

# Standard Bidding Document



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

(A Unit of Security Printing and Minting Corporation of India Limited)  
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(Miniratna Category-I CPSE & ISO 9001:2015, 14001:2015, 45001:2018, 50001:2018 & IEC17025:2017 Certified)

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CIN: U22213DL2006GOI144763, GSTIN: 23AAJCS6111J3ZE

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



PR Number	PR Date	Indenter	Department
11010063	03.09.2022	ELEC	ELEC

Not Transferable

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

### **TENDER DOCUMENT FOR HIRING OF: ANNUAL MAINTENANCE CONTRACT OF OTIS MAKE ELEVATORS**

**Tender Number: 6000017780/EL/PAC/843, Dated: 10/09/2022**

**This Tender Document Contains 13 Pages.**

**Tender Documents is issued to:**

**M/s OTIS Elevator Company (India)  
Limited  
B-27 MIG colony near madan book,  
452001 INDORE  
INDIA  
Vendor ID: 122332  
E-mail: [pramila.gore@otis.com](mailto:pramila.gore@otis.com)**

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

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

**Address: Security Paper Mill, Narmadapuram**

**Phone, Fax, email: 07574-286848**

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

## Section1: Notice Inviting Tender (NIT)

6000017780 /EL/PAC/843

10.09.2022

(SPMCIL's Tender SI No.)

(Date)

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

Sch d. No.	Brief Description of Goods/services	Quantity (with unit)	Earnest Money (In Rupee)	Remarks
1	AMC of OTIS make elevators	1.000 AU	0.00INR	
1	AMC OF OTIS MAKE ELEVATORS	4.000AU		
Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)			ONE-BID PROPRIETARY ARTICLE CERTIFICATE	
Dates of sale of tender documents:			From 10.09.2022 to 29.09.2022 during office hours.	
Place of sale of tender documents			ADMIN. OFFICE, SECURITY PAPER MILL, NARMADAPURAM	
Closing date and time for receipt of tenders			30.09.2022 11:00:00	
Place of receipt of tenders			ADMIN. OFFICE, SECURITY PAPER MILL, NARMADAPURAM	
Time and date of opening of tenders			30.09.2022 15:00:00	
Place of opening of tenders			ADMIN. OFFICE, SECURITY PAPER MILL, NARMADAPURAM	
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.21.1 of GIT)			VIKAS KUMAR Manager(Material)	

Sub: Regarding acceptance of Terms and Conditions for "Annual Maintenance Contract of OTIS MAKE ELEVATORS".

Ref: Your Quotation Dated 29.08.2022

Security Paper Mill, Narmadapuram, MP invites the quotation/Proforma Invoice for the "Annual Maintenance Contract of OTIS make elevators". You are therefore, requested to send the quotation cum proforma invoice for the same on or before closing date & time for receipt of tender by Fax & Email, and sent original copy by speed post. The quotation cum proforma invoice may be sent in the favour of the "The Chief General Manager, Security Paper Mill, Narmadapuram MP" immediately containing the following:

Please submit on or before 3:00 pm on date of tender opening, your quotation for following goods, in accordance with the Terms and Conditions printed in this tender enquiry, in a sealed cover, marked on top with # Enquiry No; Date of Tender opening.

Your's Faithfully



(Vikas Kumar)

Manager(Material)

FOR CHIEF GENERAL MANAGER  
CORRESPONDING ADDRESS

-----  
THE GENERAL MANAGER

SECURITY PAPER MILL

HOSHANGABAD-461 005 (M.P.)

