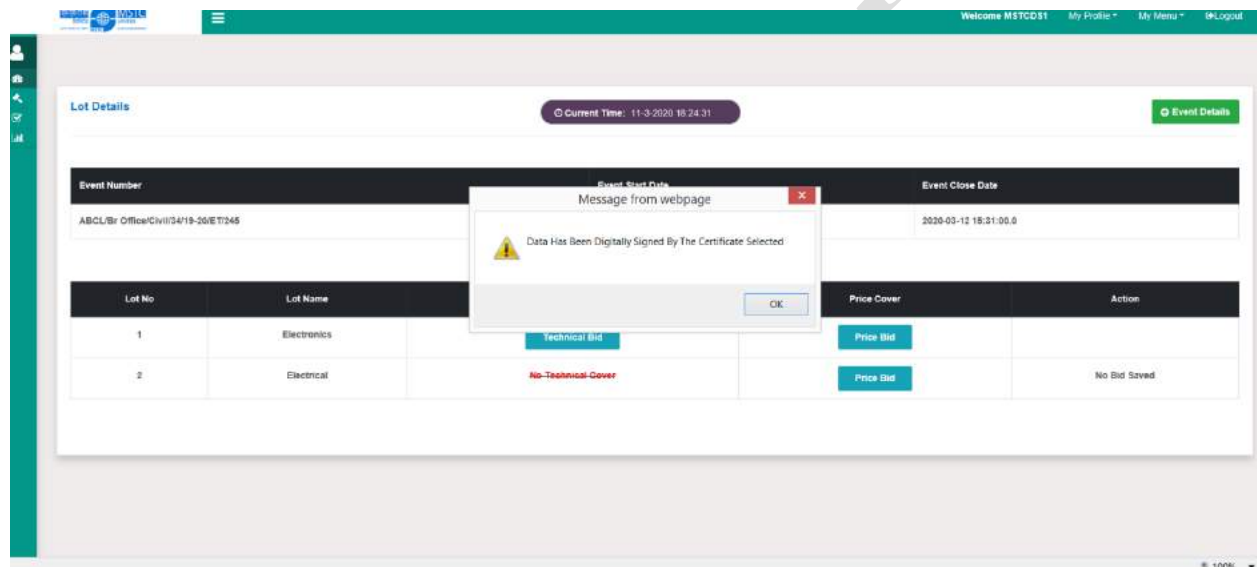
Event Number	Event Start Date	Event Close Date
ABCL/Regd Office/Civil/24/19-20/E7/248	2020-03-11 16:49:09.0	2020-03-12 16:31:06.0

Lot No	Lot Name	Technical Cover	Price Cover	Action
1	Electronics	<a href="#">Technical Bid</a>	<a href="#">Price Bid</a>	
2	Electrical	No-Technical Cover	<a href="#">Price Bid</a>	No Bid Saved



The final submission is verified with valid DSC.



Once final submission is done, system displays the pop up message as given below. The column 'Technical Cover' & 'Price Cover' shall display 'Bid Submitted' for item wise tender. The 'Status' column shall display 'Bid Submitted' for event wise tender. Bidders shall receive system generated confirmation mail.

## Event wise Tender on Final Submission

Current Time: 10-05-2020 11:56:16

Event Number	Event Start Date	Event Close Date
ABCL/Regd Office/Civil/53/20-21/ET/77	2020-08-04 14:00:00.0	2020-08-11 15:00:00.0

Lot No	Lot Name	Technical Cover	Price Cover	Status
1	PRINTER			Bid Submitted
2	AMC			Bid Submitted

## Item wise Tender on Final Submission for one of the lots

Current Time: 11-5-2020 19:29:5

Event Number: ABCL/BF Office/Civil/34/19-20/ET/245

Event Close Date: 2020-05-12 15:21:00.0

Success!  
Bid Submitted Successfully

OK

Lot No	Lot Name	Technical Cover	Price Cover	Action
1	Electronics			Delete Bid
2	Electrical	No Technical Cover	Price Bid	No Bid Saved

In order to change any lot specific bid after final submission, the 'Delete Bid' has to be clicked. Once bid is deleted for item wise tender, the 'Action' column shall display 'No Bid Saved' for respective lot. Once bid is deleted, the 'Status' column shall display 'No Bid Saved'. Bidders shall receive system generated confirmation mail of bid deletion.



