



भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड  
Security Printing and Minting Corporation of India Limited

मिनिरत्न श्रेणी-I, सीपीएसई  
(भारत सरकार के पूर्ण स्वामित्वाधीन)

Miniratna Category-I, CPSE  
(Wholly owned by Government of India)

SPMCIL/VIG/03/09/5632

Date: 13.10.2011

**CIRCULAR**

**Sub:** Guidelines based on observations made during CTE type Intensive Examination of works/purchases by vigilance department of SPMCIL.

The CTE type Intensive Examination of works/purchases are conducted by the Vigilance Department of SPMCIL to ensure that the laid down systems & procedures are followed, there is transparency in award of contracts and no misuse of power in decision making.

2. On the basis of lapses noticed during such inspections, various circulars were issued from the Corporate Office. In this regard, following consolidated guidelines are hereby issued for information and strict compliance by all concerned:-

**a) General / Pre-Award Stage:-**

- i) Indexing of files, numbering of registers/note sheets/correspondence papers is to be ensured for proper track of documents.
- ii) Quantity of all the products/items/works to be hired / purchased/executed is to be firmly fixed before the tendering process.
- iii) Preliminary cost estimation of work/stores is to be assessed along with ensuring approval of Competent Authority for all tenders.
- iv) Preparation of estimates and justification of quoted price based on updated last accepted rates and or actual market rate are to be ensured.
- v) Empanelment of vendors/ suppliers for various items being procured through limited tenders is to be updated periodically.

**b) Award:-**

- i) Original NIT/ tender documents consisting of tender notice, instructions to bidders, GCC, SCC drawings etc. are required to be bound, sealed & kept under safe custody to avoid manipulation at a later stage.
- ii) Limited Tender enquiry is to be published on the website also for non security mentioning that it is for tendering by the short listed bidders only.

(Sd/-) . . . . .

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- iii) Earnest Money Deposit/Security Deposit/Bid security/Performance Security and warranty/guarantee are to be specified in the tender as mentioned in the Procurement Manual.
- iv) Guidelines of CVC & Procurement Manual are to be essentially followed for PQB.
- v) Tender sale register and tender opening register is to be page numbered & certified by Issuing Authority.
- vi) Bids opened is to be serially numbered (viz. 1/n, 2/n ...n/n).
- vii) Corrections/ insertions/Over writing are to be certified by the tender opening committee on each page of the quotation to avoid manipulation at a later date. If there is no C/I/O, then C/I/O is to be certified as NIL.
- viii) The terms and conditions involving financial implications are to be encircled and initialled.
- ix) Technical bids/Price bids/Price comparative statement/Tender Opening sheet of technical and price bids are to be signed by all the tender opening committee members.
- x) CVC instructions regarding submission of undertaking by tender committee members that none of the members has any personal interest in the companies/agencies participating in the tender process is to be ensured.
- xi) Conditional Tenders are not to be accepted.
- xii) CVC instructions regarding taking of samples from various suppliers along with the bid in the tender process is to be followed strictly.
- xiii) The tenders are to be finalized within the validity period of the offer.
- xiv) Implementation of CVC instructions regarding leveraging of information technology viz. e-payment & putting tenders & post-award details of tender on the website are to be ensured.
- xv) Tender Evaluation Committee and Review Committee members should initial on all the pages of their recommendations.

**c) Contract/Agreement Conditions:-**

- i) Specified time limit for signing of agreement/contract form is to be strictly adhered.
- ii) Contract agreement is to be signed and executed within a specified time frame and Original contract agreement consisting of tender notice, instructions to bidders, GCC, SCC drawings, price bids etc. is required to be bound, sealed & kept under safe custody to avoid manipulation at a later stage.
- iii) Various delays are to be recorded in a hindrance register and a proper delay analysis is to be carried out to ascertain the reasons of delay in case of granting time extension beyond normal delivery schedule.



(contd...at page 3)

**d) Payment:-**

- i) Payment is to be made strictly as per the terms and conditions of the tender.

**e) Execution of Civil Works:-**

- i) Supervision of specialized job like water proofing etc. to be ensured by qualified civil engineers.
- ii) Various site records listed below are required to be maintained at site for effective supervision of civil works:-
  - Site order book: For conveying day to day instructions during site visit by the supervising officials and monitoring its compliance.
  - Register: For keeping a record of all hindrance causing delays in the work, which forms the official record for ascertaining the genuineness of delays at the time of granting time extension and thus helps in arriving the decision for levy of liquidated damages.
  - Materials at Site (MAS) Register:- For keeping a record of all the materials brought at site and ensuring that the theoretical quantity of materials required in execution are brought at site and actually consumed in the work.
  - Master Test Register: For keeping a record of all the tests carried out at site for ascertaining the quality of work and ensuring that all the mandatory tests are carried out.

3. These guidelines should be followed strictly by all the concerned officers.

4. This issues with the approval of Competent Authority.

  
(A.K.RAY)  
CVO (I/C)

**All General Managers,**  
Mints/Presses/Mill,  
SPMCIL

**CC:**

1. ES to CMD
2. Director (T)/Director (F)/Director(HR)
3. All GMs /Dy.GMs (Corporate Office)
4. Manager (OL): for Hindi translated copy please.
5. All Vigilance Officials (Corporate Office /units).
6. Notice Board