Website: <http://spmnnarmadapuram.spmcil.com>

PHONE :-07574 286842 /286586 / 286587

**TERMS AND CONDITIONS :**

1. The quotation must be in the form furnished by procuring entity and should be in ink free from corrections/erasures. In case there is any unavoidable correction it should be properly attested, otherwise the quotation will not be considered.
2. Quotation will be opened on due date at 3.00 p.m. at the indicated venue in presence of tenderer or their representatives who may wish to be present.
3. The Purchaser reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason thereof and does not bind itself to accept lowest quotations.
4. Participation in this tender is by invitation only. Unsolicited offers are liable to be ignored. However, vendors who desire to participate in such tenders in future may bring it to the notice of Procuring Entity and apply for registration as per procedure. Note: To get registered as approved supplier with procuring entity, please download supplier approval form from <http://spmhoshangabad.spmcil.com> and submit.
5. Manufacturer's name and country of origin of materials offered must be clearly specified. Please quote whether your organisation is large scale industry or small-scale industry. If you have NSIC/SSI/MSI Certificate, please attach it to the quotation. Mention your registration details.
6. Complete details and ISI specification if any must accompany the quotation. Make/ Brand of the item shall be stated wherever applicable. If you have got any counter offer as suitable to the material required by us, the same may be shown separately.
7. Samples must be submitted where specified along with the quotations. Samples must be carefully packed, sealed and labelled clearly with enquiry number, subject and sender's name for easy identification. Rejected samples will be returned at your cost if insisted. (NOT APPLICABLE)
8. All drawings sketches and samples if any sent along with this enquiry must be returned along with quotations duly signed. (NOT APPLICABLE)
9. All supplies are subject to inspection and approval before acceptance. Manufacturer/ Supplier Warranty Certificates and Manufacturer/ Government Approved Lab Test Certificate shall be furnished along with the supply, wherever applicable.
10. The Purchaser reserves the right to modify the quantity specified in this enquiry.
11. The prices quoted should be firm till the supplies are completed. Please quote the rates in words and figures. Rates quoted should be free delivery at destination including all charges otherwise the quotation is likely to be rejected. Price quoted for free delivery at destination will be given preference. If there is no indication regarding the FOR, in the quotation, then it will be considered as F.O.R. Destinations. Price quoted should be net and valid for a minimum period of three months from the date of opening of the quotation.
12. Payment of GST is primarily the responsibility of the seller and will not be paid unless the percentage value is clearly mentioned in the quotations. If no indication regarding GST is recorded in the quotation, the GST will be considered as included.
13. Delivery Period required for supplying the material should be invariably specified in the quotation.
14. In case your quotation is accepted, and order is placed on you, the supply against the order should be made within the period stipulated in the order. Purchaser reserves the right to recover any Loss sustained due to delayed delivery by way of penalty. Failure to supply the material within the stipulated period shall entitle the Purchaser for

imposition of Penalty without assigning any reasons @ 1/2% of the total value of the item covered in order as Penalty per day subject to a maximum of 5% unless extension is obtained in writing from the office on valid ground before expiry of delivery period. Penalty + 18% GST will be deducted.

15. If the deliveries are not maintained and due to that account the Purchaser is forced to buy the material at your Risk and Cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting supplier.

16. Dispute Clause: Any dispute relating to the enquiry shall be subject to the jurisdiction of the court at Hoshangabad only.

17. Our normal payment terms are 100% within 30 days on receipt and acceptance of material at our site in good condition.

18. Technical Specifications: submit Technical Specifications duly seal & signed.

19. Performance Security Deposit : Not Applicable.

20. SPM (as Buyer) is liable to deduct TDS u/s 194Q @ applicable rate on goods purchases (if applicable). In case of deduction of TDS under section 194Q; the supplier (Vendor) need not to charge TCS u/s 206C (1H) on invoicing on or after 01.07.2021 Vendor has to submit declaration in specified format for the compliance of section 206AB of Income tax Act, 1961. In case of non-submission of declaration; TDS will be deducted at higher rates (as applicable) as per section 206AB.

Kindly accept above tax condition with seal and sign.  
.....

21. Supplier Should file the GST returns for outward supplies in time. In case of any Input Credit Loss to SPM by way of their failure to file GST Returns in time, SPM reserves the right to withhold the payment of further supplies till production of evidence of filing of Returns.

Kindly accept above GST return condition with seal and sign.  
.....

22. Undersigned confirms that the required goods mentioned above are not available on GeM as per #GeM - Availability Report and Past Transaction Summary# (GeM - AR&PTS). This unique ID is GEM/GARPTS/07092022/R889KQWUZ3RA, Dated 07.09.2022

#### OTHER TERMS AND CONDITIONS

##### (1) Submission of Undertaking:

You are requested to submit an undertaking stating that the rates quoted by you are the same and not higher than those quoted/delivered to other government, public sector, or private organizations.

Kindly submit undertaking on your letter head duly seal with sign .

##### (2) Validity: 90 days from the date of opening of the tender.

Kindly accept above condition with seal and sign  
.....



(3) Place of work : SPM, NARMADAPURAM (MP)

Kindly accept above condition with seal and sign

(4) Period of work : 365 days (one year) from the date of issue of purchase order.

Kindly accept above condition with seal and sign

(5) Payment Terms : 100% payment will be made visit wise (quarterly basis) after suitability and acceptance of service at SPM destination and on production of all required documents by supplier through RTGS/NEFT only.

Kindly accept above condition with seal and sign

(6) Warranty: Not applicable

Kindly accept above condition with seal and sign.

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

Kindly accept above condition with seal and sign.

(7) Submit the valid manufacturers authorization certificate of the item supplied as per the standard form duly filled by OEM as per annexure XIV of this tender document.

Manufacturer Authorization Certificate should be signed by a person competent and having the power of attorney to legally bind the manufacturer.

(8). GST Returns : Supplier/Vendor should file GST returns in time. SPM reserves the right to withhold the payment of GST till production of evidence of filling of GST returns.

FIRM SHOULD STRICTLY FOLLOW THE SAFETY CONDITONS AS BELOW :-

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

(2) You have follows all safety norms and labour law act police verification of your employees, insurance, with out which your employees can not permitted for work in our premises.

(3) It will be sole responsibility of the contractor to insure yours workmen against risks of accident and injury while at work as required by the relevant rules and to pay compensation, if any to them as per workmen#s compensation act. the work will be carried out in a protected area and all the rules and regulations of S.P.M. in that area that are in force from time to time will have to be followed by the contractor.

