



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

## ANNEXURE – I

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

Sr. No.	Description	Yes/No
1.	Tender submitted in two bids i.e. (Techno-Commercial+ Price Bids)	<input type="checkbox"/>
2.	The Tender should be submitted in English Language. The authenticated copies of the documents in support of the applicant's claims may be submitted in Hindi/English Language.	<input type="checkbox"/>
3.	<b>EMD- Nil.</b> <b>Bid Security Declaration:</b> - Against EMD, bidder firm have to submit a seal & sign "Bid Security Declaration" accepting that if the firm withdraw or modify their bid during the period of bid validity after opening of tender they will be suspended for a period of 3 years from the date of opening of tender. (As per letter no. F.9/4/2020-PPD Ministry of Finance, Department of Expenditure dated 12.11.2020). In addition to above, firms participating as MSE/NSIC/DIC/Start-up India Campaign, needs to enclose certificates containing validity (including registered category-if any).	<input type="checkbox"/>
4.	<b>CATEGORY OF MSME FIRMS</b>	
	<b>SC</b>	<input type="checkbox"/>
	<b>ST</b>	<input type="checkbox"/>
	<b>GEN</b>	<input type="checkbox"/>
5.	<b>Owner of the company</b>	
	<b>Male</b>	<input type="checkbox"/>
	<b>Female</b>	<input type="checkbox"/>
6.	Provided the Names of Organization(s) / Firm(s) with Addresses & Telephone Numbers, Fax Numbers, E-mail addresses to which they have provided similar type of Items/Services annually during the last five years in Techno-commercial Bid.	<input type="checkbox"/>
7.	Copy of GST/PAN /TAN number/ TIN number <b>enclosed</b> in Techno-commercial Bid. Please do not fill the prices in Section-X-Tender Form.	<input type="checkbox"/>
8.	Undertaking/declaration certificate for not suspended/ banned by any Ministry/ Deptt. of Government of India or by any State Govt. must be submitted in technical bid by the bidder.	<input type="checkbox"/>
9.	Tender validity <b>180 days</b> given.	<input type="checkbox"/>
10.	Delivery Schedule accepted as per tender.	<input type="checkbox"/>
11.	Payment terms accepted as per tender.	<input type="checkbox"/>
12.	Complete details of firm as per Section VI (List of Requirement)	<input type="checkbox"/>
13.	Seal and Signed technical specification/scope of work as per Section VII	<input type="checkbox"/>
14.	Relevant documents to meet eligibility criteria as per Section IX eligibility criteria	<input type="checkbox"/>
15.	Manufacturer's Authorization form as per Section XIV (if applicable)	<input type="checkbox"/>
16.	Undertaking regarding acceptance of all terms and conditions of this tender without any deviation	<input type="checkbox"/>

#### NOTE:

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



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NOT Transferable

Security Classification: Non Security

TENDER DOCUMENT FOR PROCUREMENT OF : ABRASIVE/SCOTCH-BRITE ROLLS  
(Development Tender)

TENDER NUMBER :

(RFQ no. 6000017589 for *internal use only*)

This Tender Document Contains **32** Pages.

Tender Document is sold to:

The Bidder, (104573)

INDIA

Details of Contact person in SPMCIL regarding this tender:

Name : Diganta Kumar Deka

Designation : AGM (Materials)

Address : BNPD (BANK NOTE PRESS, DEWAS)

INDIA

## SECTION I: NOTICE INVITING TENDER (NIT)

### Tender No.

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

Sl. No.	Brief Description of Goods	Quantity	Remarks
1.	Abrasive roll White Net 90 CM X 10 M	3 Rolls	As per Section VI List of Requirement and detailed Technical Specification Mentioned in Section VII.
2.	Abrasive roll Purple Net 90 CM X 9 M	3 Rolls	
3.	Abrasive roll Yellow Net 90 CM X 9 M	3 Rolls	
Type of Tender			<b>TWO-BID Open Tender (E procurement) – Development tender</b>
Place of sale of tender documents			As per MSTC E-procurement Portal
Closing date and time for receipt of tenders			As per MSTC E-procurement Portal
Date and Time of opening of tenders			As per MSTC E-procurement Portal

2. Interested tenderers may obtain further information about this requirement from <https://www.mstcecommerce.com/eproc/>.
3. Tenderer may also download the tender documents from the web site <http://bnpdewas.spmcil.com> or <https://www.mstcecommerce.com/eproc/> and submit its tender by utilizing MSTC E-procurement Portal.
4. In the event of any of the above mentioned dates being declared as a holiday/ closed day for the Purchase Organization, the tenders will be sold/ received/ opened on the next working day at the appointed time.
6. The tender documents are not transferable.
7. The offer submitted by the firm should be valid for **180 Days** from the date of opening of tender document.
8. The bidder has to submit the quotation strictly as per our tender enquiry specification and terms and conditions only.
9. In case the list of requirements contains more than one schedule, the responsive tenders will be evaluated and compared separately for each schedule.
10. RIGHT OF ACCEPTANCE: - The Chief General Manager, Bank Note Press, Dewas reserves the right to reject any or all tenders without assigning any reasons thereof.
11. The tender / bid / quotation should be submitted in Two Bid separate double sealed envelopes strictly as per **SIT : 8 Submission of Tender of Section III: Special Instructions to Tenderers (SIT)** and its sub clause **Non-Adherence to this shall make tender liable for rejection.**

### **12. SPECIAL INSTRUCTIONS:**

- i Relaxation of norms for Startups and Micro and Small Enterprises on Prior Experience, Prior Turnover Criteria may be given subject to meeting of quality and technical specifications as per circular no.1(2)(1)2016-MA dt.10.03.2016 issued by Govt. of India, Ministry of Micro, Small & Medium Enterprises, New Delhi.

- ii Order No P-45021/2/2017-B.E.-II Dt:15.06.2017 for Public Procurement (Preference to Make in India) issued by Ministry of Commerce and Industry, Department of Industry and Internal Trade (Public Procurement Section), and Order No 6/18/2019-PPD Dt:23.07.2020 for prior registration on procurement from bidders from a country or countries on ground of Defence of India and national Security, issued by Ministry of Finance, department of Expenditure (Public Procurement Division) will be applicable as per guidelines of Government of India.

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

Diganta Kumar Deka  
AGM (Materials)  
For and on behalf of Chief General Manager  
Bank Note Press, Dewas  
Telephone No. 07272-268468/268253  
E-mail: [bnppurchase@spmcil.com](mailto:bnppurchase@spmcil.com)

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

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

Please refer to our website for:

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

### SECTION III: SPECIAL INSTRUCTIONS TO TENDERERS (SIT)

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

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

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

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

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

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

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

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

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

**SIT 6: Tender Validity**

- The tenders shall remain valid for acceptance for a period of **180 days** after the date of tender opening prescribed in the tender document. Any tender valid for a shorter period shall be treated as unresponsive and rejected.
- In exceptional cases, the tenderers may be requested by BNP DEWAS to extend the validity of their tenders up to a specified period. Such request(s) and responses thereto shall be conveyed by surface mail or by fax/e-mail followed by surface mail. The tenderers, who agree to extend the tender validity, are to extend the same without any change or modification of their original tender and they are also to extend the validity period of the EMD (If applicable) accordingly. A tenderer, however, may not agree to extend its tender validity without forfeiting its EMD.
- In case the day up to which the tenders are to remain valid falls on/ subsequently declared a holiday or closed day for BNP DEWAS, the tender validity shall automatically be extended up to the next working day.
- **Compliance with the Clauses of this Tender Document:** Tenderer must comply with all the clauses of this Tender Document. In case there are any deviations, these should be listed in a chart form without any ambiguity along with justification.

**SIT 7 : Number of Copies of Tenders to be submitted :** Through MSTC e-procurement portal <https://www.mstcecommerce.com/eproc/>.

**SIT 8 : Submission of Tender :**

**Techno-commercial Bid and Financial Bid** are to be submitted separately through MSTC e-procurement portal <https://www.mstcecommerce.com/eproc/> on or before the due date of the submission of the tender.

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

**I. Mandatory Check List**

**1. EMD- Nil.**

2. The firm who are registered under NSIC, Micro & Small Enterprises (MSE)/ Startups may be exempted from submitting the EMD on producing valid certificate Traders/resellers/distributors/authorized agents will not be considered for availing benefits under PP Policy 2012 for MSEs as per MSE guidelines issued by MoMSME.
3. **Bid Security Declaration:** - Against EMD, bidder firm have to submit a seal & sign “Bid Security Declaration” accepting that if the firm withdraw or modify their bid during the period of bid validity after opening of tender they will be suspended for a period of 3 years from the date of opening of tender. (As per letter no. F.9/4/2020-PPD Ministry of Finance, Department of Expenditure dated 12.11.2020).  
In addition to above, firms participating as MSE/NSIC/DIC/Start-up India Campaign, needs to enclose certificates containing validity (including registered category-if any).
4. Relaxation of norms for Startups and Micro and Small Enterprises on Prior Experience, Prior Turnover Criteria may be given subject to meeting of quality and technical specifications as per circular no.1(2)(1)2016-MA dt.10.03.2016 issued by Govt. of India, Ministry of Micro, Small & Medium Enterprises, New Delhi.
5. Relaxation may be given under Order No. P-45021/2/2017-B.E.-II Dt:15.06.2017 for Public Procurement (Preference to Make in India) issued by Ministry of Commerce and Industry, Department of Industry and Internal Trade (Public Procurement Section), and Order No 6/18/2019-PPD Dt:23.07.2020 for prior registration on procurement from bidders from a country or countries on ground of Defence of India and national Security, issued by Ministry of Finance, Department of Expenditure (Public Procurement Division).

**II. Manufacturer authorization Form: - As Applicable.**

- III. The bidder should not be suspended/ banned by any Ministry/ Deptt. of Government of India or by any State Govt. Undertaking/declaration certificate for the same must be submitted in Technical bid.
- IV. The bidder have to submit all the documents & relevant proof in support of relevant clauses mentioned in **Section - VI: List of Requirement** and **Section –VII: Technical Specification, Section – IX : Eligibility criteria**



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

- The tenderer shall quote their prices strictly as per the e-procurement portal.

### **SIT 9: Evaluation Criteria:**

In the first instance, the **Techno-commercial Bid (The Techno-commercial part)** of the tender document will be considered for the evaluation. These offers/bids will be scrutinized & evaluated by the committee/authority with reference to the parameters prescribed in the **Section - VI: List of Requirement, Section -VII: Technical Specification , Section – IX : Eligibility criteria Section** of the tender document .If the clarifications required by the purchaser the bidder have to submit their reply within stipulated time period by fax /email/courier/speed post accordingly the offers submitted by the firms would be scrutinized & evaluated.

- In the Second stage, the **Price Bid** of only eligible/the techno-commercial acceptable offers (as mentioned in first stage) will be opened for further scrutiny & evaluation. The evaluation criteria for awarding the contract shall be given to L1 Bidder.

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

Participating MSMEs registered with MSME under Single Point Registration Scheme quoting price within price band of L1+15% shall also be allowed to supply a portion up to 25% of requirement by bringing down their price to L1 price where L1 is non MSEs.

**SIT 11: Parallel Contract:** Bank Note Press, Dewas reserves its right to conclude Parallel contracts, with more than one bidder (for the same tender). The Parallel Contracts would be concluded as given below subject to alternate bidder matching the Prices with lowest bidder.

- The lowest bidder L1 should be awarded at least 70% of the total contract value or his spare supply capacity, whichever is lower. The ratio of splitting given above is approximate and may be subject to limitation of order quantity.
- In case of only one eligible bidder, then quantity will be allocated on the basis of quoted quantity or 100% of the tendered quantity whichever is less.
- In case of splitting in two and three it shall be done in the ratio of 70:30, 50:30:20 respectively

### **SIT 12: Site Inspection:**

BNP reserves the right for site inspection for assessment of capacity, capability by the BNP officials.

### **SIT 13: Earnest Money Deposit: Nil.**

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

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

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

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

Please refer to our website for:

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

## SECTION V: SPECIAL CONDITIONS OF CONTRACT (SCC)

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

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

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

### SCC - 1: Packing and Marking:

The supplier shall arrange for adequate protection and packing of the stores so as to avoid any loss or damage during the transit.

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

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

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

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

**SCC-5: Warranty Clause:** 12 months from the date of acceptance of the goods/services.

**SCC-6: Option Clause:** The Purchaser reserves the right to increase the ordered quantity by 25% at any time, till final delivery date of the contract, by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of Delivery Period.

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

**SCC-8: Terms and Mode of Payment:** Payment will be as follows:

100% payment shall be released after receipt/acceptance of the goods at BNP, Dewas. The payment will be done through RTGS Only. Therefore, the suppliers have to produce all the Bank details such as - Name of Bank, Account No., IFSC Code No., MICR No. along with the Tender Document.

**SCC-9: Quantum of Liquidated damages:** Not Applicable.

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

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

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

**SCC-12: Failure & Termination**

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

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

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

**SCC-13: Force Majeure:**

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

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

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

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

## SECTION VI: LIST OF REQUIREMENTS

Sl. No.	Brief description of goods (Related specifications etc. are in Section-VII)	Quantity
1.	Abrasive roll White Net 90 CM X 10 M	3 Rolls
2.	Abrasive roll Purple Net 90 CM X 9 M	3 Rolls
3.	Abrasive roll Yellow Net 90 CM X 9 M	3 Rolls

1. **Already developed firms i.e. the firms who are already supplying the tendered item and the firms who have already received development orders from Bank Note Press, Dewas for the item shall not be considered for participation in the tender.**

2. **Required Terms of Delivery & Destination:** FOR Bank Note Press, Dewas Stores.

3. **Replacement:** If the material is rejected for any reason the supplier have to replace the material at firms own cost and risk from our press and again supply the material as per our requirement.

4. **Pre-Production Sample:** The successful bidder will provide pre-production sample of each variety in 90 CM x 2 M dimension within 30 days from the date of P.O. for trial and suitability. (No payment will be made by BNP for un-suitable & material consumed during pre-production trials). After confirmation from BNP, the bidder will supply remaining material strictly as per the approved sample within **4 months** from the date of confirmation. (The firm can only submit maximum 03 Pre-production samples).

**Note: No payment shall be made for the rejected samples.**

5. **Inspection of Material Supplied by the firm :** The inspection of the material will be carried out three times during the development stage and firm may be made more accountable for their product. The firm has to furnish all the technical details/catalogue/Brochure/Specification and make of the original product/main raw materials, along with the test reports from a reputed laboratory (NABL accredited/Govt./PSU/MSME etc.) as required by Bank Note Press Dewas with the consignments.

6. **Required Delivery Schedule:**

- 1) Pre-production sample of each variety in 90cm x 2m dimensions within 30 days from the date of P.O.
- 2) After acceptance of pre-production samples, remaining quantity within next 30 days.

7. **Preferred mode of Transportation:** As desired by the bidder which should be in safe and secured manner.

8. **Security Deposit :** Not Applicable



9. **Return of Material:** Materials, Documents, Specifications, Drawings issued to the firms (on whom supply order will be placed) or prepared by them should be taken back by BANK Note Press, Dewas as these belong to Bank Note Press, Dewas. Loss or damage of these documents shall be recoverable from the firm.
10. The bidder shall provide Names of Organization(s) / Firm(s) with Addresses & Telephone Numbers, Fax Numbers, E-mail addresses to which manufacturer has supplied similar type of material annually during the last five years.
11. The Tender should be submitted in Hindi/ English Language. The authenticated copies of the documents in support of the applicant's claims may be submitted in Hindi/English Language.
12. The bidder shall submit Power of attorney / Authorization indicating that authorized signatory is competent & legally authorized to submit the tender and /or to enter into legally binding contract.
13. The bidder must have to enclose the copy of PAN /TAN number/ VAT/TIN/GST number.
14. Bidder firm & Manufacturer should not have been blacklisted from any Govt./PSU/Reputed Organization in the past. Undertaking regarding the same has to be provided.
15. **Manufacturer's authorization letter:** In case the bidder firm/ tenderer offers to the supply **tendered item** which is manufactured / Developed by some other firm(Manufacturer), the tenderer has to be duly authorized by the manufacturer of the stated material to quote for & supply the same to Bank Note Press Dewas, a unit of SPMCIL. The tenderer shall submit the manufacturer's authorization letter to this effect as per the standard form provided under **Section XIV** of SBD. Also the 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.

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



16. The tenderer is to provide the required details, information, confirmations, etc. accordingly, failing which it's tender is liable to be ignored.

17. Following details may also be provided.

i Name of Firm :

\_\_\_\_\_

ii Name of the Proprietor / Owner / Director :

\_\_\_\_\_

iii Complete address of the firm :

\_\_\_\_\_

\_\_\_\_\_

iv Contact of firm :

Phone No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

FAX No. \_\_\_\_\_

E-mail No. \_\_\_\_\_

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

\_\_\_\_\_

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

vii For transaction through RTGS/NEFT :

1. Name of Bank : \_\_\_\_\_

2. Account No : \_\_\_\_\_

3. MICR No : \_\_\_\_\_

4. IFSC Code : \_\_\_\_\_

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

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

x. Category (SC/ST/GEN): SC ☐ ST ☐ GEN ☐

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

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

Date:

Name & Signature

Seal of the Firm & Address



## SECTION VII: TECHNICAL SPECIFICATION

### **Technical Specification for Abrasive/ Scotch-brite rolls**

Three type of Abrasive/ Scotch-brite rolls in the following dimensions, to be cut in required size & used under the wiping cylinders of the security printing machines-

- i) Abrasive Roll White Net : 900 mm x 10 m, GSM=  $320 \pm 5$ , Thickness= 10 mm
- ii) Abrasive Roll Purple Net : 900 mm x 9 m, GSM=  $860 \pm 5$ , Thickness= 10 mm
- iii) Abrasive Roll Yellow Net : 900 mm x 9 m, GSM=  $750 \pm 5$ , Thickness= 10 mm

1. Thickness of the rolls should be even throughout the length (i.e. 10 mm without any pressure) and the respective densities should also be even throughout the roll.
2. These abrasive pads are mounted with a strong pressure against a high-speed/ rotating Wiping cylinder of the security printing machine. Wiping cylinder is a polymer cylinder with a set surface-hardness between 85-100\* Shore A.
3. Running temperature of the Wiping cylinder is maintained at a set-temperature between 30-45 \*C and similarly temperature of the aqueous wiping solution is also maintained at a set-temperature between 35-50 \*C. Hence, abrasive/ scotch-brite pads must be compatible to withstand the temperature, pressure & other machine-conditions as mentioned above.
4. The main function of these pads is to clean/ wipe the detergent-based aqueous wiping solution, very-thick printing ink residuals, dirt & other particles from the polymer surface of the wiping cylinder.
5. The abrasive/ scotch-brite pads must not leave any lint/ unwanted particle during the wiping action and it must not contribute in adversely affecting the print-quality in any manner.
6. These abrasive/ scotch-brite rolls should be compatible for 24\*7 industrial usages.

## **SECTION VIII: QUALITY CONTROL REQUIREMENTS**

(As per technical specification mentioned in section VII)

## SECTION IX: ELIGIBILITY CRITERIA

### FOR

### FOR PROCUREMENT OF ABRASIVE/SCOOOTH-BRITE ROLLS

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

**(a) For MSE / Start-up Firm: Capability-Equipment & Manufacturing Facilities:** The bidder firm must have capability to Manufacture and supply of similar item.

**(b) For Other Firm: Experience and past performance:**

The bidder firm may be Manufacturer/Proven supplier/Authorised Dealer or distributor of the tendered item or bidder may participate with manufacturing authorisation form (issued by manufacturer of tendered item).

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



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

To

Date.....

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

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

We, the undersigned have examined the above mentioned tender enquiry document, including amendment No. -----, dated ----- (if any), the receipt of which is hereby confirmed. We now offer to supply and deliver..... (Description of goods and services) in conformity with your above referred document for the sum of ---xxxxx--- **(To be mentioned in the Price Bid only & not to be mentioned in PQB & Techno Commercial Bid)** (total tender amount in figures and words), as shown in the price schedule(s), attached herewith and made part of this tender.

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

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

We agree to keep our tender valid for acceptance for a period up to -----, as required in the GIT clause 19, read with modification, if any in Section-III – “Special Instructions to Tenderers” or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

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

**1. MSMEs Status:**

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

- (a) Company /Partnership Firm /Proprietary Concern / Society/Trust / NGO/Others (Please Specify):.....
- (b) Micro/ Small / Medium Enterprise/ SSI/ Govt. Deptt. / PSU/ Others:
- (c) Name of MSME Registering Body (NSIC/ DIC/ KVIC/KVIB etc.):
- (d) MSME Registration no. (with copy of registration):.....
- (e) Udyog Aadhaar Memorandum no.....
- (f) Whether Proprietor/ Partner belongs to SC/ ST or Women category.

(Please specify names and percentage of shares held by SC/ST Partners): .....