**Lot Details** Current Time: 11-3-2020 16:29:21 Event Details

Event Number	Event Start Date	Event Close Date
ABCL/Regd Office/Civil/53/20-21/ET/245	2020-03-11 15:40:00.0	2020-03-12 15:31:00.0

Lot No	Lot Name	Technical Cover	Price Cover	Action
1	Electronics	Bid Submitted		<a href="#">Delete Bid</a>
2	Electrical	No Technical Cover	<a href="#">Price Bid</a>	No Bid Saved

**NOTE:** On saving any of the covers of the tender, a button 'Delete All Bid' shall appear on the bid floor. On clicking the button followed by signing with valid DSC, system shall delete all the bid saved/ submitted and documents attached. A confirmation mail shall be forwarded to the registered mail id. This functionality is common for both Item wise and Event wise tenders.

**Event Listing** Current Time: 2020/8/10 12:29:37

Event Number:	Bidding Start Date & Time	Bidding Close Date & Time
ABCL/Regd Office/Civil/53/20-21/ET/77	2020-08-04 14:00:00.0	2020-08-11 15:00:00.0

**Payment Details**

[Transaction Fee Payment](#)

[EMD Fee Payment](#)

[Pre Qualification](#)

[Document Attach](#)

[Delete All Bid](#)

**Itemwise Bid Details**

[Item Specific Bid Status](#)

[Item Specific Bid](#)

Message from webpage

ⓘ All the bids saved/ submitted till now and documents attached shall be deleted. Are you sure?

[OK](#) [Cancel](#)

The screenshot shows the MSTCDS1 web application interface. A 'Select a Certificate' dialog box is open, displaying a table of certificates issued by TATA CONSULTANCY SERVICES. The table has columns: Issued To, Issued By, Serial No., Expiration Date, and Issuer Data. The certificates listed are:

Issued To	Issued By	Serial No.	Expiration Date	Issuer Data
D_Roy_Demo	D_Roy_Demo	4366F72	28-06-2024	CN=D_Roy
MSTCDS2	MSTCDS2	687C7594	09-09-2024	CN=MSTCD
MSTCDS7	MSTCDS7	6F393565	09-09-2024	CN=MSTCD
MSTCDS1	MSTCDS1	797C61C7	09-09-2024	CN=MSTCD
MSTCDS4	MSTCDS4	688FBBD1	09-09-2024	CN=MSTCD

The dialog box also includes 'OK', 'Cancel', and 'View Certificate' buttons. In the background, the main application shows the 'Event Number' (ABCL/Regd Office/Civil/53/20-21/E/T/77), 'Bidding Start Date & Time' (2020-08-04 14:00:00.0), and 'Bidding Close Date & Time' (2020-08-11 15:00:00.0). A 'Signing' dialog box is also visible, displaying the challenge code 934589 and a 'Proceed To Sign' button.

The screenshot shows the MSTCDS1 web application interface. A 'Message from webpage' dialog box is open, displaying a warning icon and the message: 'Data Has Been Digitally Signed By The Certificate Selected'. The dialog box includes an 'OK' button. In the background, the main application shows the 'Event Number' (ABCL/Regd Office/Civil/53/20-21/E/T/77), 'Bidding Start Date & Time' (2020-08-04 14:00:00.0), and 'Bidding Close Date & Time' (2020-08-11 15:00:00.0). The 'Payment Details' section shows buttons for 'Transaction Fee Payment' and 'EMD Fee Payment'. The 'Itemwise Bid Details' section shows buttons for 'Item Specific Bid Status' and 'Item Specific Bid'. A 'Delete All Bid' button is also visible at the bottom.