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

NOTE : KINDLY ACCEPT OUR TERMS & CONDITIONS OF THE NIT WITH SEAL AND SIGNED AND SEND BY RETURN MAIL/SPEED POST AT PRESCRIBED DATE AND TIME.



Tender Number:6000017780

I/ We engage to supply the service(s)/material(s) to your office and comply the following:

1. Tender Schedule and Technical Specification indicated.
2. Item/ Tender specific conditions for this tender.
3. Terms and Conditions printed overleaf.
4. I/ we confirm that set off for the GST etc. paid on the inputs have been taken into consideration in the above quoted price and further agree to pass on such additional duties as sets offs as may become available in future under GST etc.
5. This offer is valid for 90 days from the date of opening of tender.

Signature & seal

Name of Authorised

Place & Date:

Signatory:

Address:

Tel. No/ Fax. No /

Mobile No

Email ID:

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## Section VII: Technical Specifications

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### AMC of OTIS Elevators

1. Checking of Door locks, Ropes, Door Operators, Brake liners, Door condition.
2. Cleaning of lifts top, pit, hoist way and all landing doors.
3. Lubrication of guide rails of car and counter weight, diverter pulley etc.
4. Checking of oil in gear box & topup if required and motor bush bearings condition check.
5. Checking of safety shoes, ensure level starting/stopping jerks any abnormal sound etc. and rectified if any.
6. Checking of Landing and car entrances (Collapsible doors, landing seal, Auto door hanger, roller, safety edges, nylon gibs, door closer these parts to be repaired/replaced depending upon the condition, Rope tightness check & alignment with respect to pulley.
7. Checking of all other safety devices should be checked and replace if found damage.
8. Checking of Machine gear box preventive checkup and replacement of damaged bearing and gear.
9. Checking the healthiness of the limit switches, cards, operating panel, emergency and safety systems, contractors, drives, brakes, motor all junction boxes etc.
10. Checking of PLC and Drive and other electronic control for safe operation.

## Section XI: Price Schedule

### PRICE BID

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

S. No. Price Break Up	AMOUNT (RS.)
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SAC CODE IS 6 DIGITS

1. Basic price of per quarter for  
ANNUAL MAINTENANCE  
CONTRACT OF OTIS MAKE ELEVATORS as per Section VII  
(For complete AMC)  
(Per Quarter)

2. No. of visit 4 visits

3. TOTAL Price for 4 visit (1X2)=3

4. Other taxes/charges (if any) Please specify

5. GST(%)on Sr. No. 3

6. Total Price (at SPM Narmadapuram MP)  
(in figures only) (3+4+5) Rs.

7. Total Price (at SPM Narmadapuram MP)  
(in words only) (3+4+5) Rupees.

### NOTE:

I/ We engage to supply the material(s) to your office and comply the following:

1. Tender Schedule and Technical Specification indicated.
2. Item/ Tender specific conditions for this tender.
3. Terms and Conditions printed overleaf.
4. General conditions of Contract signed by me at the time of Vendor Registration (for registered vendors).
5. I/we confirm that set off for the GST etc. paid on the inputs have been taken into consideration in the above quoted price and further agree to pass on such additional duties as sets offs as may become available in future under GST etc.
6. This offer is valid for 90 days from the date of opening of tender.
7. Mode of Payment: Payment will be made through RTGS/ NEFT (Please provide the details as required)

### S.No. Details

1. Name of supplier .....
2. Account No. ....
3. Account Type .....
4. Name of the Bank .....
5. Branch .....
6. City .....
7. Branch Code .....
8. MICR Code .....
9. IFSC Code .....
10. GSTIN .....





Tender Number:6000017780

- 11. HSN/SAC Coe.....
- 12. Shipping Address .....
- 13. Place of Supply .....
- 14. Billing Address .....

\_\_\_\_\_  
SIGNATURE OF BIDDER  
(WITH NAME, DESIGNATION AND 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.*



Tender Number: 6000017780

**ANNEXURE – I**

**Tender No. 6000017780/EL/PAC/843, Dt. 10/09/2022  
(To be submitted on the letter head)**

**DECLARATION**

We do hereby declare that,

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

Signature.....

Name.....

Designation.....

Date.....

Stamp of the Organization.....



Tender Number: 6000017780

**ANNEXURE – II**

**Tender No. 6000017780/EL/PAC/843, Dt. 10/09/2022**

**(To be submitted on the letter head)**

**DECLARATION**

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

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

Signature.....

Name.....

Designation.....

Date.....

Stamp of the Organization.....



Tender Number: 6000017780

**ANNEXURE – III**

**Tender No. 6000017780/EL/PAC/843, Dt. 10/09/2022**

**(To be submitted on the letter head)**

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

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

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

PAN \_\_\_\_\_

GSTIN \_\_\_\_\_

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

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

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

FOR \_\_\_\_\_

Authorized Signatory

Date:

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

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