**2. Make in India Status:**

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

(a) Self-Certification for category of supplier:

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

(b) We also declare that

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

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

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

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

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

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

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

.....  
(Signature with date)

.....  
(Name and designation)

Duly authorized to sign tender for and on behalf of

## **SECTION XI: PRICE SCHEDULE**

1. Prices should be on FOR BANK NOTE PRESS, DEWAS basis.
2. Price Schedule as per MSTC e-Procurement portal.
3. Item wise L1 selection.

## Section XII: Vendor Details

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

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

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

### 1. Vendor/ Contractor particulars:

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

### 2. Taxation Details:

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

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

.....  
(Signature with date)

.....  
.....

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

For and on behalf of

.....  
.....

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



**Section XIII: Bank Guarantee Form for EMD**  
**(ON BANK'S LETTERHEAD WITH ADHESIVE STAMP)**

Ref .....

Date .....

Bank Guarantee No .....

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

Dear Sir,

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

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

The conditions of this obligation are —

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

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

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

Date

Place

Signature  
**(Printed Name)**

Witnesses  
**(Designation)**

**(Bank's Common Seal)**





## 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 XV: Bank Guarantee Form for Performance Security

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

Ref .....

Date .....

Bank Guarantee No .....

To,

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

Dear Sir,

1. Against contract vide Notification for Award of the Tender No .....dated ..... covering supply of..... (hereinafter called the 'contract') entered into between the ..... **(insert name of Purchaser)** (herein after called as the Purchaser) and M/s.....,..... (here in after called the 'Contractor'), this is to certify that, at the request of the Contractor, we ..... **(name of the bank)**, are holding in trust in favour of the Purchaser, the amount of .....**(write the sum here in words)**, to indemnify and keep indemnified the Purchaser, against any loss or damage that may be caused to, or suffered by the Purchaser, by reason of any breach by the Contractor of any of the terms and conditions of the said contract and/or in the performance thereof. We agree that the decision of the Purchaser, whether any breach of any of the terms and conditions of the said contract and/or in the performance thereof has been committed by the Contractor; and the amount of loss or damage that has been caused or suffered by the Purchaser, shall be final and binding on us, and the amount of the said loss or damage shall be paid by us, forthwith on demand and without demur to the Purchaser.

2. We ..... **(name of the bank)**, further agree that, the guarantee herein contained, shall remain in full force and effect, for sixty days after the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period whichever is later, i.e. till ....., (hereinafter called the 'said date') and that if any claim accrues or arises against us ..... **(name of the bank)**, by virtue of this guarantee before the said date, the same shall be enforceable against us ..... **(name of the bank)**, notwithstanding the fact that the same is enforced within six months after the said date, provided that notice of any such claim has been given to us ....., **(name of the bank)**, by the Purchaser, before the said date. Payment under this bond of guarantee shall be made promptly, upon our receipt of notice to that effect, from the Purchaser.

3. It is fully understood that this guarantee is effective from the date of the said contract and that we ..... **(name of the bank)**, undertake not to revoke this guarantee during its currency, without the consent in writing of the Purchaser.

4. We undertake to pay to the Purchaser, any money so demanded, notwithstanding any dispute or disputes raised by the Contractor, in any suit or proceeding pending before any Court or Tribunal, relating thereto, our liability under this present, being absolute and unequivocal. The payments so made by us under this bond,

shall be a valid discharge of our liability for payment thereunder, and the Contractor shall have no claim against us, for making such payments.

5. We..... **(name of the bank)**, further agree that the Purchaser shall have the fullest liberty, without affecting in any manner our obligations hereunder, to vary any of the terms and conditions of the said contract, or to extend time of performance by the Contractor, from time to time, or to postpone for any time or form, time to time, any of the powers exercisable by the Purchaser, against the said Contractor and to for bear or enforce any of the terms and conditions relating to the said contracts and we..... **(name of the bank)**, shall not be released from our liability under this guarantee, by reason of any such variation or extension being granted to the said Contractor, or for any forbearance and/or omission on the part of the Purchaser, or any indulgence by the Purchaser towards the said Contractor, or by any other matter or thing whatsoever, which under the law relating to sureties, would, but for this provision, have the effect of so releasing us from our liability under this guarantee.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor.

Date

Place

Signature  
(Printed Name)  
(Designation)

Witnesses

(Bank's Common Seal)

## Section XVI: Contract Form

(Address of SPMCIL's office issuing the contract)

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

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

1. Name & address of the Supplier: .....

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

3. Supplier's Tender No..... dated..... and subsequent communication(s) No..... dated ..... (If any),  
exchanged between the supplier and SPMCIL in connection with this tender.

4. In addition to this Contract Form, the following documents etc., which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as part of this contract:

- (i) General Conditions of Contract;
- (ii) Special Conditions of Contract;
- (iii) List of Requirements;
- (iv) Technical Specifications;
- (v) Quality Control Requirements;
- (vi) Tender Form furnished by the supplier;
- (vii) Price Schedule(s) furnished by the supplier in its tender;
- (viii) Manufacturers' Authorization Form (if applicable for this tender);
- (ix) SPMCIL's Notification of Award

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

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

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

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

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

Total value (in figure) \_\_\_\_\_ (In words) \_\_\_\_\_

(ii) Delivery schedule

(iii) Details of Performance Security

(iv) Quality Control

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

(b) Designation and address of SPMCIL's inspecting officer

(v) Destination and dispatch instructions

(vi) Consignee, including port consignee, if any

(vii) Warranty clause

(viii) Payment terms

(ix) Paying authority

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

For and on behalf of.....

Received and accepted this contract .....

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

For and on behalf of .....

(Name and address of the supplier)

.....

(Seal of the supplier)

Date:

Place:

**Section XVII: Letter of Authority for attending a  
Pre-bid Conference/ Bid Opening  
(Refer to clause 24.2 of GIT)**

The Chief General Manager

Unit Address

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

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

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

**Note:**

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

## SECTION XVIII: PROFORMA OF BILLS FOR PAYMENTS

(Refer Clause 22.6 of GCC)

Name and Address of the Firm.....  
 Bill No.....Dated.....  
 Purchase order.....No.....Dated.....  
 Name and address of the consignee.....

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

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

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

Dated.....(enclosed)

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

Income Tax Clearance Certificate No.....Dated.....(enclosed)

Place and Date

Received Rs.....(Rupees).....

I hereby certify that the payment being claimed is strictly in terms of the contract and all the obligations on the part of the supplier for claiming that payment has been fulfilled as required under the contract.

Revenue stamp

Signature and of Stamp Supplier

## Section XIX: NEFT Mandate

(Refer clause 22.2 of GCC)

From: M/s. .... Date: .....

To:

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

Sub: NEFT payments

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

### NATIONAL ELECTRONIC FUNDS TRANSFER MANDATE FORM

1.	Name of City	
2.	Bank Code No.	
3.	Branch Code No.	
4.	Bank's Name	
5.	Branch Address	
6.	Branch Telephone / Fax No.	
7.	Supplier's Account No.	
8.	Type of Account	
9.	IFSC code for NEFT	
10.	IFSC code for RTGS	
11.	Supplier's name as per Account	
12.	MICR Code No.	
In Lieu of Bank Certificate to be obtained as under, please attach a bank cancelled Cheque or photocopy of a Cheque or front page of your bank passbook issued by your bank for verification of the above particulars.		

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

Date

Signature of the Customer

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

Stamp and  
Signature of authorized  
Official of the bank



## **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.

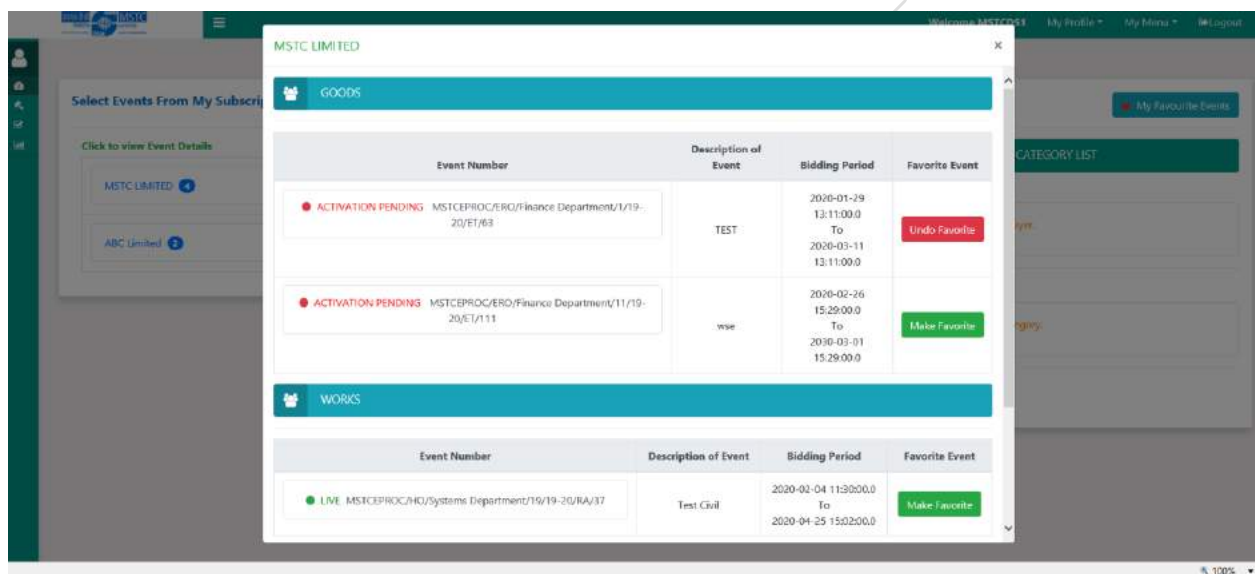
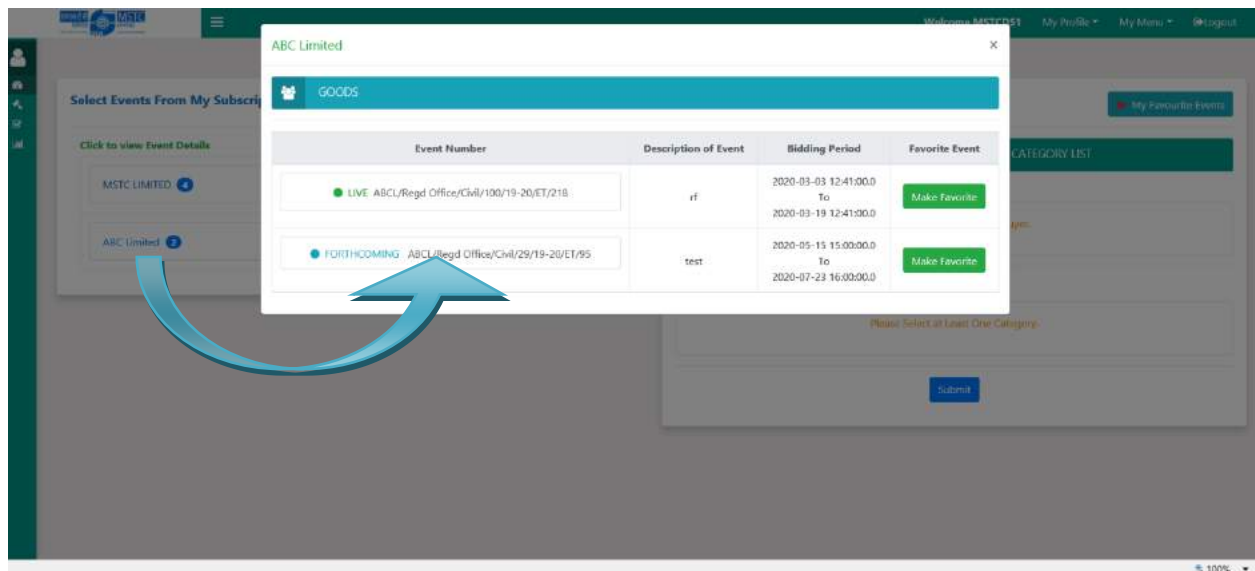
Dashboard provides two options to vendors-

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

The screenshot displays the MSTC portal dashboard. At the top, a green navigation bar contains the MSTC logo, a menu icon, and user links: 'Welcome MSTCDS1', '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 green 'My Subscription' button and a 'Click to view Event Details' link. It lists two subscribers: 'MSTC LIMITED' and 'ABC Limited', each with a circular icon and a blue '1' badge. 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 are two empty selection boxes with orange placeholder text: 'Please Select at Least One Buyer' and 'Please Select at Least One Category'. A blue 'Submit' button is located at the bottom of this panel. A large grey arrow points from the text 'Select Events From My Subscription' below the image to the left panel in the screenshot.

### 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' interface. On the left, there is a sidebar with 'Select Events From My Subscription' and a 'My Subscription' button. The main panel has 'Select From All Events' and a 'My Favourite Events' button. Below these are two tabs: 'BUYER LIST' and 'CATEGORY LIST'. Under 'Selected Buyers', there is a text input field with the placeholder 'Please Select at Least One Buyer'. Under 'Selected Categories', there is a text input field with the placeholder 'Please Select at Least One Category'. A 'Submit' button is located at the bottom right of the main panel.

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

The screenshot shows the 'Buyer Details' modal. The modal is titled 'Buyer Details' and contains a list of buyers with checkboxes. The 'Submit' button is at the bottom right of the modal. The list of buyers includes: 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.

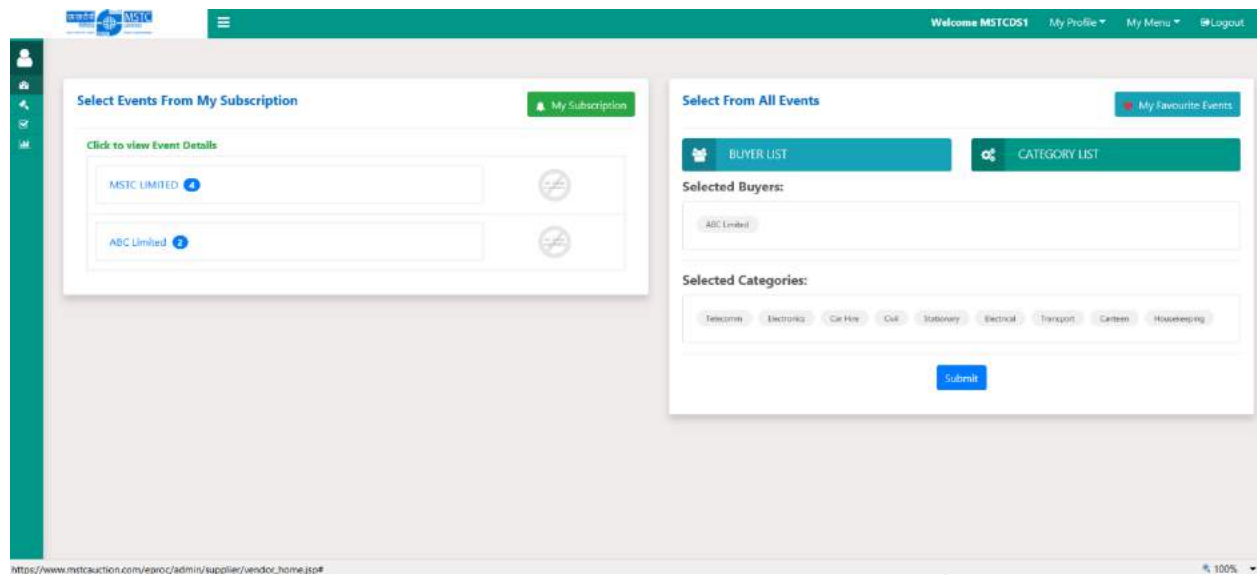
On clicking 'Submit' button, the selected buyers shall be displayed in the 'Selected Buyers' list.

The screenshot displays the MSTCDS1 web application interface. At the top, there is a green header bar with the text "Welcome MSTCDS1", "My Profile", "My Menu", and "Logout". Below the header, the main content area is divided into two panels. The left panel, titled "Select Events From My Subscription", contains a "Click to view Event Details" link and two event cards: "MSTC LIMITED" and "ABC Limited". The right panel, titled "Select From All Events", contains a "My Favourite Events" link and two tabs: "BUYER LIST" and "CATEGORY LIST". Below the tabs, there are sections for "Selected Buyers" (showing "ABC Limited") and "Selected Categories" (with a message "Please Select at Least One Category"). A "Submit" button is located at the bottom of the right panel.

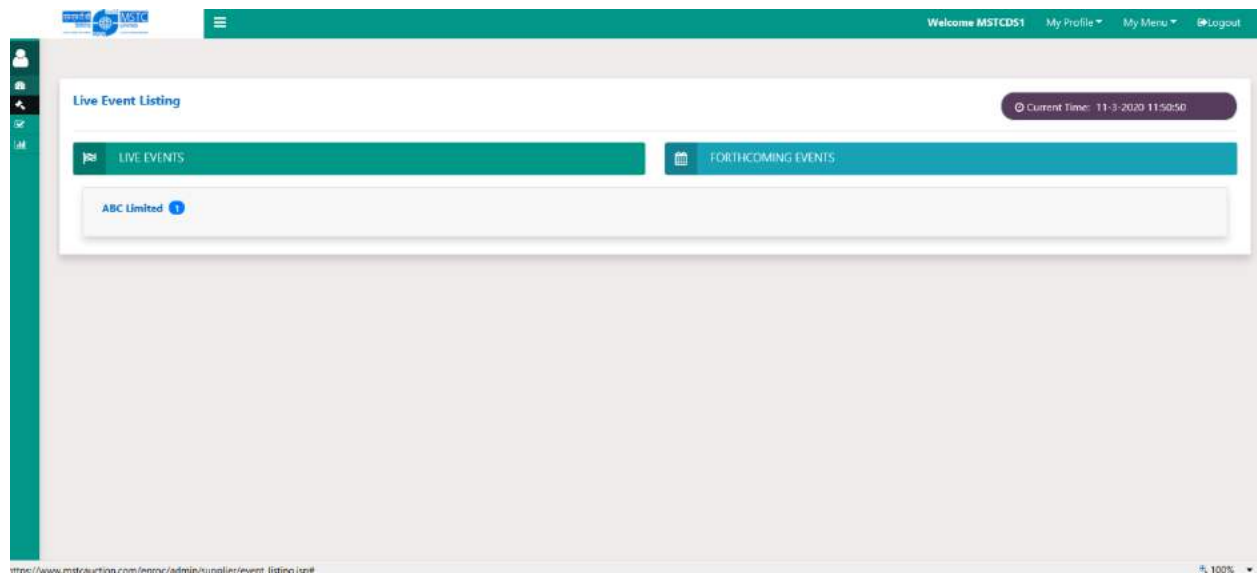
Vendor shall have to select category from Category List and click on 'Submit'.

The screenshot displays the MSTCDS1 web application interface with a "Category Details" modal open. The modal contains a "Choose from the below List" section with a list of categories: "Telecom", "Electronics", "Car Hire", "Chill", "Stationary", "Electrical", "Transport", "Canteen", and "Housekeeping". Each category has a checkbox next to it. A "Submit" button is located at the bottom right of the modal. The background shows the same interface as the previous screenshot, but with the modal overlaying the content.

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



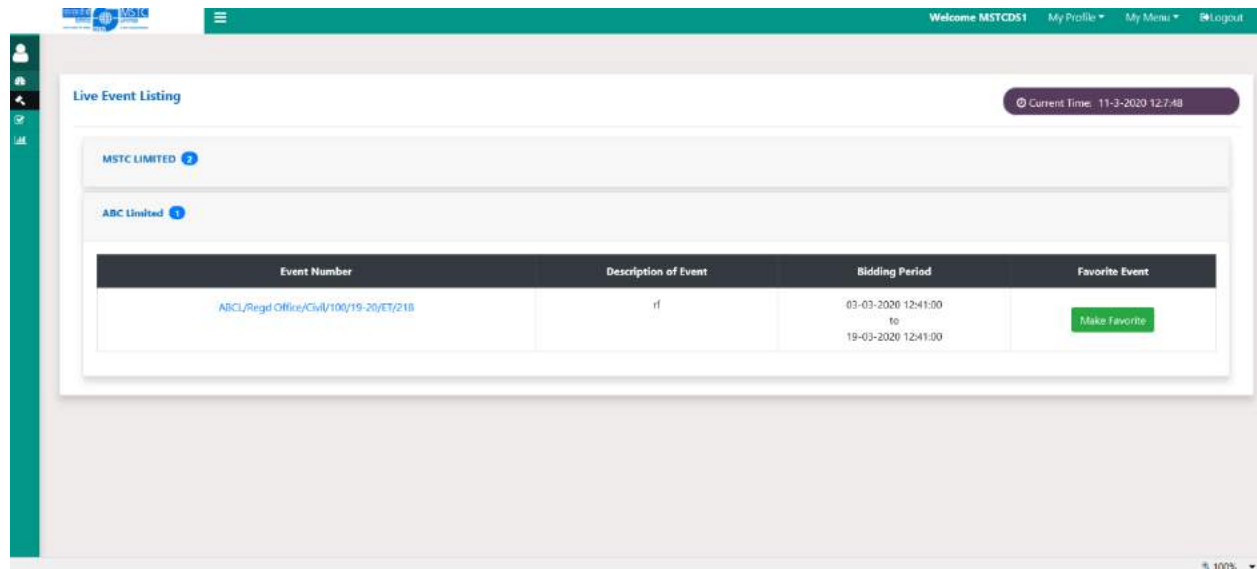
On clicking 'Submit', system shall display each buyer along with the total count of events under 'LIVE Events'.