The screenshot shows the MSTCDS1 portal interface. At the top, there is a navigation bar with the MSTC logo, a hamburger menu, and user information: "Welcome MSTCDS1", "My Profile", "Download Guides", "My Menu", and "Logout". A sidebar on the left contains icons for user profile, home, search, and a list of items. The main content area is titled "Event Details" and includes a "Current Time: 2020/8/10 12:11:25" indicator and an "Event Listing" button. A central modal window displays a green checkmark and the text "Success! Bids Deleted Successfully" with an "OK" button. The background content is partially obscured but shows fields for "Event Number:" (ABCL/Regd Office/Civil/53/20-21/ET/77), "Bidding Close Date & Time" (2020-08-11 15:00:00.0), "Payment Details" (Transaction Fee Payment, EMD Fee Payment), "Event Specific Bid Status" (Pre Qualification, Document Attach), and "Itemwise Bid Details" (Item Specific Bid Status, Item Specific Bid).

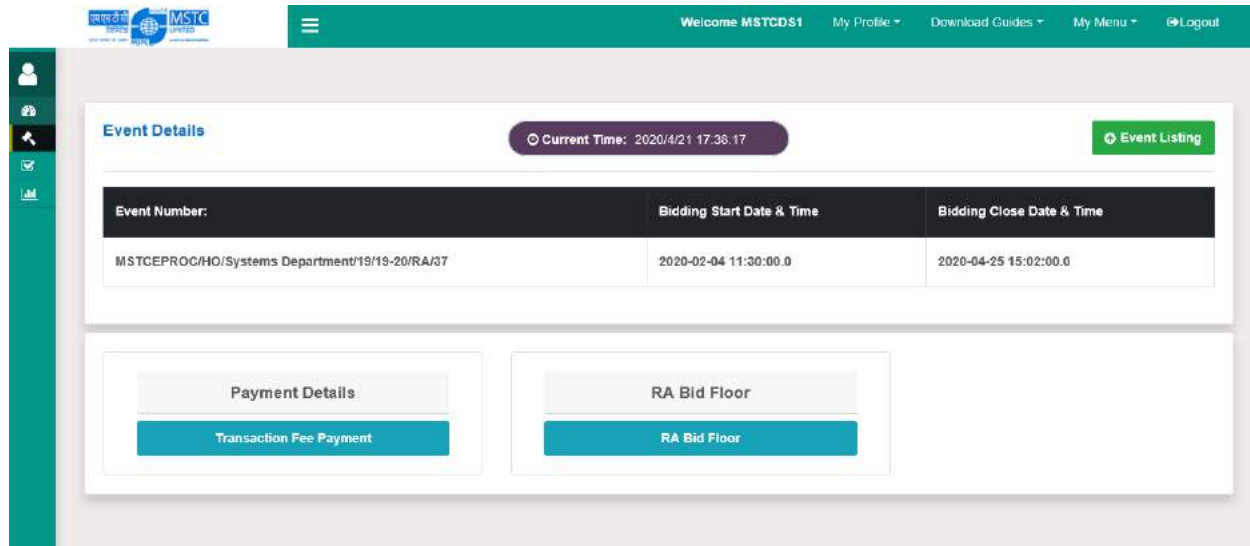
The screenshot shows the MSTCDS1 portal interface with the success modal removed. The navigation bar and sidebar are identical to the previous screenshot. The main content area, titled "Event Details", shows a "Current Time: 2020/8/10 12:12:26" and an "Event Listing" button. Below this is a table with three columns: "Event Number:", "Bidding Start Date & Time", and "Bidding Close Date & Time". The table contains one row with the following data:

Event Number:	Bidding Start Date & Time	Bidding Close Date & Time
ABCL/Regd Office/Civil/53/20-21/ET/77	2020-08-04 14:00:00.0	2020-08-11 15:00:00.0