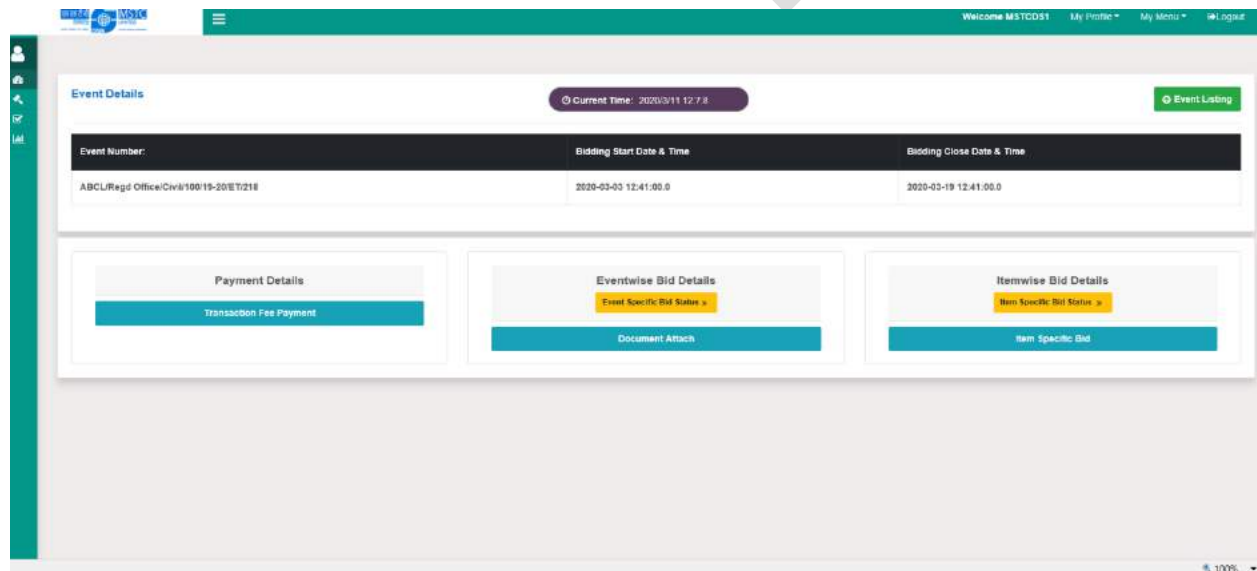
## LIVE Event Listing

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.

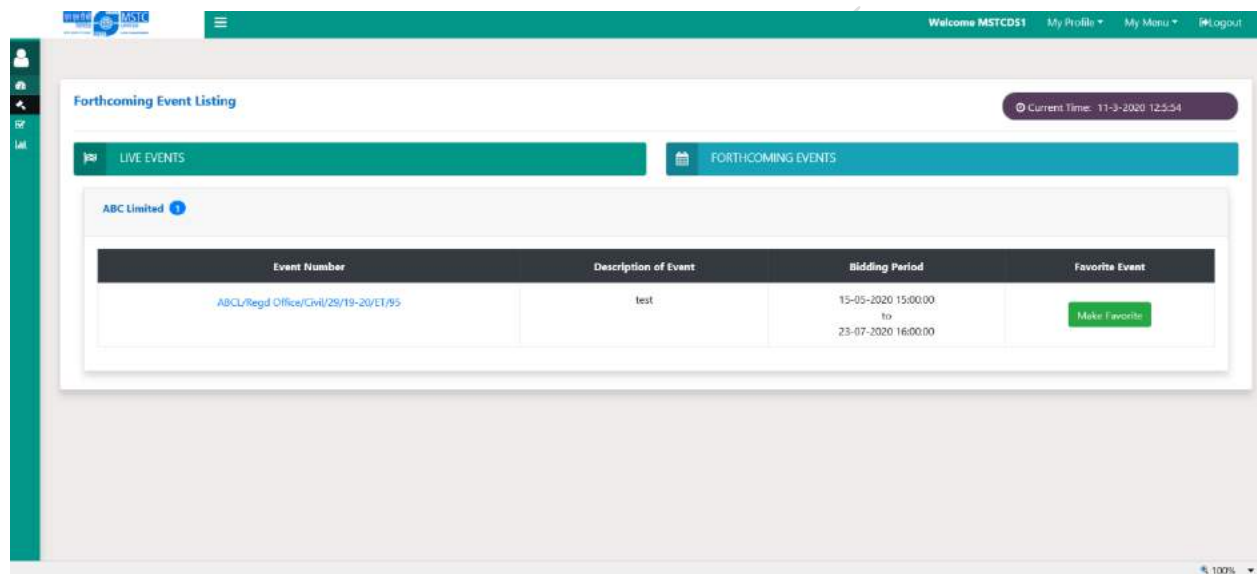
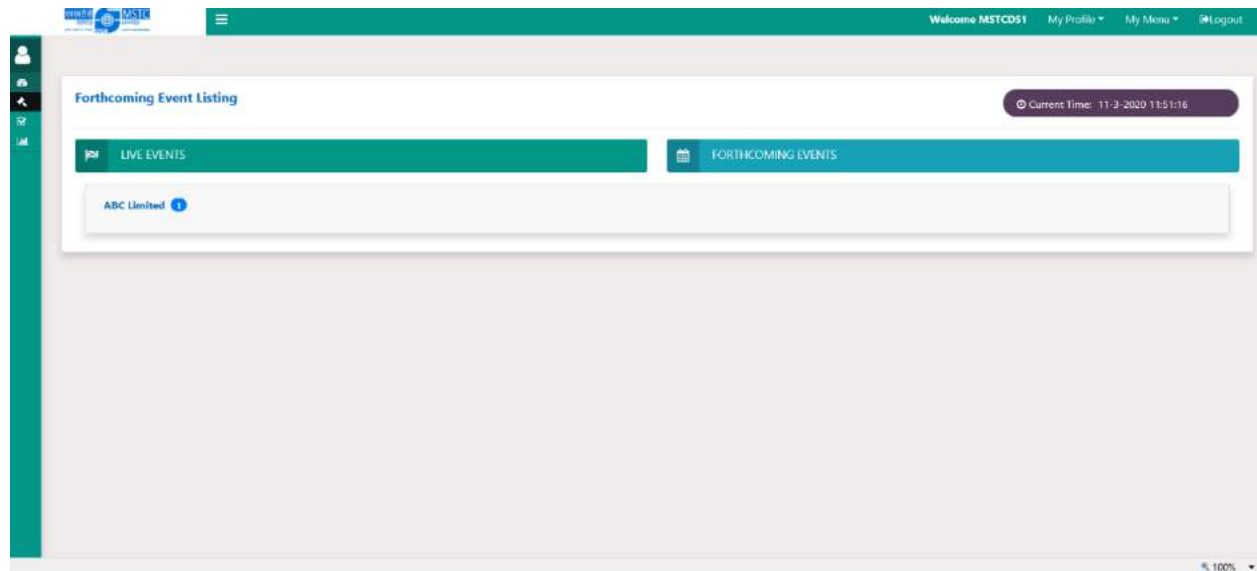


### Forthcoming Event Listing

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.

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

**Event Details**

Event No: ABCL/Regd Office/Civil/29/19-20/ET/95

Trade: Goods

Description of Event: test

Mode: E-Tender\_Excel

Type of Tender: Open

Bid Submission: Itemwise

Public Opening: YES

Published on: 02-03-2020 11:13:16

Activated on: -

Tender Extended on: -

Tender Opened on: -

Price Opened on: -

Event Cancelled on: -

Document Upload: YES

Governance Document Upload: YES

Online Pre Bid Meeting	Bidding Period	Tender Opening Period	Price Bid Opening Date
Not Applicable	15.05.2020 - 05.00 PM	23.07.2020 - 04.04 PM to 23.08.2020 - 04.04 PM	-

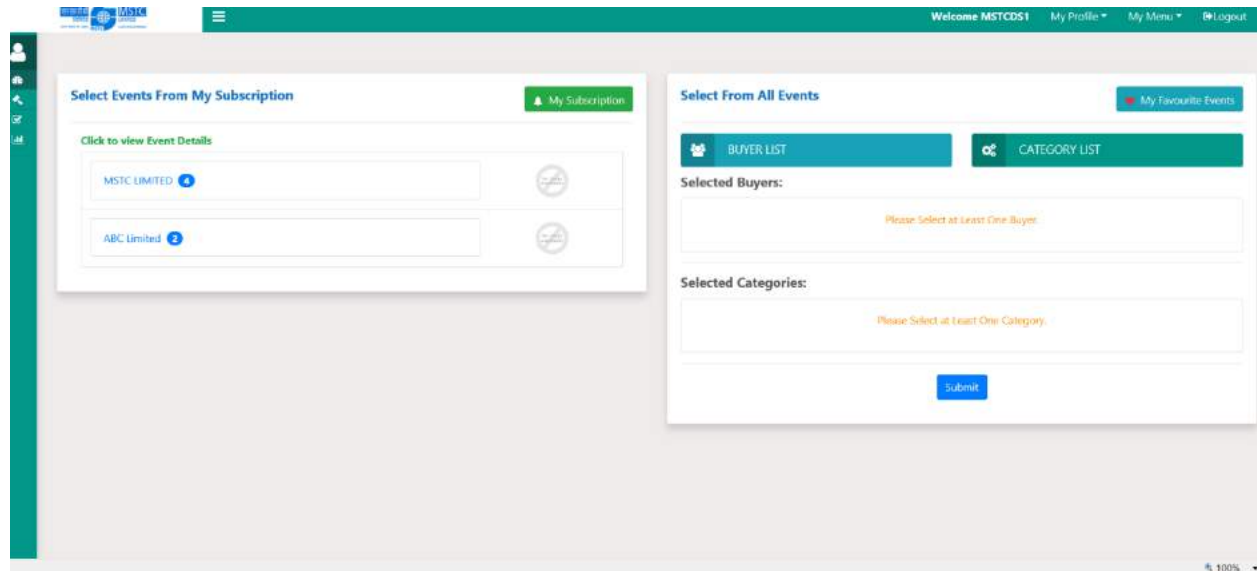
Current Time: 11-3-2020 12:6:34

Favourite Event

Make Favourite

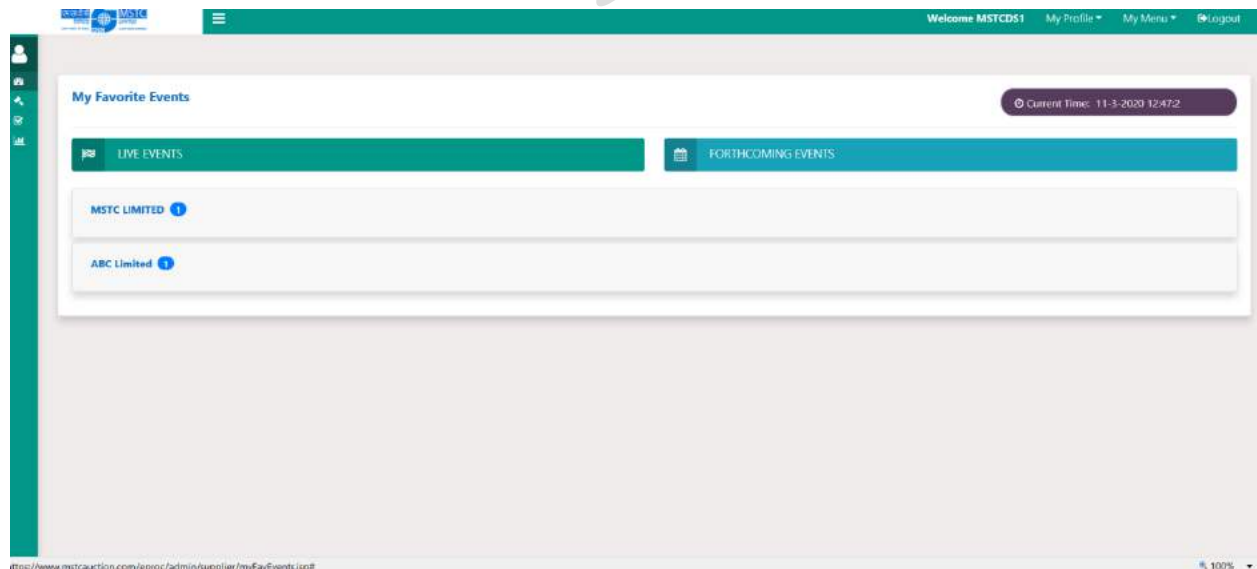
### My Favourite Events

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' display showing '11-3-2020 12:51:38'. 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/Regd Office/C&I/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 for the event 'ABCL/Regd Office/C&I/100/19-20/ET/218'. The header includes 'Welcome MSTCDS1', 'My Profile', 'My Menu', and 'Logout'. The 'Current Time' is '2020/03/11 12:52:23'. A 'Event Listing' button is visible. The main content area displays the following details:

Event Number	Bidding Start Date & Time	Bidding Close Date & Time
ABCL/Regd Office/C&I/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
- 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 with the 'FORTHCOMING EVENTS' tab selected. The header includes 'Welcome MSTCDS1', 'My Profile', 'My Menu', and 'Logout'. The 'Current Time' is '11-3-2020 12:47:34'. The main content area shows the 'ABC Limited' section, which is currently empty.

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
ABCU/Regd Office/Civil/29/19-20/ET/95	test	15-05-2020 15:00:00 to 23-07-2020 16:00:00

On selecting an event, system displays the catalogue.

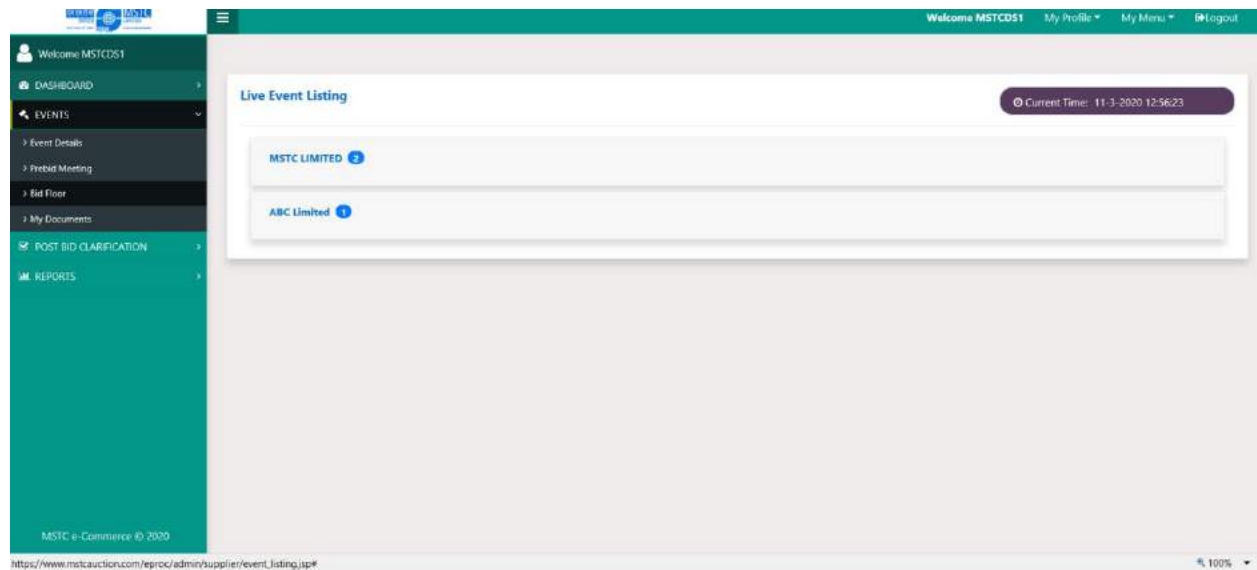
ABCU/Regd Office/Civil/29/19-20/ET/95

Event Details

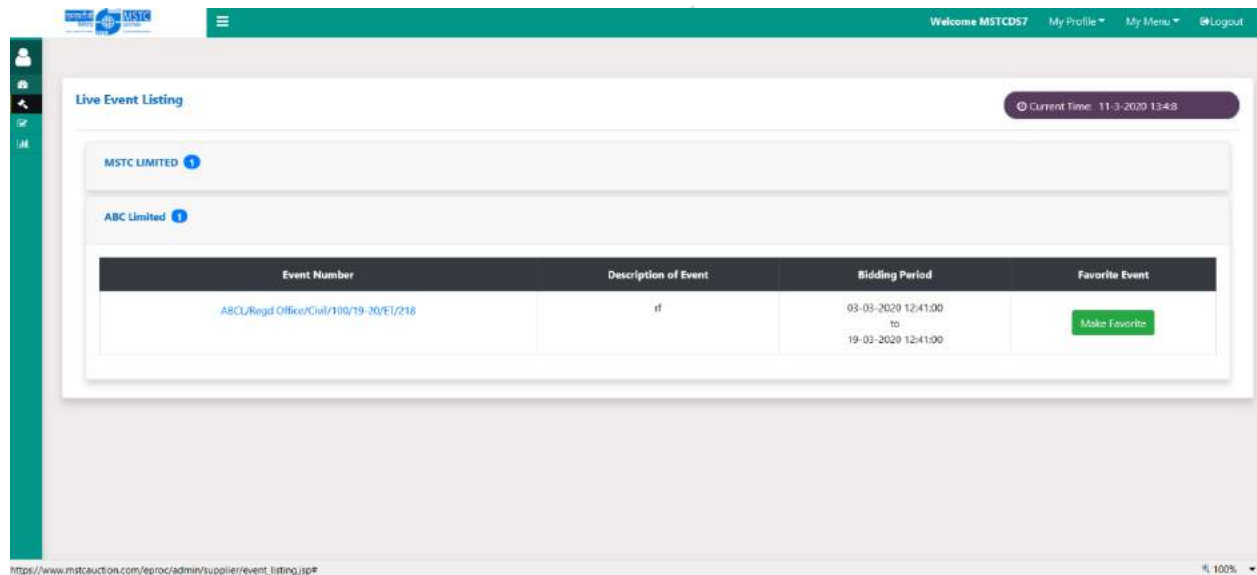
Event No: ABCU/Regd Office/Civil/29/19-20/ET/95				Event Status	
Trade: Goods				Event Published	
Description of Event: test				Activities	
Mode: E-Tender_Excel	Type of Tender: Open	Bid Submission: Iterative	Public Opening: YES	Published on: 02-03-2020 11:13:16	Activated on: -
Document Upload: YES				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	-		

## Bid Floor

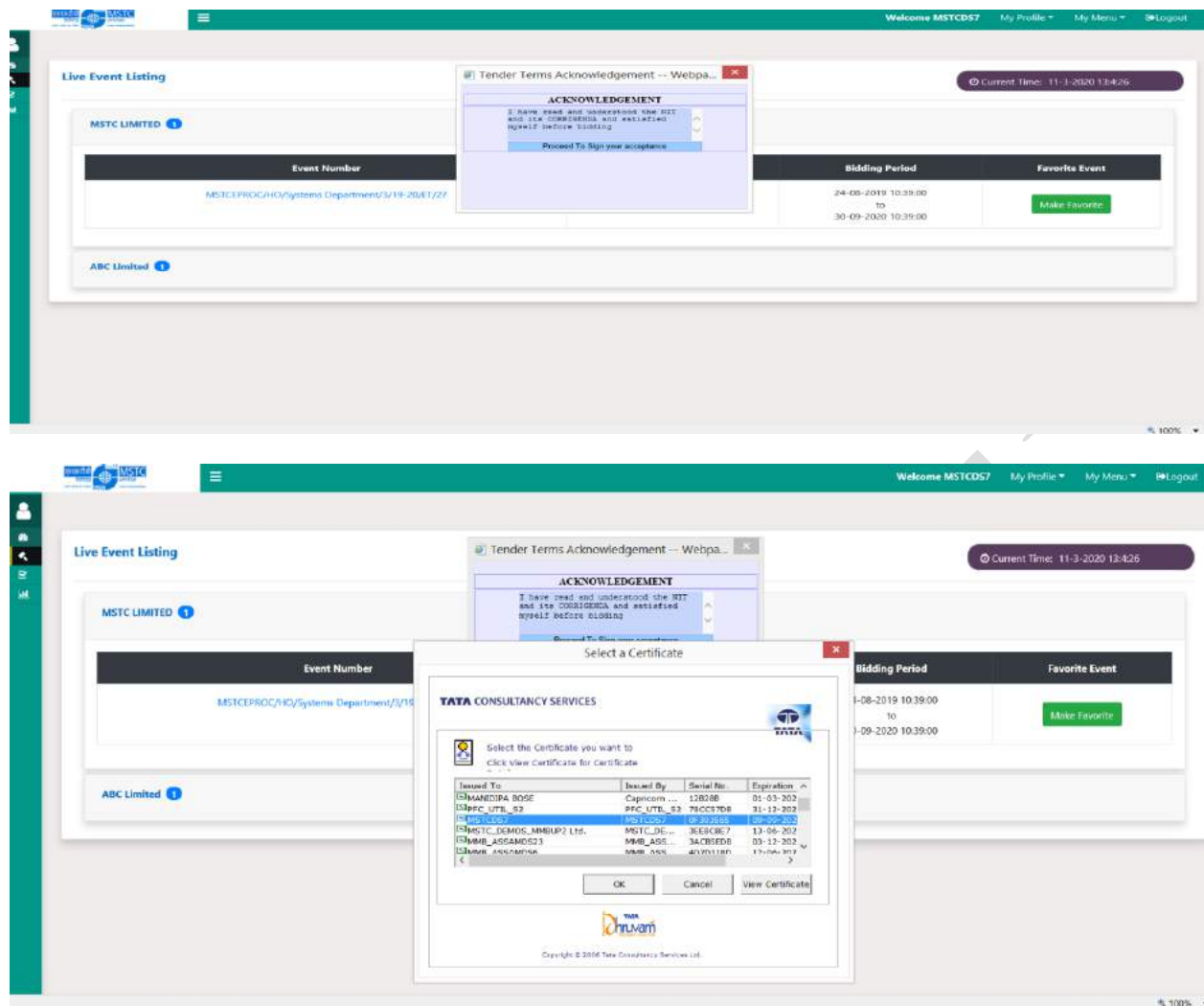
Vendors shall be able to view the buyers list with counts of LIVE events through this link.



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

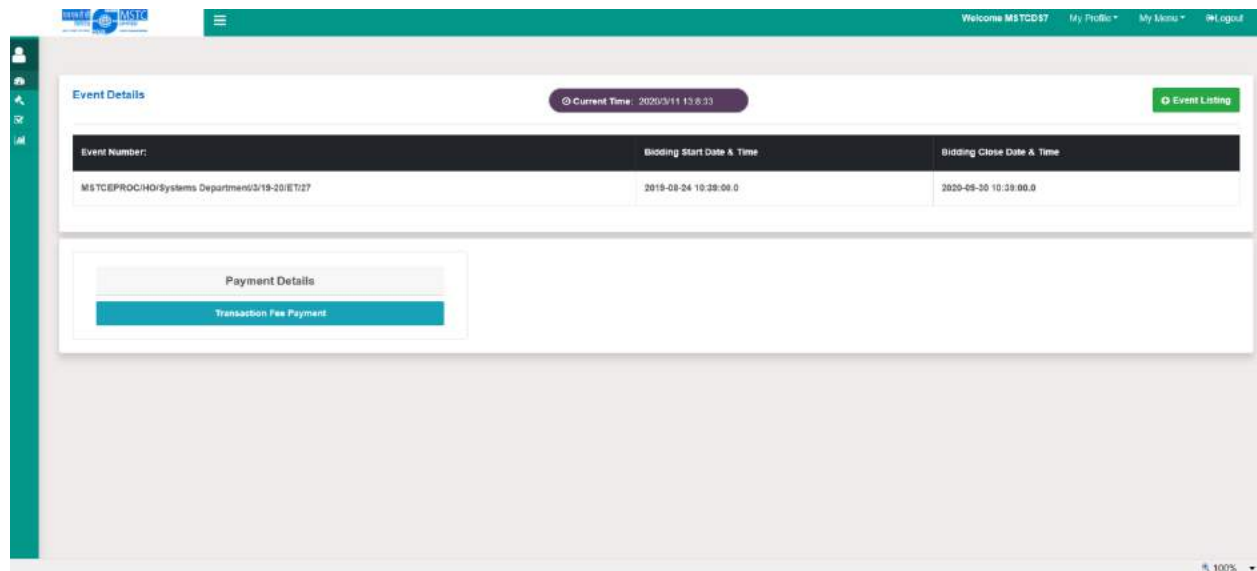


On clicking an event for the first time, the same shall be verified with DSC.



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

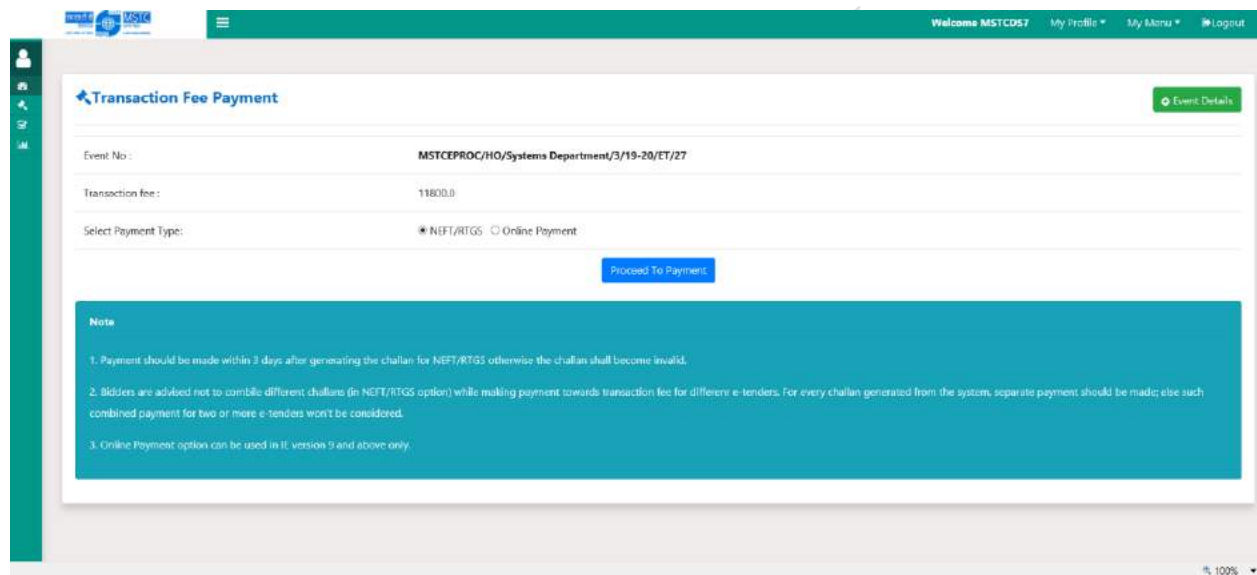
Event Listing

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 IT 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 to 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>
--	--

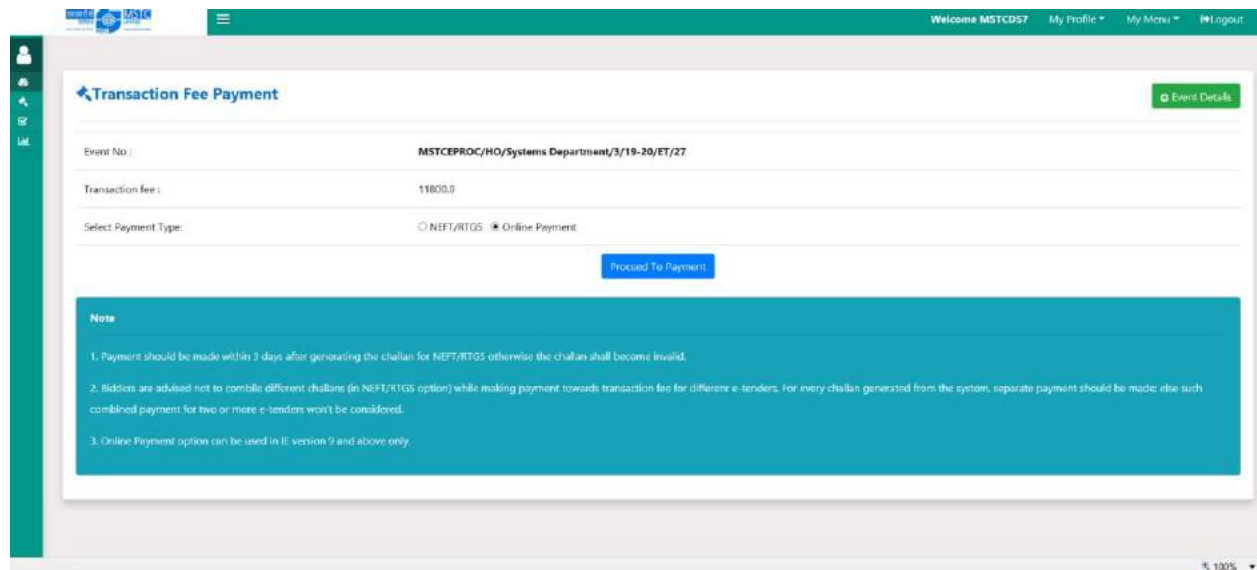
**Remittance Details:**  
**Amount:** Rs.11800.0  
**Amount(in figures):** Eleven Thousand Eight Hundred Only  
**Please remit the amount as per the aforesaid details, by debiting my/our account for the amount of remittance with the followingmg remittance details:**  
**Remittance Data:** Transaction 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.



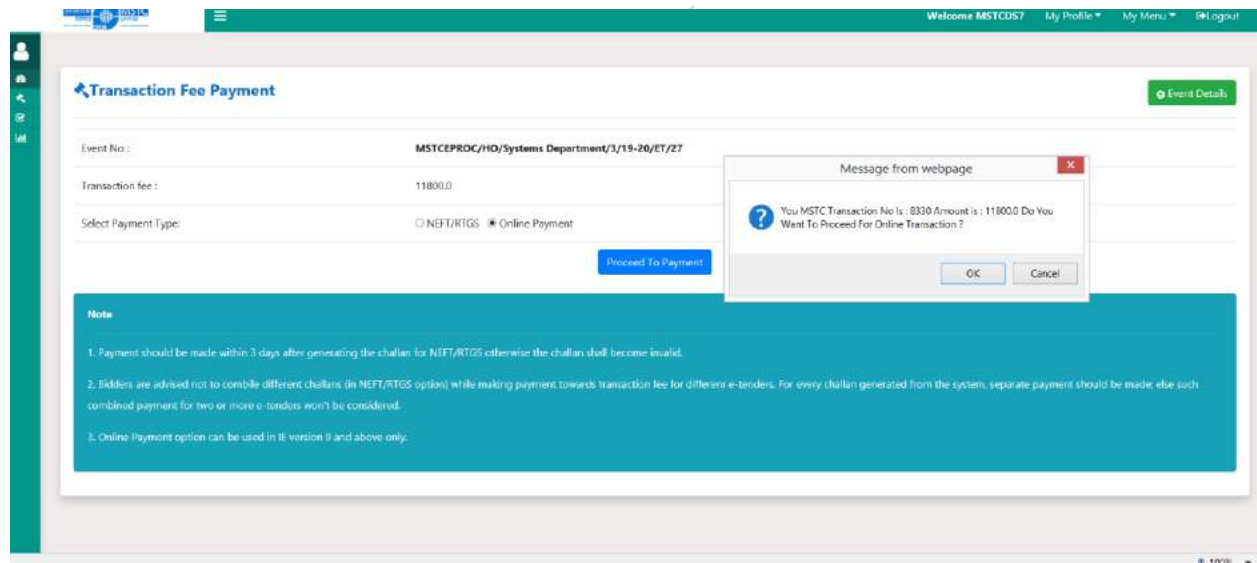
The screenshot shows the 'Transaction Fee Payment' page. At the top, there is a header with 'Welcome MSTCDS7', 'My Profile', 'My Menu', and 'Logout'. The page title is 'Transaction Fee Payment'. Below the title, there is a form with the following fields:

- 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, there is a blue button labeled 'Proceed To Payment'. A 'Note' section is visible below the button, containing three points:

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.



The screenshot shows the 'Transaction Fee Payment' page with a confirmation dialog box overlaid. The dialog box has a title 'Message from webpage' and a question mark icon. The text inside the dialog box reads: 'You MSTC Transaction No is : 8330 Amount is : 11800.0 Do You Want To Proceed For Online Transaction ?'. There are 'OK' and 'Cancel' buttons at the bottom of the dialog box. The background page is the same as the previous screenshot, showing the 'Transaction Fee Payment' form and the 'Proceed To Payment' button.

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

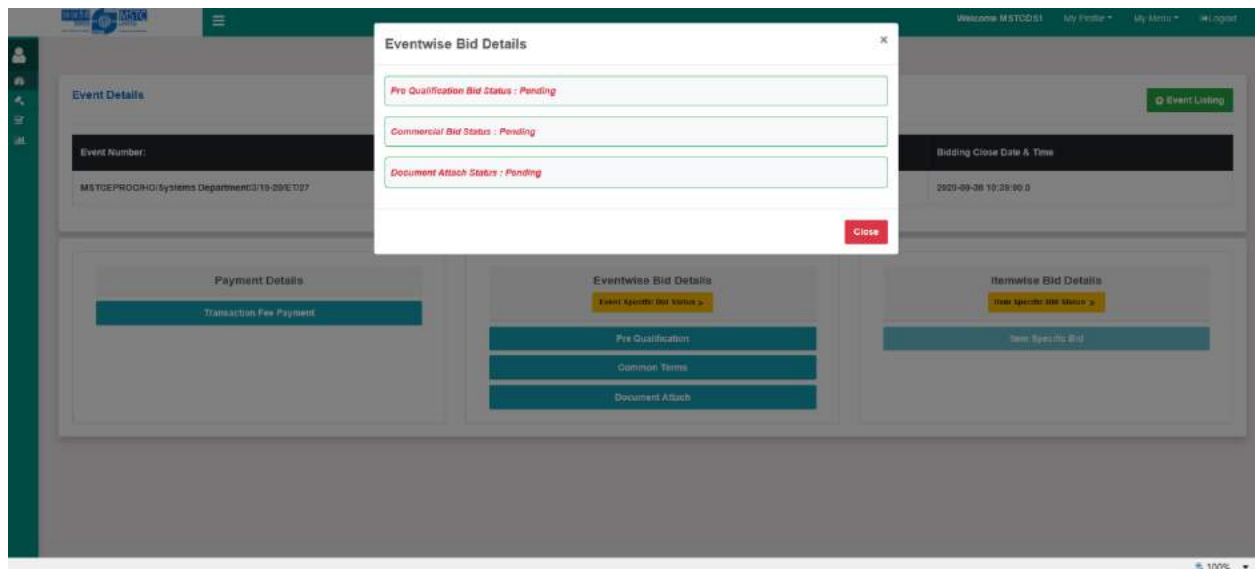
Buttons available:

- 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).

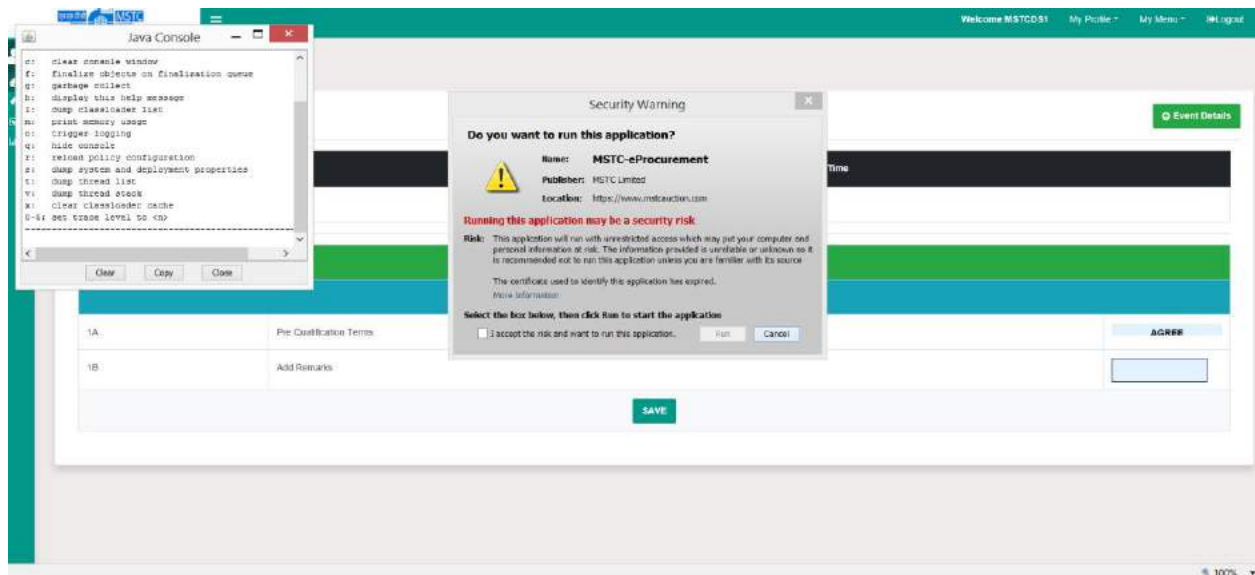
**Event Specific Bid Status:** A vendor shall be able to view the status of bidding against each tab of 'Event wise Bid Details'.



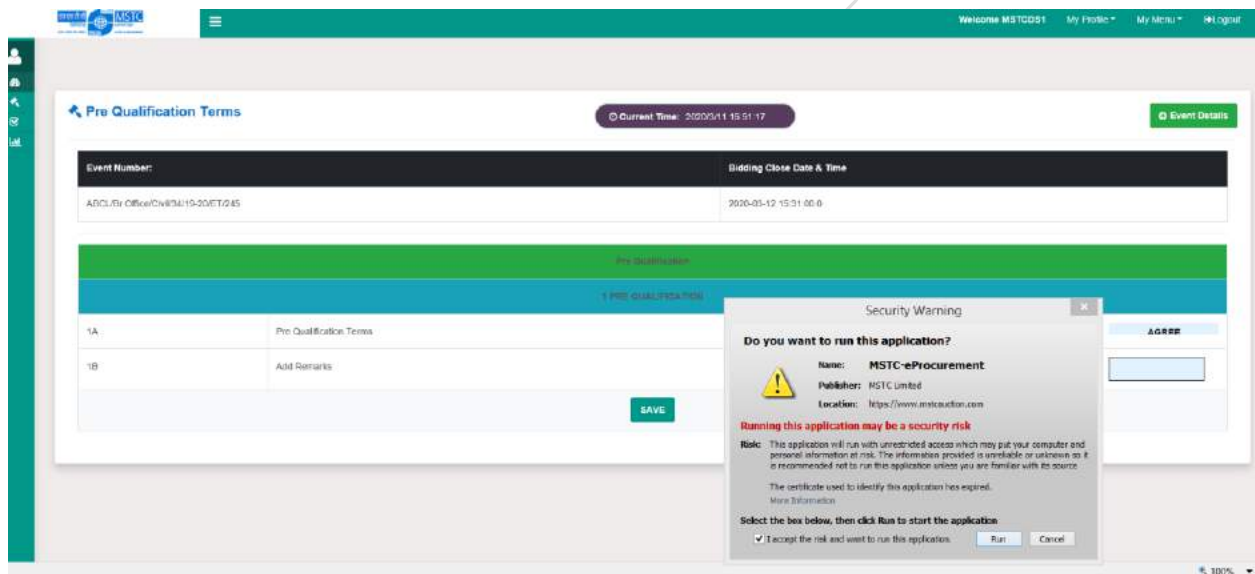
#### **Pre Qualification**

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/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/19-20/ET/245 Bidding Close Date & Time: 2020-03-12 15:31:00.0

1A:

1B:

Select a Certificate

TATA CONSULTANCY SERVICES

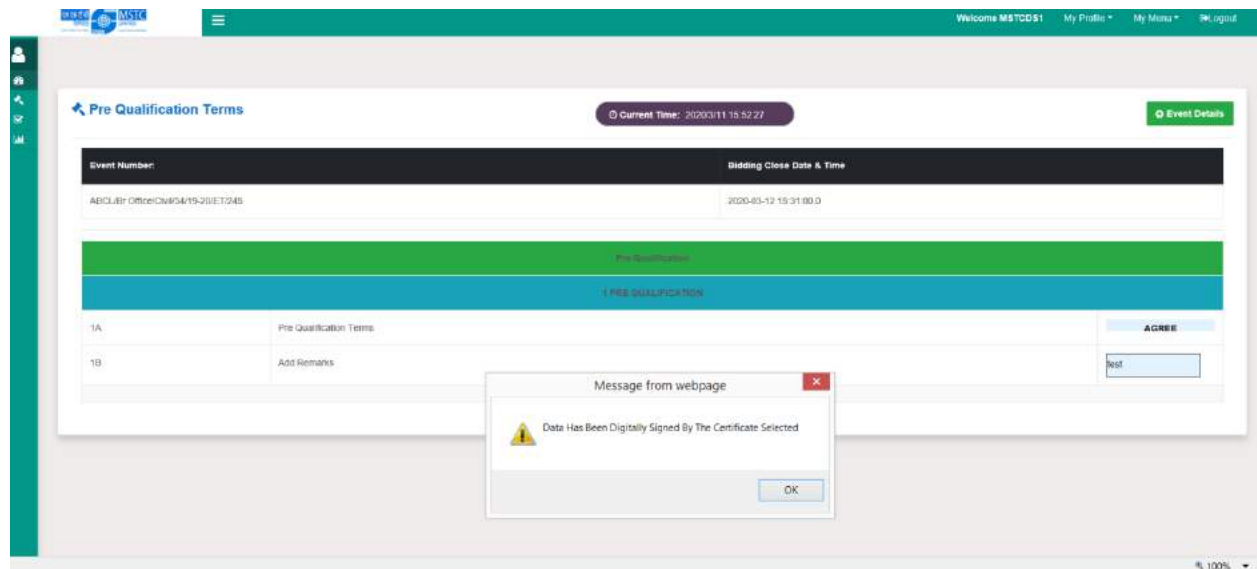
Select the Certificate you want to  
Click View Certificate for Certificate