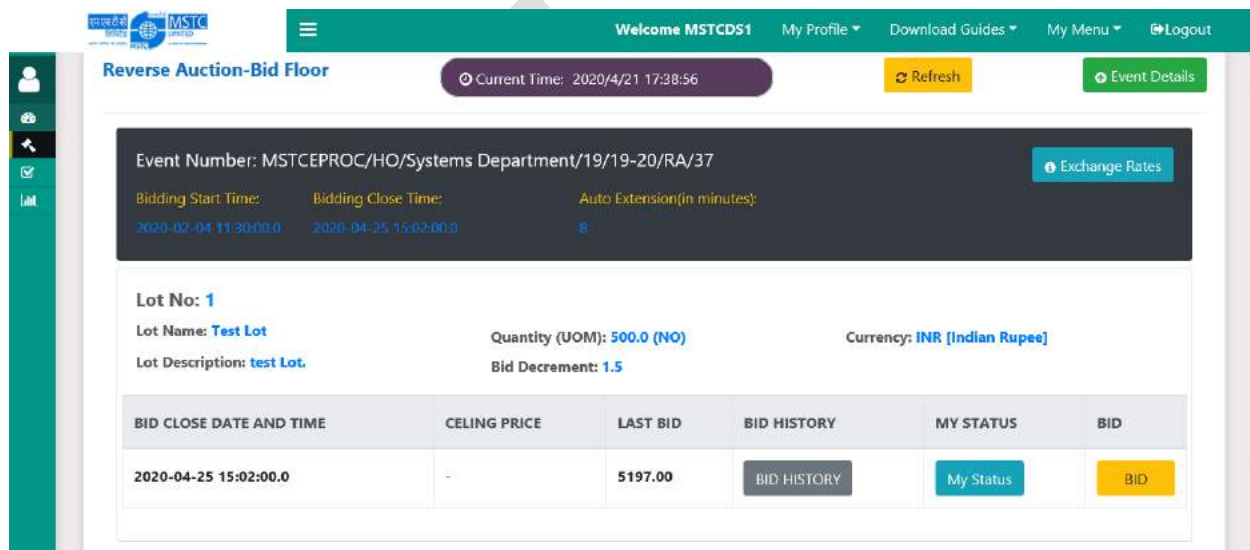
Below the table are three main sections: "Payment Details" with buttons for "Transaction Fee Payment" and "EMD Fee Payment"; "Eventwise Bid Details" with buttons for "Event Specific Bid Status", "Pre Qualification", and "Document Attach"; and "Itemwise Bid Details" with buttons for "Item Specific Bid Status" and "Item Specific Bid".

### Bid Submission in Reverse Auction

Once Transaction fee is paid (if any), the tab 'RA Bid Floor' shall appear.



The bid floor shall have all the necessary information related to bidding for a lot. The 'Refresh' button reloads the bidding page. 'My Status' provides the latest status of the bidder for a particular lot. 'Bid History' provides the information about last few bids and the bidding trend. The 'Event Details' leads to the previous page. In order to place a bid, the button 'Bid' has to be clicked.



On entering the respective values against the price fields, the system calculates the 'Bid Amount' based on the predefined formula. On clicking 'Bid', the DSC gets verified and bid is placed.

**BID CLOSE DATE AND TIME**      **CEILING PRICE**      **LAST BID**      **BID HISTORY**      **MY STATUS**      **BID**

2020-04-25 15:02:00.0      -      5197.00      [BID HISTORY](#)      [My Status](#)      [BID](#)

Cost      0

Gst      0

Bid Amount (rounded off upto 1 places of decimal)      0

Bid Amount (In Words)      0

[BID](#)

'My Status' displays the bidder's own status for a particular lot of an event.

**My Status**

**Bidder Details**      Test [mstcvendor1 / 3]

**Auction ref No**      MSTCEPROC/HQ/Systems Department/19/19-20/RA/37

**Start Time**      2020-02-04 11:30:00.0

**Close Time**      2020-04-25 15:02:00.0

**Lot No**      1

**Server Time**      21-04-2020 18:05:39

**L1 Bid/Unit**      5197.00

**You Are L1 Bidder**

[Close](#)

'Bid History' displays the bid trend for the particular lot of an event.