Issued To	Issued By	Serial No.	Expiration
MSTCDS12	MSTCDS12	5700781E	09-09-2022
FOGND64	DGMD64	35E853DC	06-11-2022
FOGND64	FOGND64	470A331A	02-08-2028
MSTCDS13	MSTCDS13	54F3B431	09-09-2022
MWB_ASSAND520	MWB_ASS...	59C8D152	03-12-2022
MWB_ASSAND520	MWB_ASS...	59C8D152	03-12-2022

Bid Signer -- Webpage Dialog

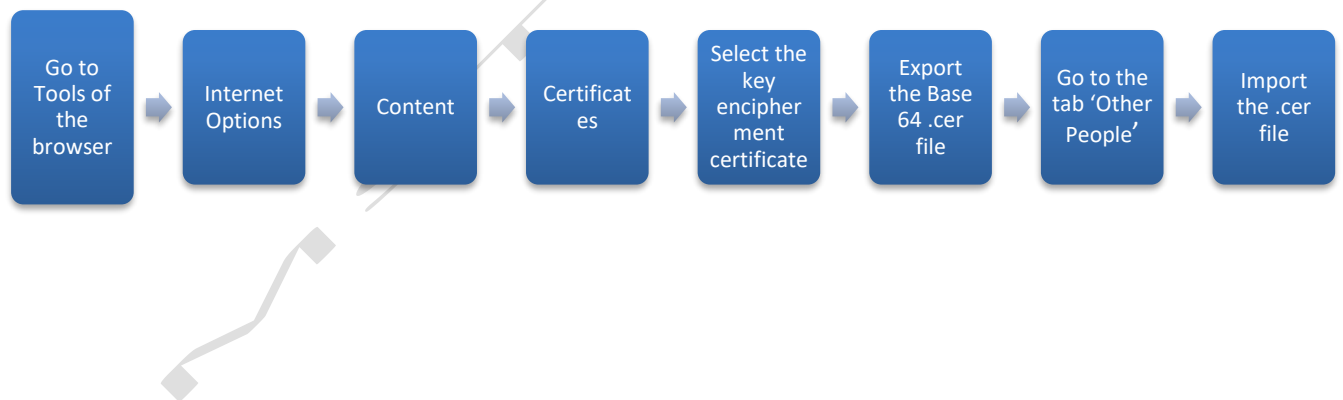
**Bid Signing**

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

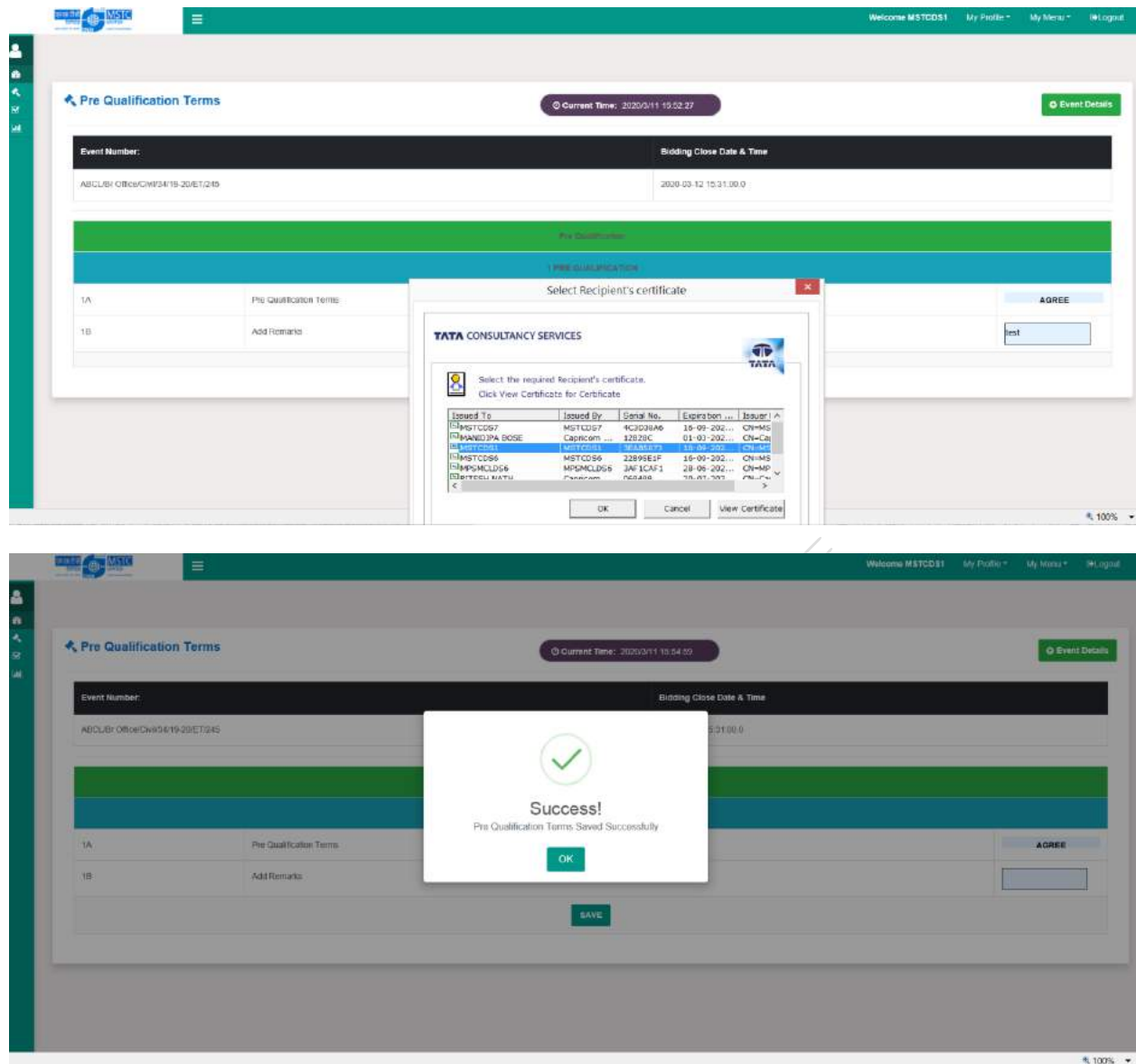


2. The DSC box shall again appear. The vendor shall have to select the correct DSC and click on 'OK'.

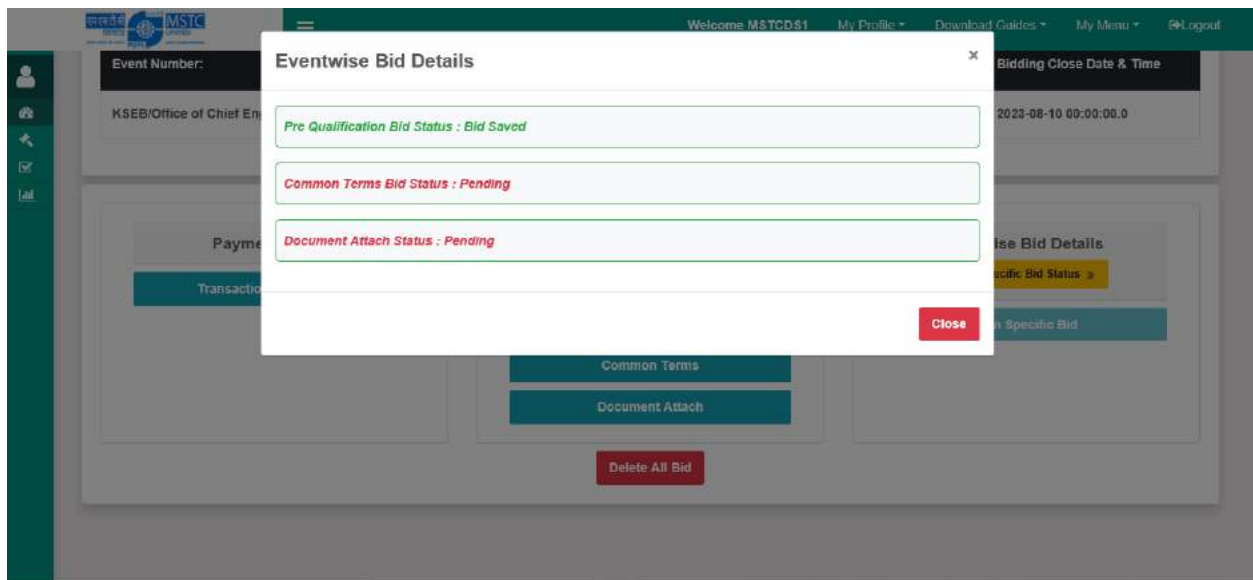
NOTE: If valid DSC doesn't appear in the DSC box, the vendor is advised to follow the steps given below.



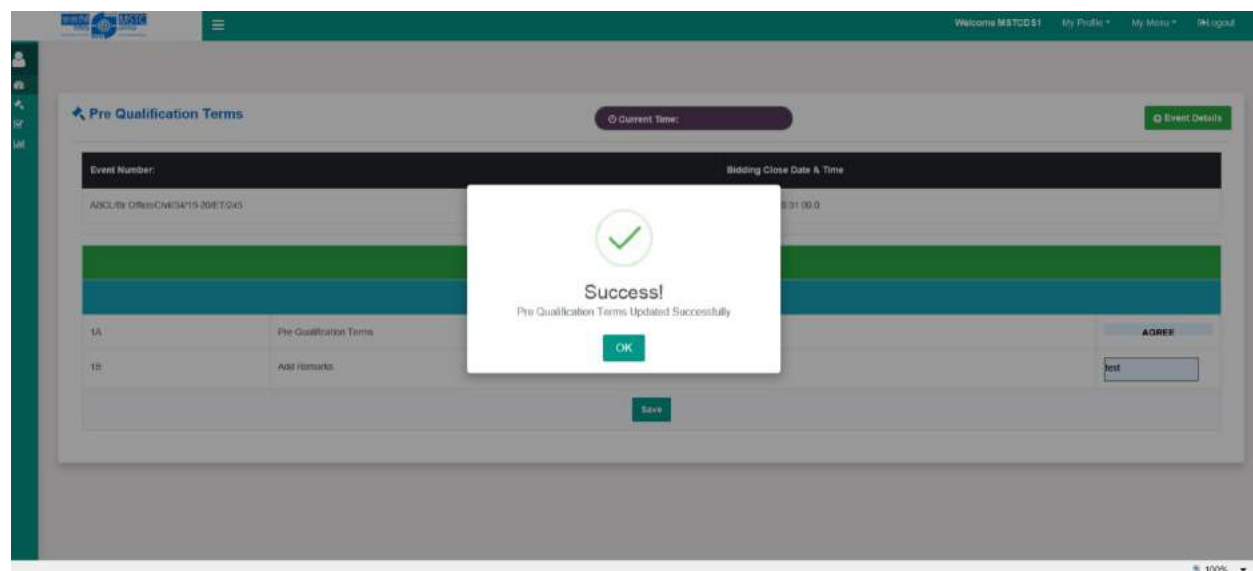




The 'Pre Qualification Bid Status' shall display 'Bid Saved'.



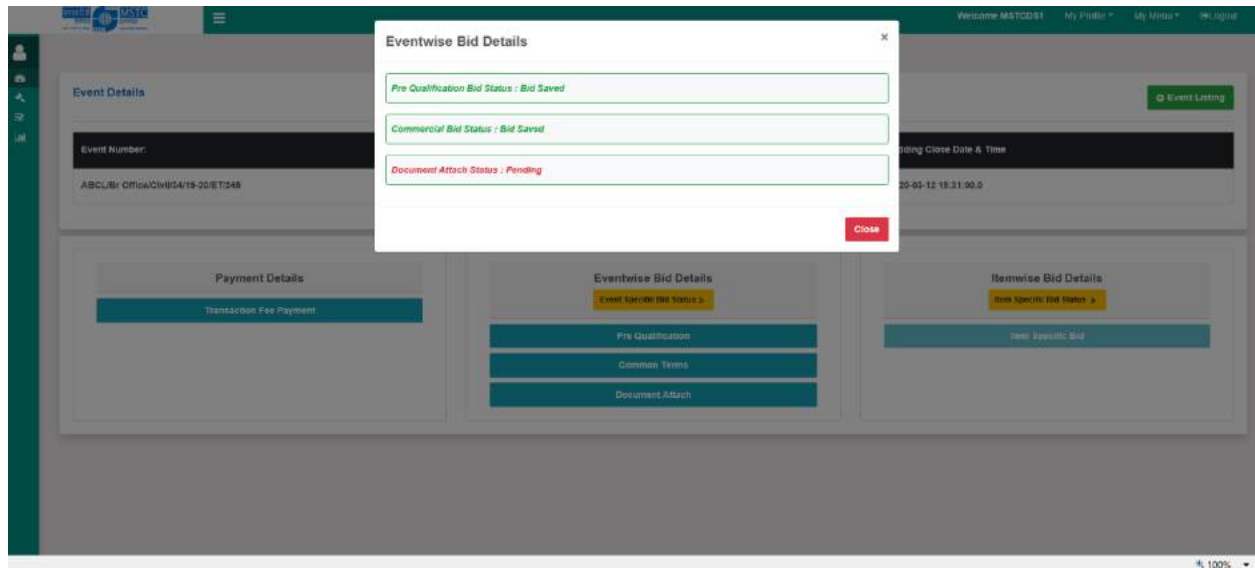
In order to edit the bid, the vendor has to once again click on the 'Pre Qualification' tab and save the bid by clicking 'Save' button.



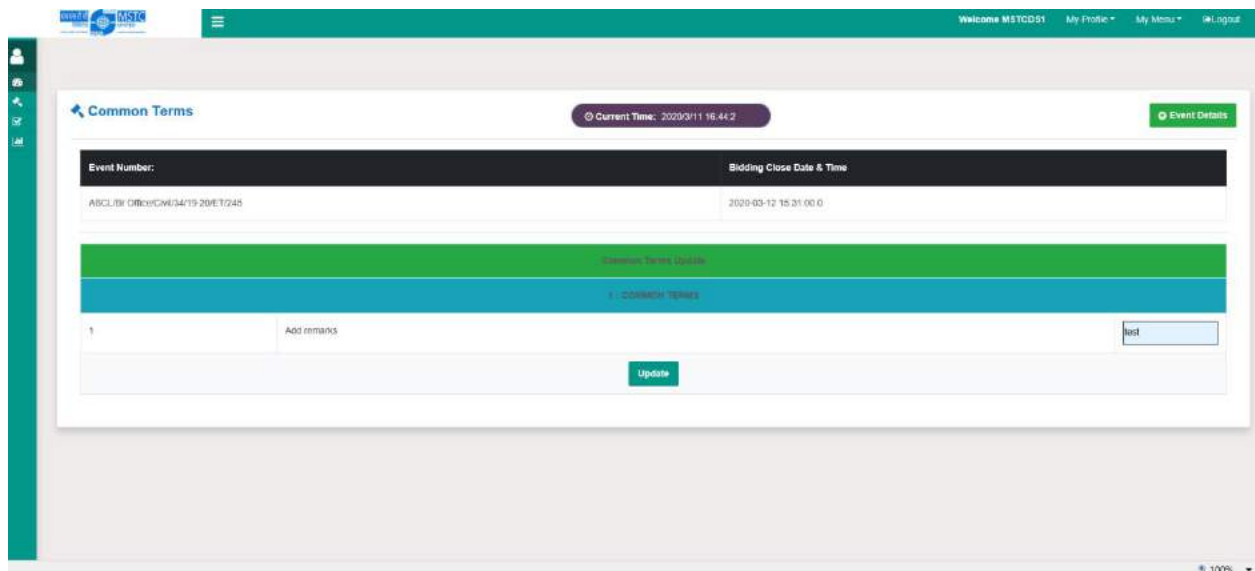
### Common Term

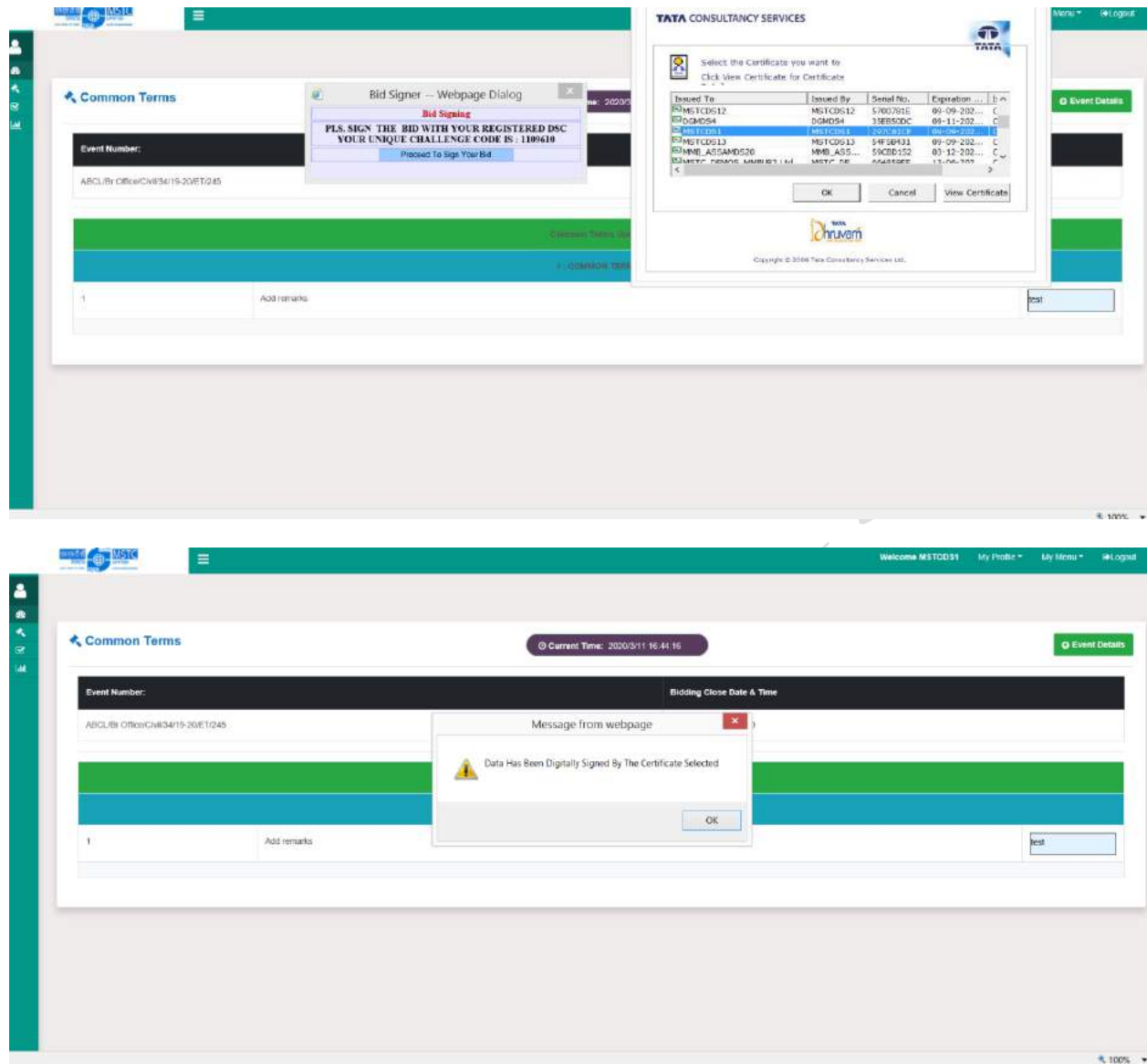
The Common Terms have to saved is similar way as described above for 'Pre Qualification' bid submission.

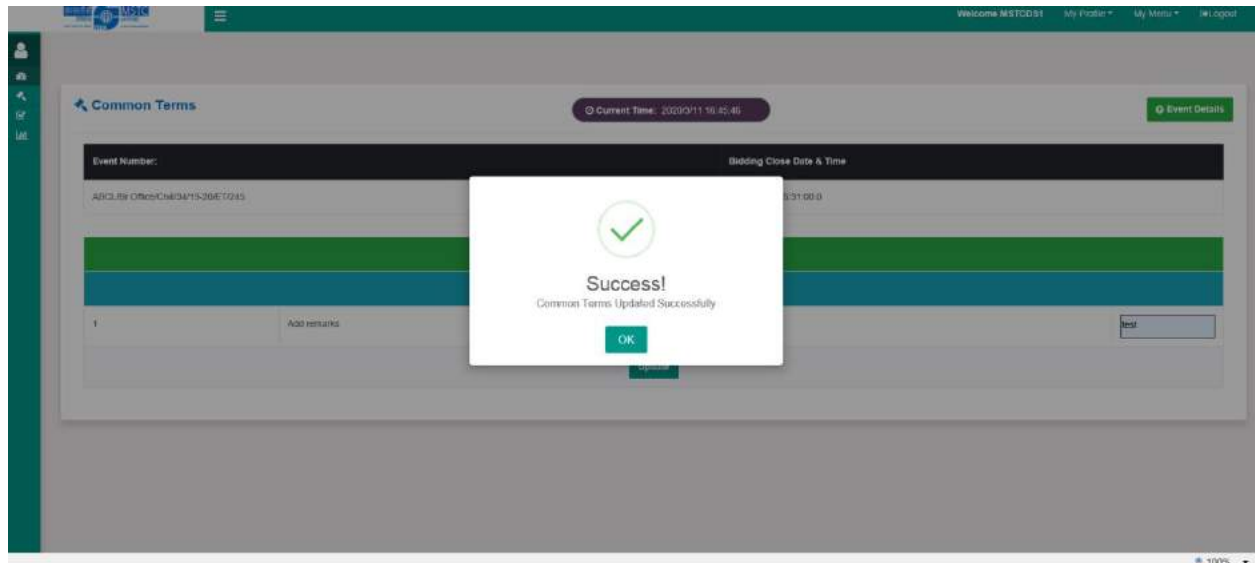
The 'Common Terms Bid Status' shall display 'Bid Saved'.



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: ABCLB: Office Civil/34/19-20/ET/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: ABCLB: Office Civil/34/19-20/ET/240

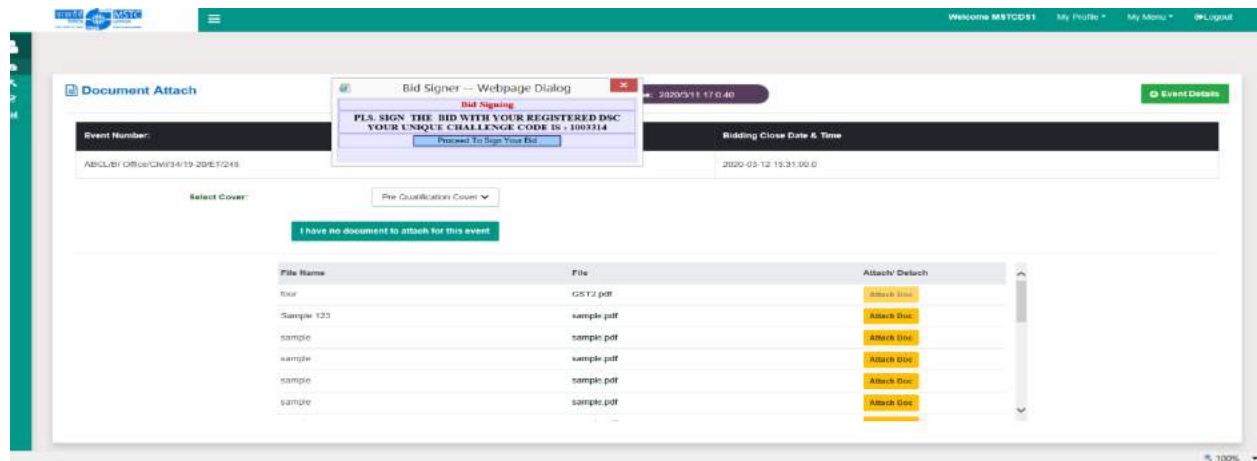
Bidding Close Date & Time: 2020-03-12 15:31:00.0

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 Signer -- 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:**

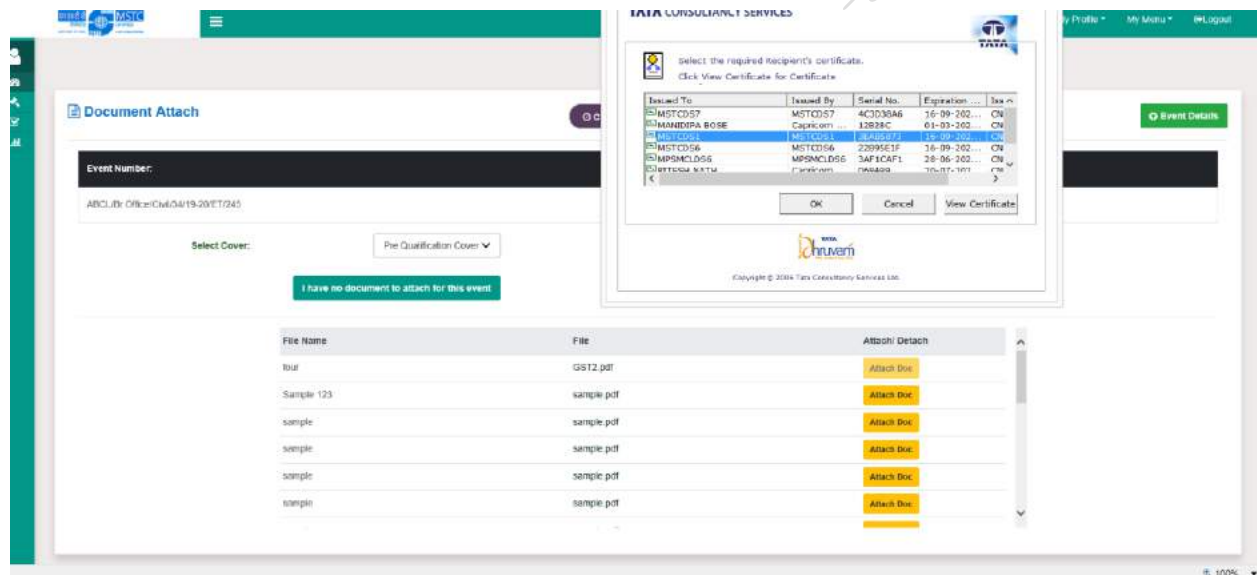
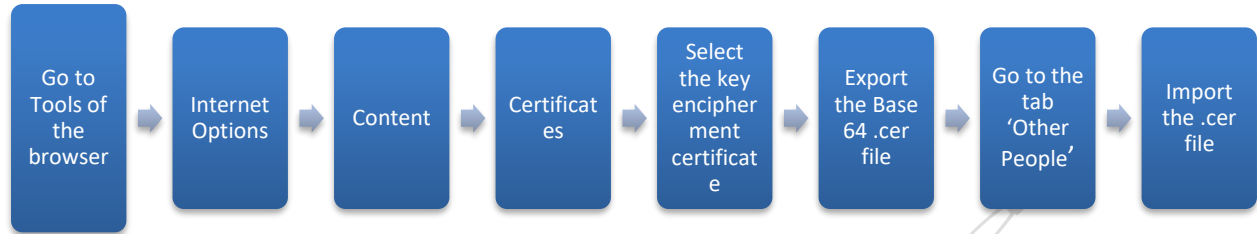
- Document Attach Section:**
  - Event Number: ABCDEF Office/Div/4/19-20/ET/245
  - Select Cover: Pre Qualification Cover
  - Buttons: "I have no document to attach for this event" and "Proceed To Sign Your Bid"
  - Table of Attachments:
 

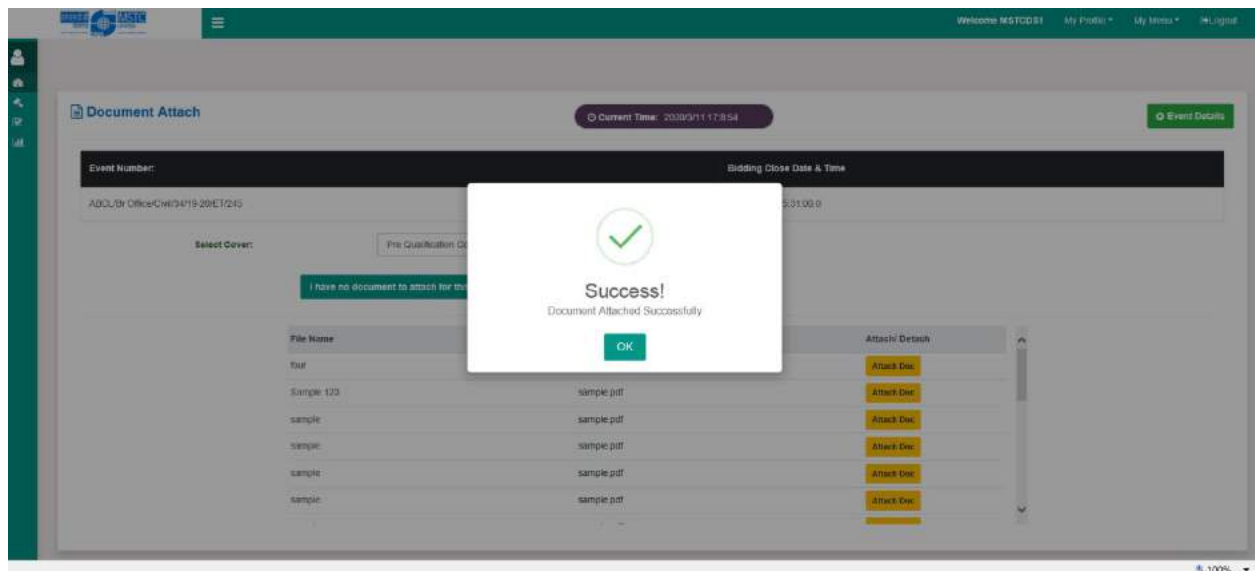
File Name	File Type	Attach Doc
four	GS12.pdf	Attach Doc
Sample 123	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
- Message from webpage Dialog:**
  - Message: "Data Has Been Digitally Signed By The Certificate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



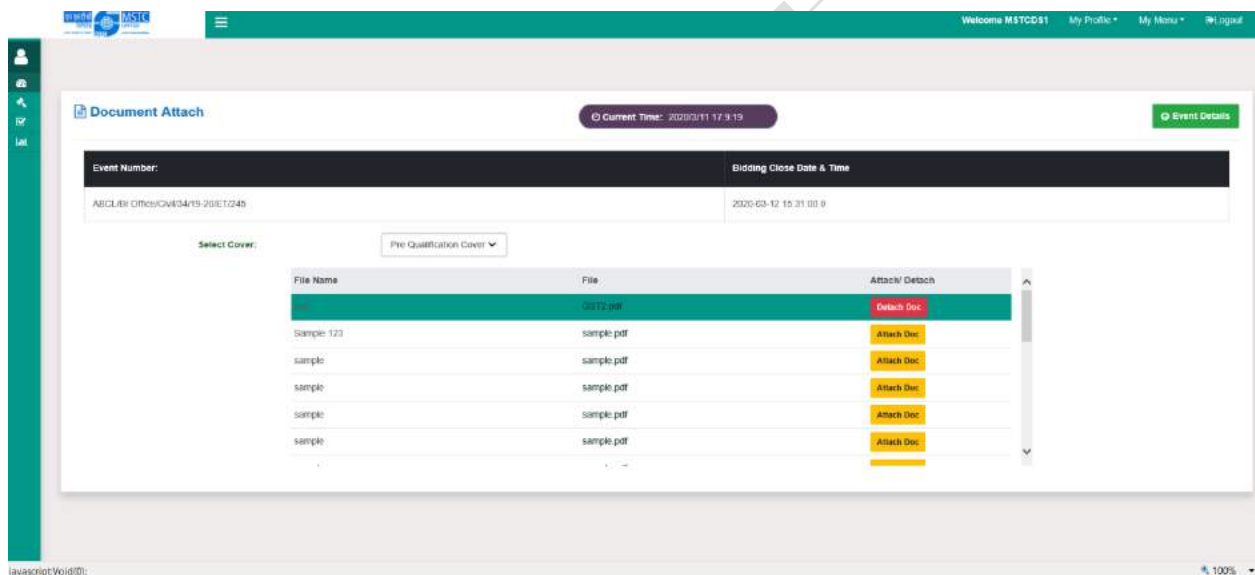
- The DSC box shall again appear. The vendor shall have to select the correct DSC and click on 'OK'.

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.

**Document Attach**

Event Number: ABCL/Br Office/Cw/34/15-20/ET/243

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

Select Cover: Pre Qualification Cover

File Name	File	Attach/ Detach
CST17.pdf	CST17.pdf	Detach 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

**Document Attach**

Event Number: ABCL/Br Office/Cw/34/15-20/ET/243

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

Select Cover: Pre Qualification Cover

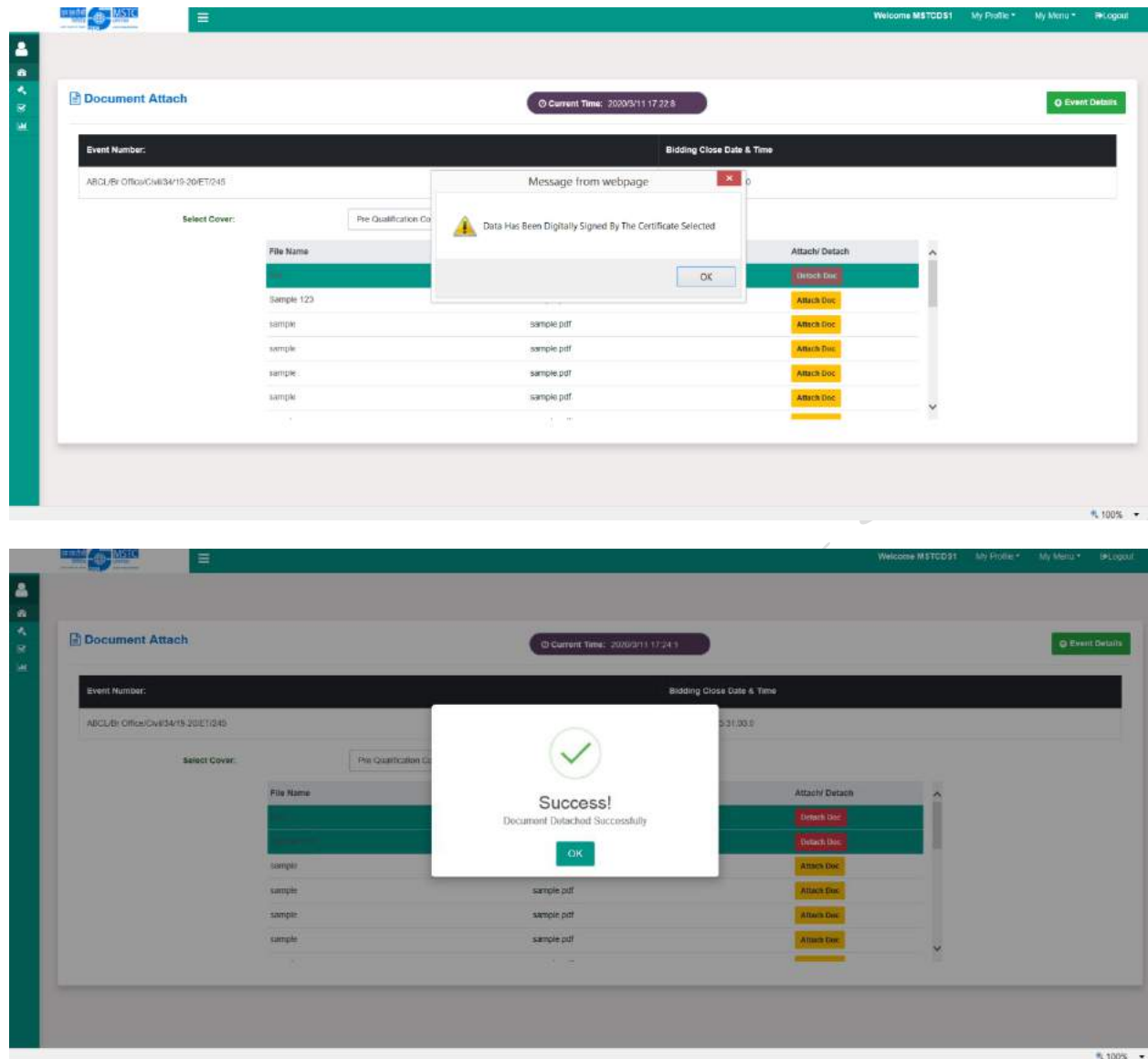
File Name	File	Attach/ Detach
CST17.pdf	CST17.pdf	Detach Doc
Sample 123	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc
sample	sample.pdf	Attach Doc

**Select a Certificate**

TATA CONSULTANCY SERVICES

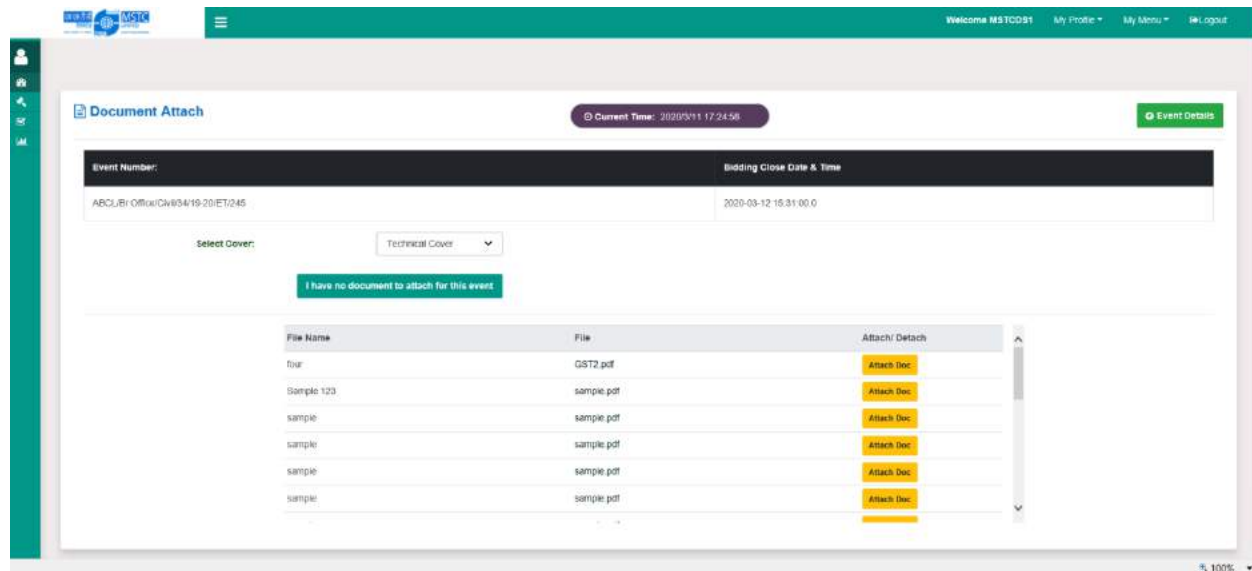
Select the Certificate you want to click view Certificate for Certificate

Issued To	Issued By	Serial No.	Expiration ....	Issuer Det A
MMB_ASSAM02	MMB_ASS...	72105462	01-06-202...	CN=MMB...
MSTCD032	MSTCD032	57007818	09-09-202...	CN=MSTC...
CDMD054	CDMD054	2988930C	09-11-202...	CN=CDMD...
MSTCD051	MSTCD051	24513315	09-09-202...	CN=MSTC...
MSTCD053	MSTCD053	54F50431	09-09-202...	CN=MSTC...
MMB_ASSAM053	MMB_ASS...	60780143	01-11-202...	CN=MMB...



### 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 title is 'Document Attach'. A 'Current Time' badge shows '2020/03/11 17:24:58'. A green 'Event Details' button is in the top right.

The main content area displays event information:

- Event Number:** ABCUBr Office/Civ/034/19-20/ET/245
- Bidding Close Date & Time:** 2020-03-12 15:31:00.0

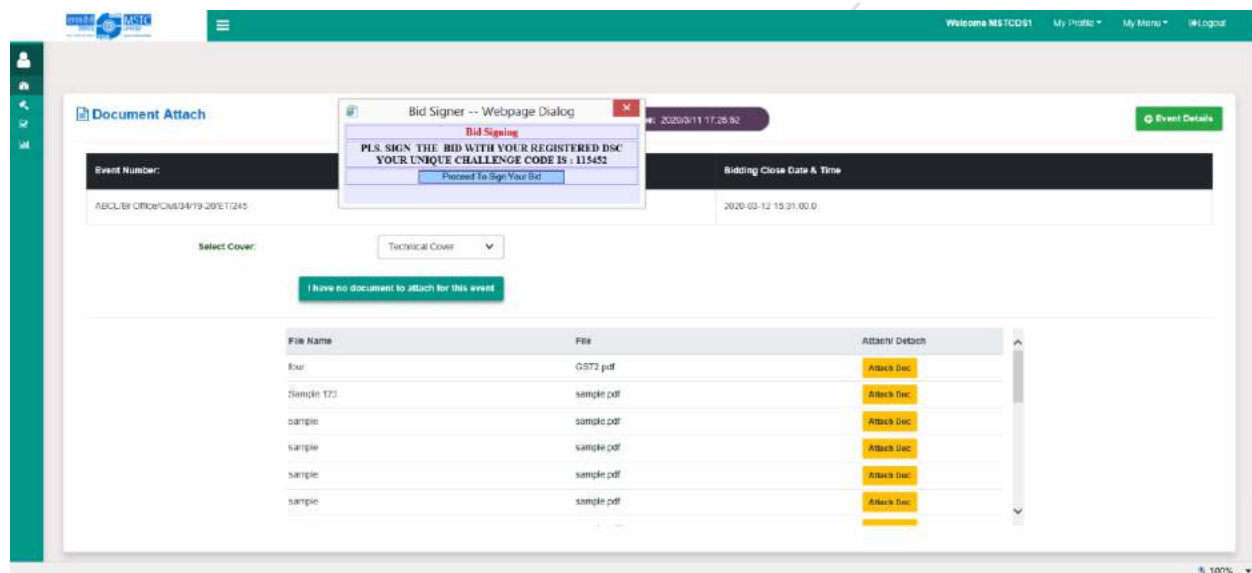
Below this, there is a 'Select Cover:' dropdown menu with 'Technical Cover' selected. A green button below the dropdown reads 'I have no document to attach for this event'.

A table lists the attached files:

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 bottom right corner shows a zoom level of '100%'.

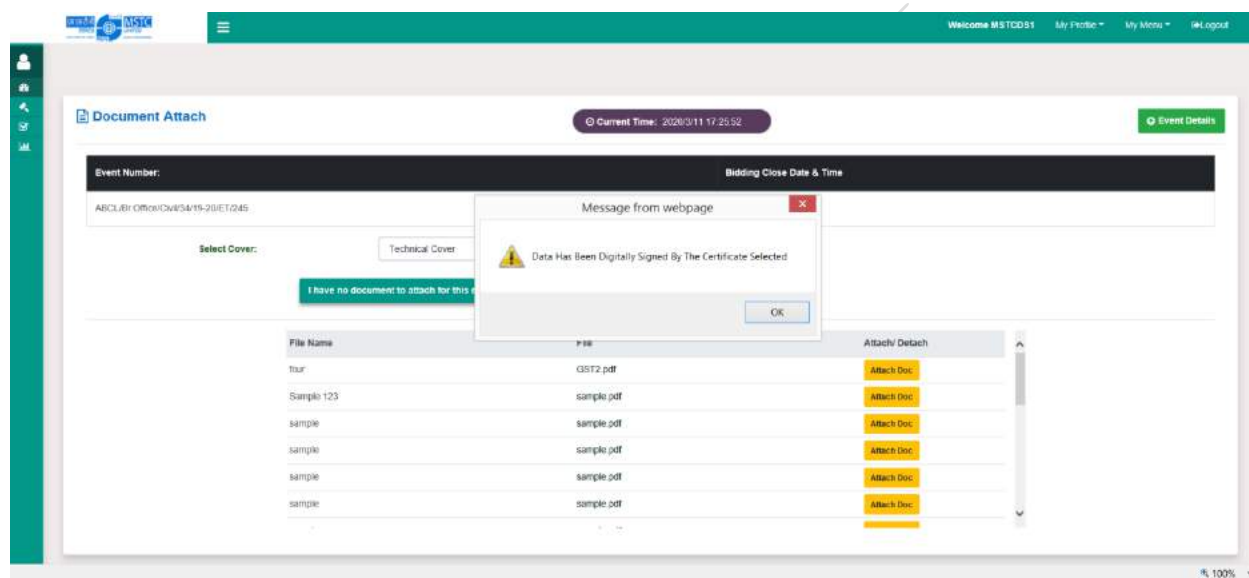
The function shall be verified with DSC.

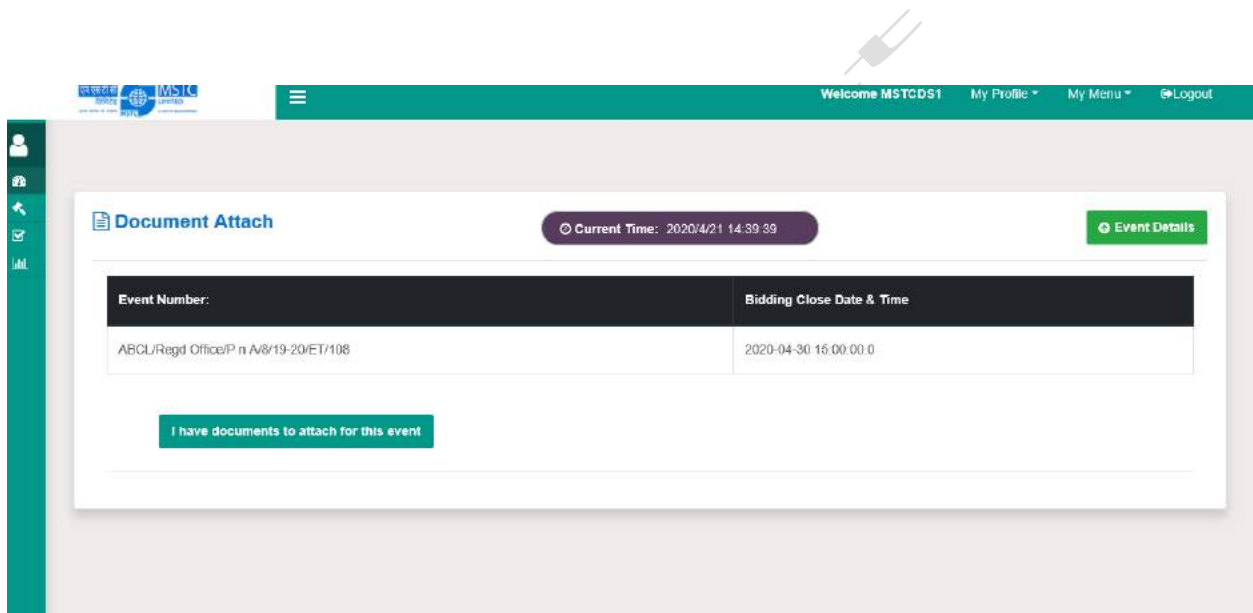
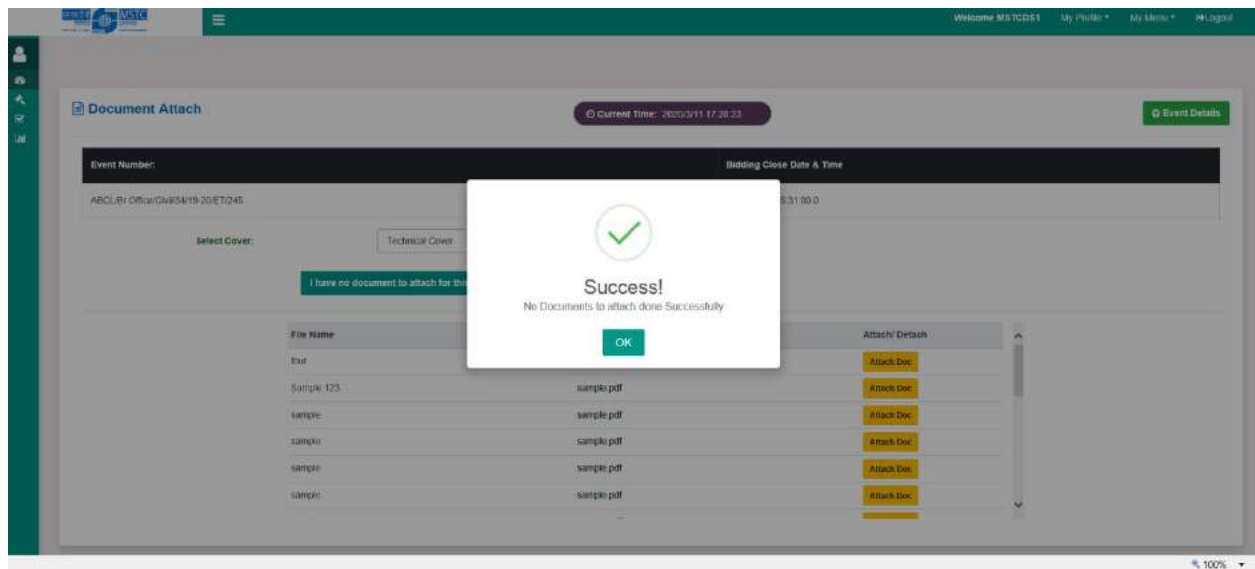


This screenshot shows the same 'Document Attach' page as above, but with a 'Bid Signing' dialog box overlaid in the center. The dialog box has a title bar 'Bid Signer -- Webpage Dialog' and contains the following text:

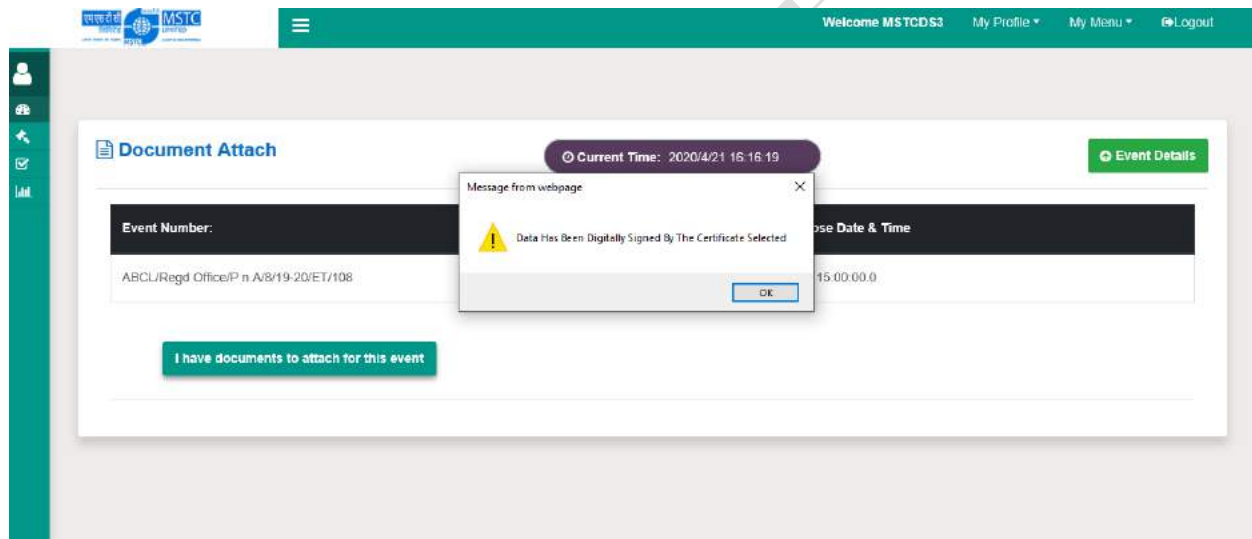
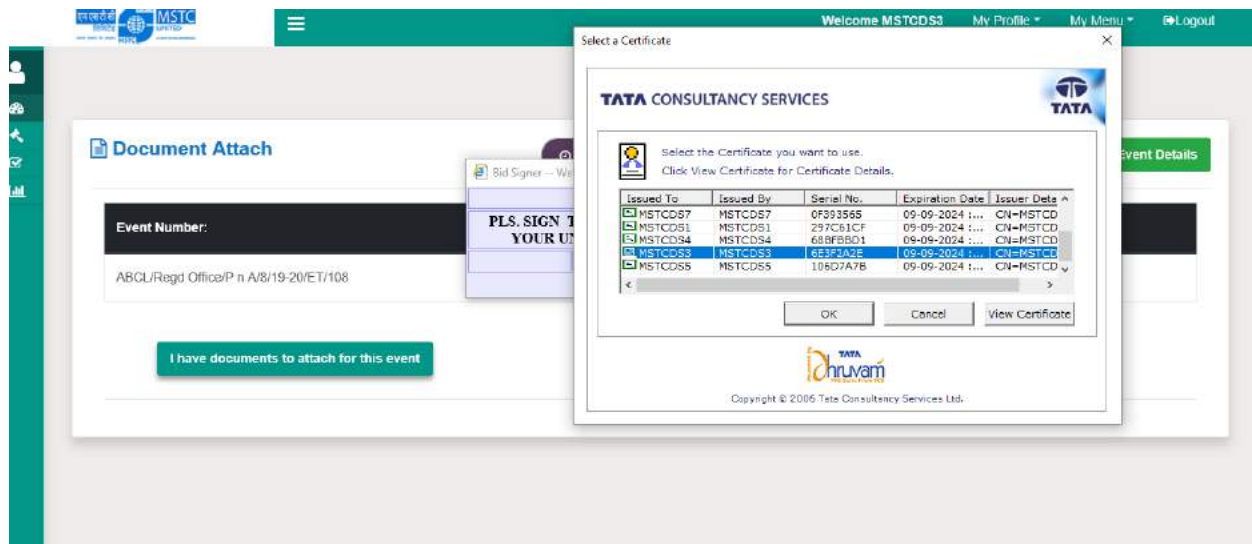
**Bid Signing**  
 PLS SIGN THE BID WITH YOUR REGISTERED DSC  
 YOUR UNIQUE CHALLENGE CODE IS : 115452  
 Proceed To Sign Your Bid

The background page content is partially obscured by the dialog box, but the event details and file list remain visible. The zoom level at the bottom right is still '100%'.

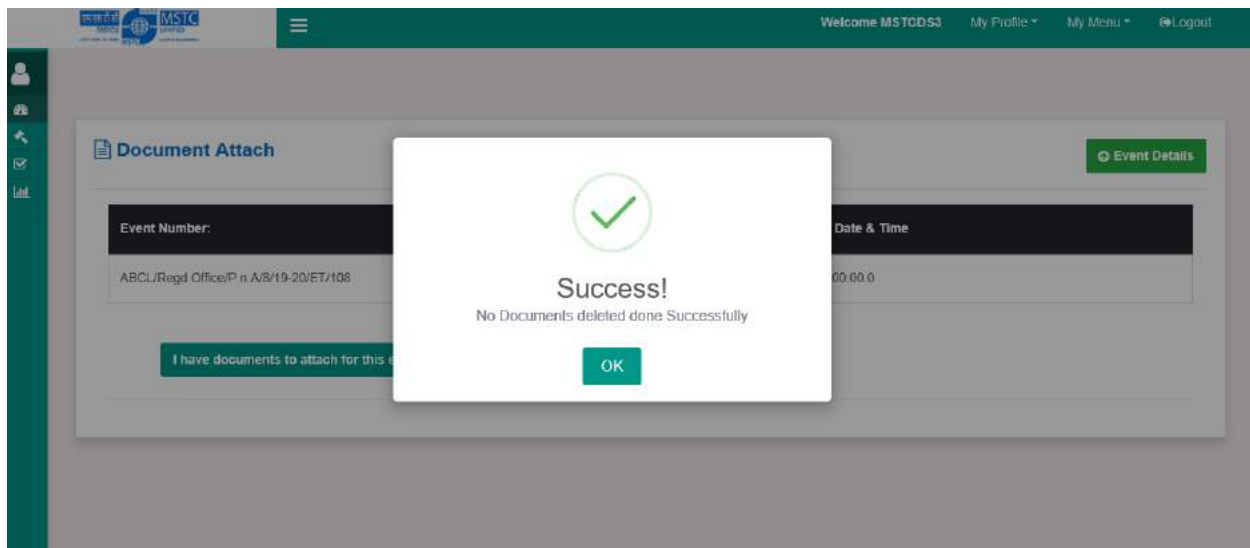




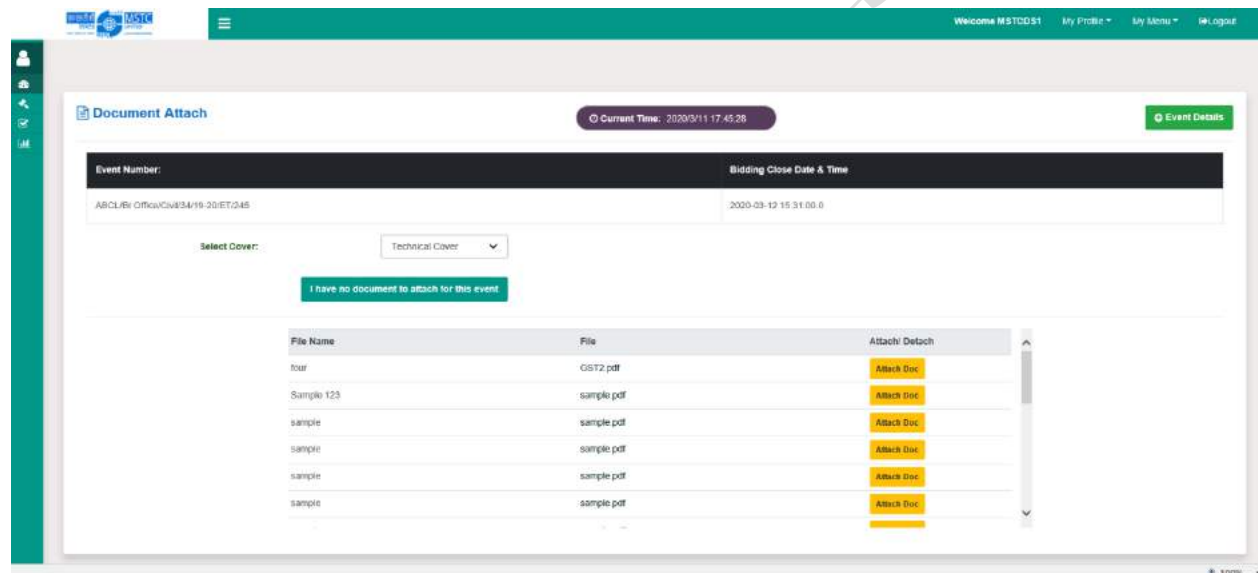
In order to attach document after the above case, the button 'I have documents to attach for this event' has to be clicked.



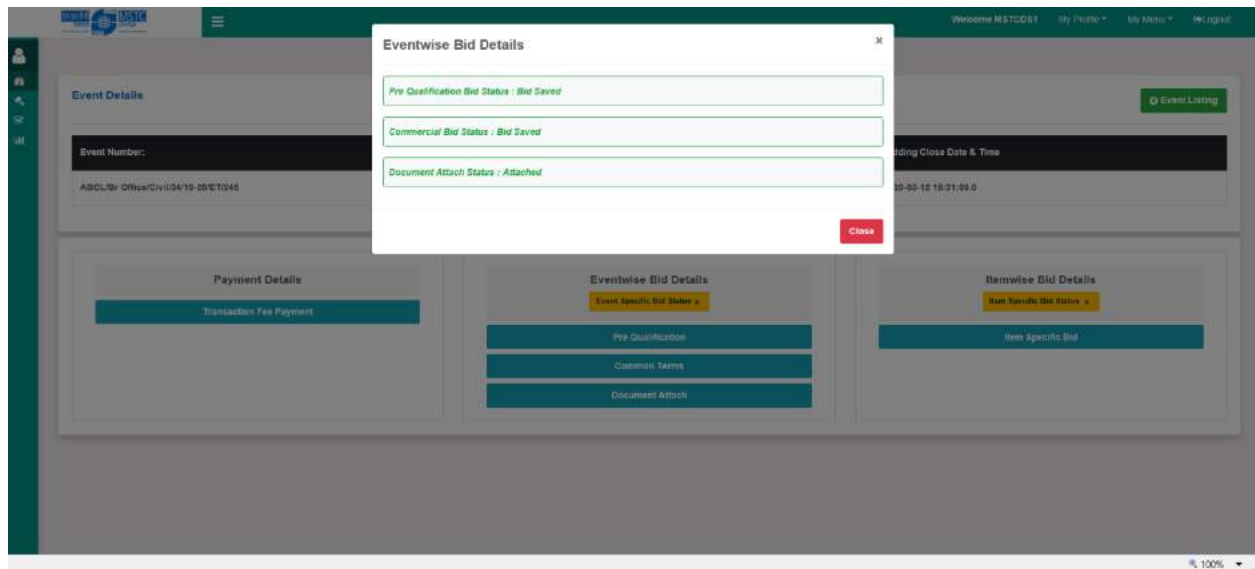




The Documents uploaded in 'My Documents' shall appear again in this link.



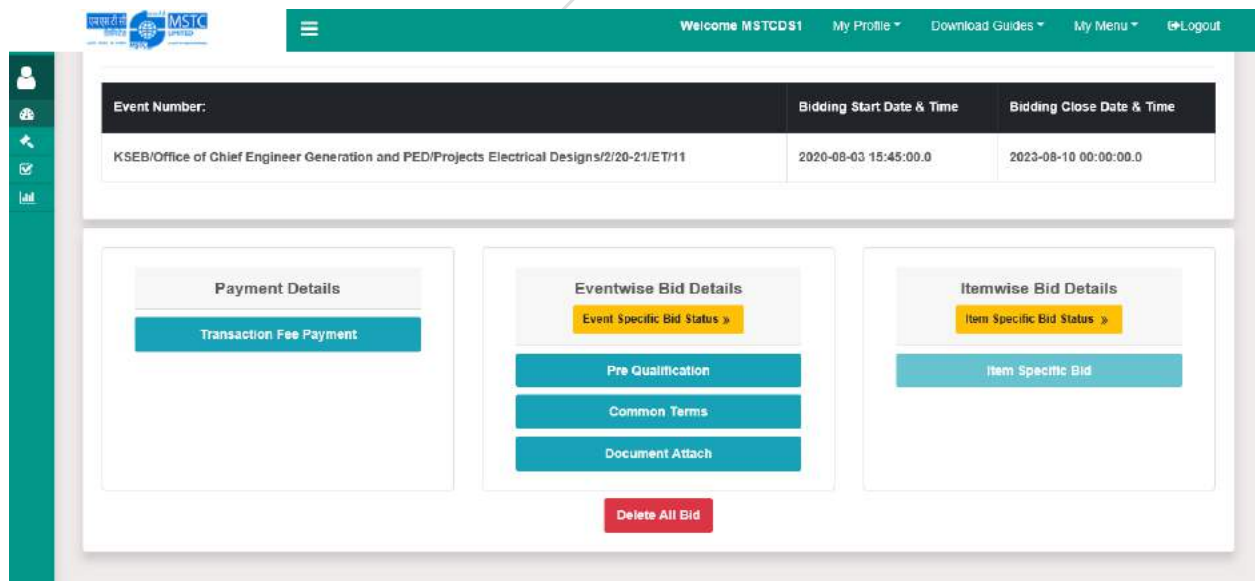
The 'Document Attach Status' shall display 'Attached'.



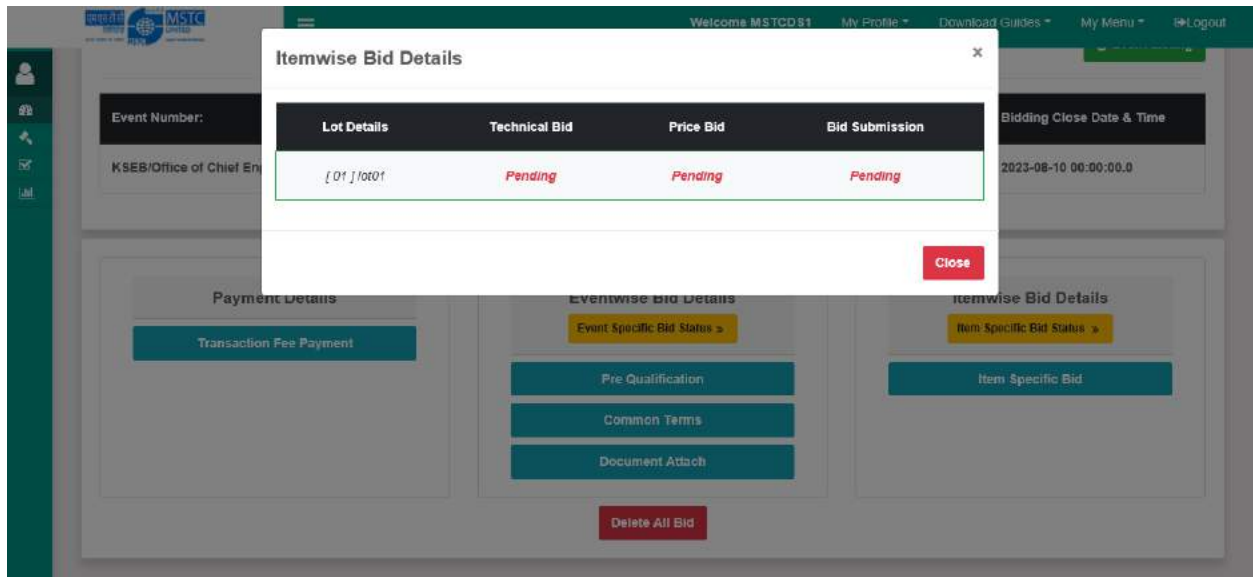
On saving the event specific bid along with attaching documents, system shall enable the 'Item Specific Bid Details'.

**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'.

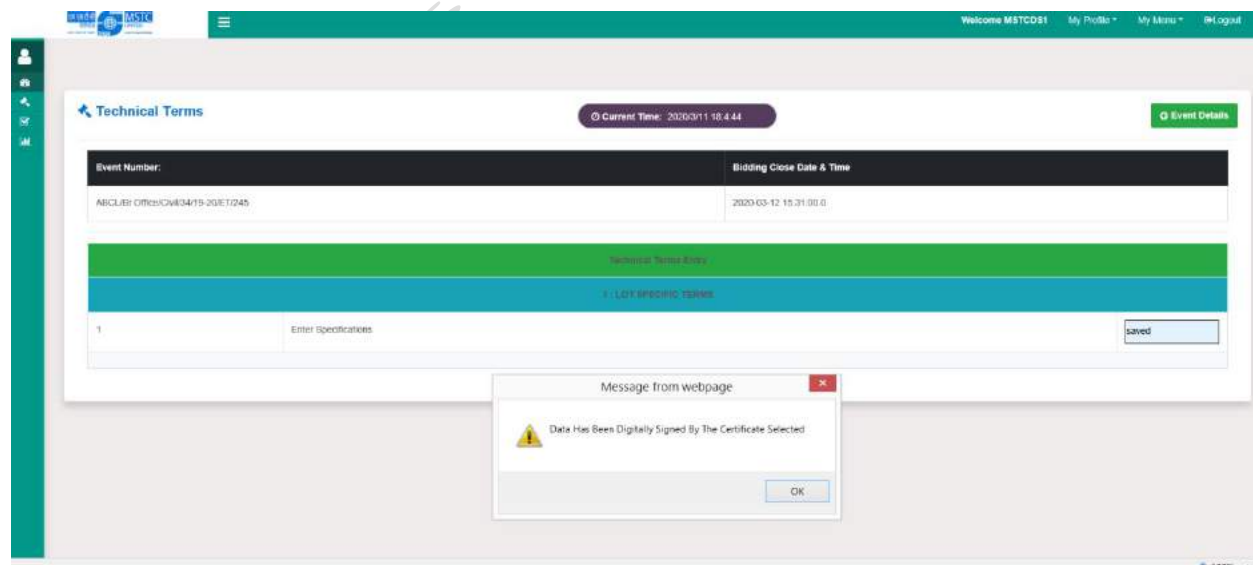


Initially, the Item specific bid status shall display 'Pending' against the required 'Technical Bid' / 'Price Bid' and 'Bid Submission'.



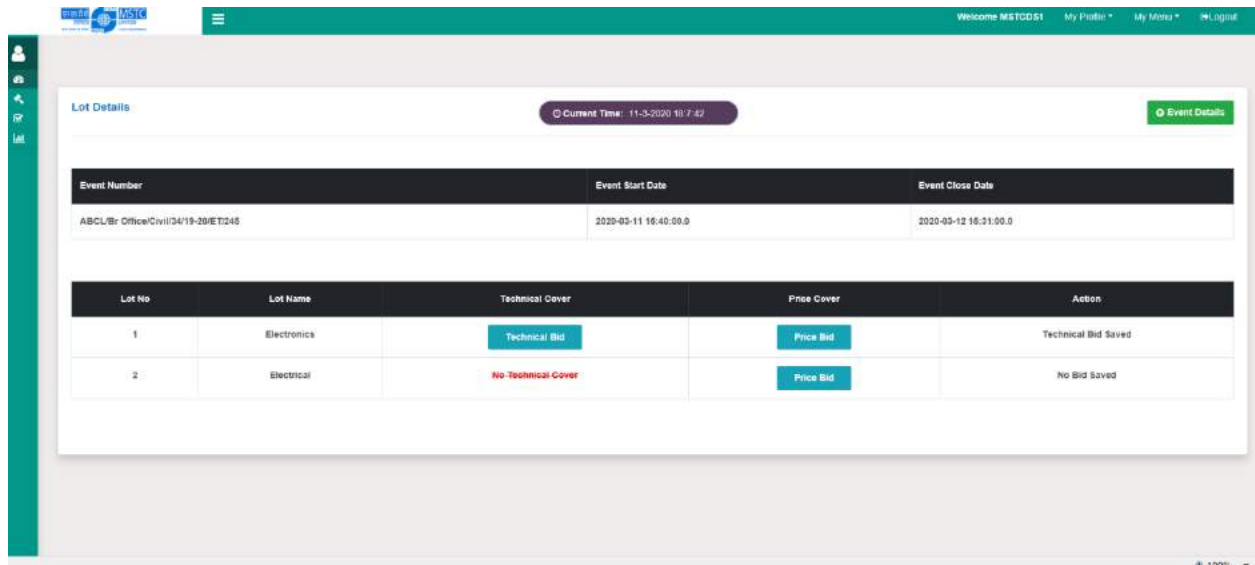
### Technical Bid

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

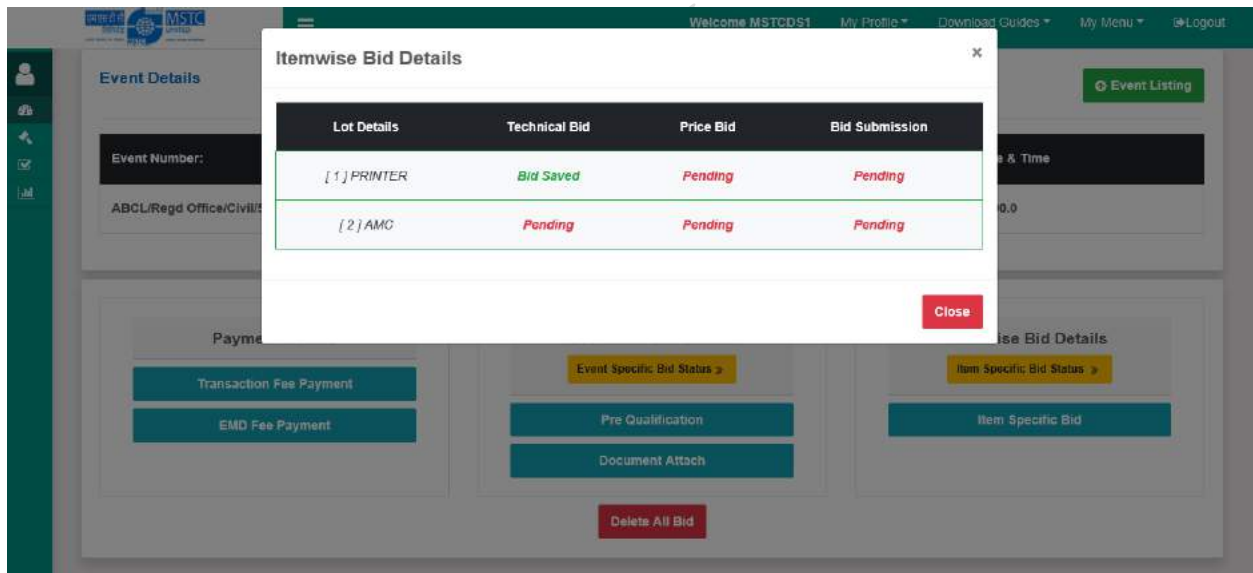


The column 'Action' shall display 'Technical Bid Saved' and the button to save 'Price Bid' shall appear.

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



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



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

MSD MSCE

Welcome MSTCDS1 My Profile My Menu Logout

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	0
AMC ( Lump Sum )	0
Per Unit Cost	0
Total Cost	0
Total Price :	
Save	

100%

MSD MSCE

Welcome MSTCDS1 My Profile My Menu Logout

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

Price Bid Cover	
Total Quantity : 10.0 NO	Currency : INR
Basic Price in Rs	100.12
AMC ( Lump Sum )	45
Per Unit Cost	145.12
Total Cost	1046.2
Total Price : One Thousand Forty Six Point Two Only	

100%

The screenshot displays the 'Price Bid' interface. At the top, a 'Bid Signing' dialog box prompts the user to sign the bid with their registered DSC and provides a unique challenge code (651409). Below this, the 'Price Bid Cover' table shows the following details:

Price Bid Cover	
Total Quantity : 10.0 NO	Currency : INR
Basic Price in Rs	130.12
AMC ( Lump Sum )	45
Per Unit Cost	145.12
Total Cost	1046.2
Total Price : One Thousand Forty Six Point Two Only	

To the right, a 'Select a Certificate' dialog box from TATA CONSULTANCY SERVICES is open, showing a list of certificates. The selected certificate is:

Issued To	Issued By	Serial No.	Expiration	Issuer
MSTCDG12	MSTCDG12	5700791E	09-09-202...	CN=MS
DGMD54	DGMD54	35E850DC	09-11-202...	CN=DG
MSTCDG13	MSTCDG13	54F58431	09-09-202...	CN=MS
MSTCDG14	MSTCDG14	59C8D152	03-12-202...	CN=MS
MSTCDG15	MSTCDG15	6A8B8C8C	11-04-202...	CN=MS

Below the certificate selection, a 'Message from webpage' dialog box displays a warning icon and the message: 'Data Has Been Digitally Signed By The Certificate Selected'. The background shows the 'Price Bid' form with the same data as above.

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 message is an 'OK' button. The background form is partially visible, 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 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

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

[Final Submit](#)

**Bid Signer -- Webpage Dialog**

**Bid Signing**

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

[Proceed To sign Your Bid](#)



**Lot Details**

Current Time: 11-3-2020 10:24:31 Event Details

---

Event Number	Event Start Date	Event Close Date
ABCL/Bz Office/Civil/3419-20/E/T245		2020-03-12 18:21:00.0

Lot No	Lot Name	Price Cover	Action
1	Electronics	<button>Technical Bid</button>	<button>Price Bid</button>
2	Electrical	No Technical Cover	<button>Price Bid</button> No Bid Saved

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/77	2020-08-04 14:00:00.0	2020-08-11 15:00:00.0

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

**Select a Certificate**

TATA CONSULTANCY SERVICES

Select the Certificate you want to use.  
Click View Certificate for Certificate Details.

Issued To	Issued By	Serial No.	Expiration Date	Issuer Data
D_Roy_Demo	D_Roy_Demo	4366FF72	28-06-2024	CN=D_Roy
MSTCDS2	MSTCDS2	587C7594	09-09-2024	CN=MSTCD
MSTCDS7	MSTCDS7	6F393565	09-09-2024	CN=MSTCD
MSTCDS1	MSTCDS1	797C51C7	09-09-2024	CN=MSTCD
MSTCDS4	MSTCDS4	638FBBD1	09-09-2024	CN=MSTCD

OK Cancel View Certificate

TATA  
Dhruvam

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**Event Details**

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

**Itemwise Bid Details**

Item Specific Bid Status

Item Specific Bid

Delete All Bid

**Message from webpage**

! Data Has Been Digitally Signed By The Certificate Selected

OK

**Event Details**

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

**Payment Details**

Transaction Fee Payment

EMD Fee Payment

**Itemwise Bid Details**

Item Specific Bid Status

Item Specific Bid

Delete All Bid

The screenshot shows the MSTCDS1 portal interface. At the top, there is a navigation bar with the MSTC logo, a hamburger menu, and links for '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' indicator showing '2020/8/10 12:11:25'. A central modal window displays a green checkmark icon 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 'Item Specific Bid Details' (Item Specific Bid Status, Item Specific Bid).

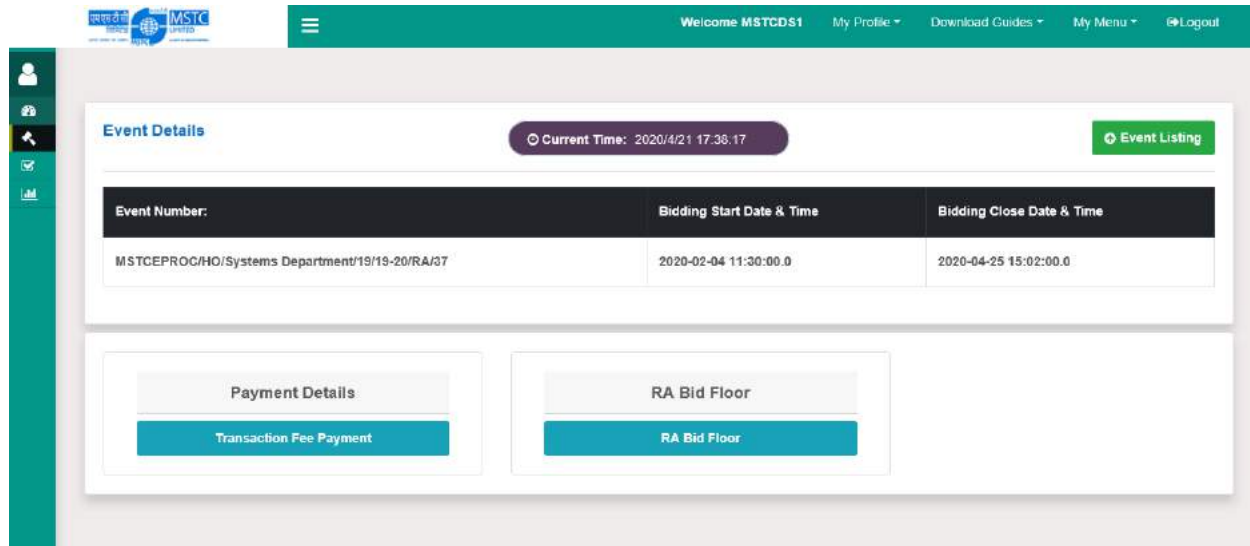
The screenshot shows the MSTCDS1 portal interface with the 'Event Details' section. The navigation bar and sidebar are consistent with the previous screenshot. The 'Current Time' is now '2020/8/10 12:12:26'. The 'Event Details' section displays a table with the following data:

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

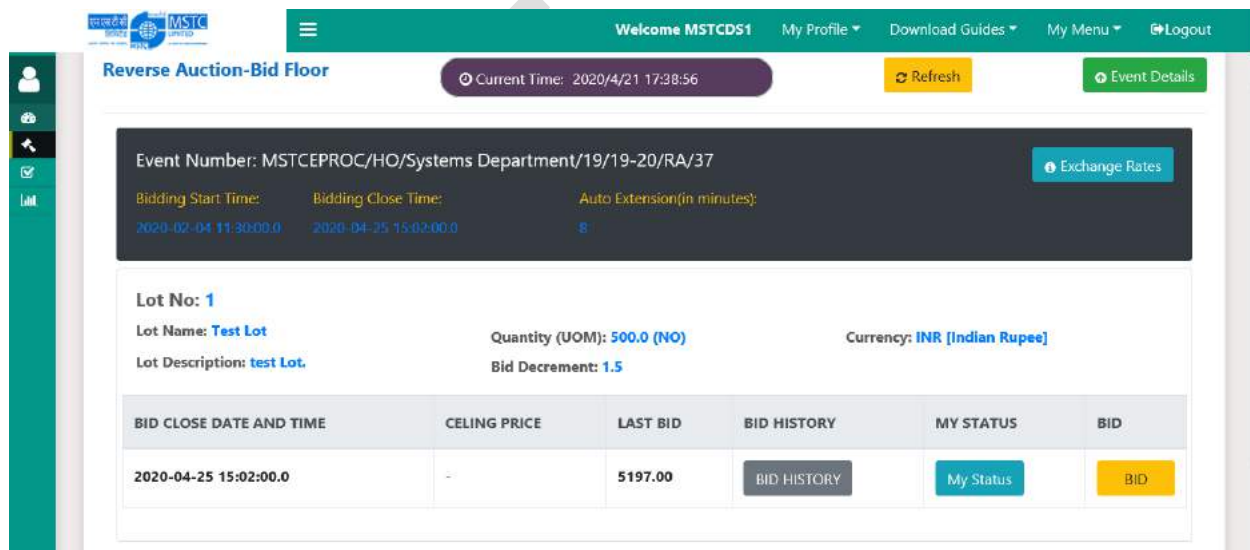
Below the table, there are three main sections: 'Payment Details' (Transaction Fee Payment, EMD Fee Payment), 'Eventwise Bid Details' (Event Specific Bid Status, Pre Qualification, Document Attach), and 'Itemwise Bid Details' (Item Specific Bid Status, Item Specific Bid).

### 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.

