



प्रतिभूति मुद्रणालय/**SECURITY PRINTING PRESS**  
(भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड की इकाई/  
**A Unit of Security Printing & Minting Corporation of India Ltd.,**)  
भारत सरकार के पूर्ण स्वामित्वाधीन/**Wholly owned by Govt. of India**  
टकसाल कंपाउण्ड/सैफाबाद:**Mint Compound : Saifabad**  
हैदराबाद/**HYDERABAD-500063**  
**CIN - U22213DL2006GOI144763**

दूरभाष/Tele: (+91)-040-23253621/607/611 फैक्स/Fax: (+91)-040-23456687 ईमेल/Email: spp.hyd@spmcil.com

## INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF VENDORS

Not Transferable

**Security Classification: Non – Security**

## DOCUMENT FOR INVITATION FOR EXPRESSION OF INTEREST FOR EMPANELMENT OF VENDORS.

Tender No. **SPPH/A-II/EOI/2018/2771**

Date: 06-07-2018

This document contains 15 Pages.

Documents is given to:

M/s _____
Address _____

Details of Contact person in SPP, Hyderabad regarding this tender:

(sd/-)  
**(NILANJAN MUKHERJEE)**  
A.M.(MKT) & I/c. CPSO  
for and on the behalf of  
GENERAL MANAGER  
Security Printing Press,  
Mint Compound, Saifabad,  
Hyderabad - 500 063  
Ph. No. 040 – 2325 3621/ 2325 3607/23253611  
FAX: (+) 91-40-2345 6687  
email: [spp.hyd@spmcil.com](mailto:spp.hyd@spmcil.com)



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SPPH/A-II/EOI/2018/2771 Date: 06-07-2018

**INVITATION FOR EXPRESSION OF INTEREST FOR  
EMPANELMENT OF VENDORS**

Sealed documents are invited separately for each item from eligible and qualified vendors for their empanelment for the following goods or services:

Schedule No.	Brief description of Goods/ Services	Accounting unit	Empanelment Fee for each item category.
1	<b>Vendor Empanelment for various categories for Two (02) years.</b>	-	Rs. 500/-

The above requirement is on estimated basis and this may vary as per requirement of SPP, Hyderabad.

Name of Organization	SECURITY PRINTING PRESS, HYDERABAD
Type of the Organization	Public Sector Undertaking
Reference No.	SPPH/A-II/EOI/2018/2771
Tender Title	Expression of Interest for Empanelment of Vendors
Category	Refer to the Scope of Requirements of Vendor
Sub-category	Refer to the Scope of Requirements of Vendor
Date of Announcement	06-07-2018
Last date for submission	28-08-2018 at 02:00 PM
Broad description of work	Registration of Vendors for 02 years
Bid Documents	Annexure – 13, duly signed & stamped along with the vendor's stamp and signature on every page of this Tender document other details as required in the tender.
Tender should be submitted to	General Manager, Security Printing Press, Mint Compound, Saifabad, Hyderabad – 500 063
Place of distribution of tender documents	Administration Block, Security Printing Press, Mint Compound, Saifabad, Hyderabad – 500063, Telengana.
Nominated Person designated to receive bulky tenders	IMTIAZ KHAN, ASST.MANAGER(M.M)

1. Interested vendors may obtain further information about this requirement from the above office.
2. They may also visit our website <http://www.spphyderabad.spmcil.com> for further details.
3. Non-refundable fee of **Rs. 500/-** (Rupees Five Hundred Only) will be charged for each category (total 13 Categories) of item in the form of (a) Account Payee Demand Draft or (b) Bankers Cheque, drawn on a scheduled commercial bank in India, in favour of *General Manager, Security Printing Press, Hyderabad* payable at Hyderabad. However, there is no document cost for this tender document.
4. If requested, the tender document will be mailed by registered post/ speed post to the domestic tenderers, for which extra expenditure per set will be **Rs. 100/-**. The vendor is to add the applicable postage cost in the non-refundable fee mentioned in Para 3 above.
5. Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are dropped in the tender box located at the address given below on or before the closing date and time indicated above, failing which the tenders will be treated as late and rejected.
6. TENDER BY POST/ HAND/ COURIER RECEIVED ON OR BEFORE THE DUE DATE AND TIME SHALL BE ACCEPTED. POSTAL DELAY/ DELAY BY COURIER SERVICE ETC. SHALL NOT BE CONDONED.
7. In the event of any of the above mentioned dates being declared as a holiday/ closed day for the purchase organization, the tenders will be opened on the next working day at the appointed time.
8. The tender documents are not transferable.
9. MSME/NSIC certified firms are exempted from paying tender fee of Rs.500-00 (Non-Refundable).

(sd/-)

**(NILANJAN MUKHERJEE)**

AM (MKTG) & IN CHARGE CHIEF PURCHASE STORES OFFICER

For GENERAL MANAGER

Security Printing Press,

Saifabad, Hyderabad, Telangana - 500 063

Ph. No. 040 - 23253607/621/611

FAX: (+) 91-40-2345 6687

Email: spp.hyd@spmCIL.com

.....  
 .....

(Name Designation, Address telephone number etc.

of the officer signing the document)

For and on behalf of

.....

## Documents to be submitted by the bidders

### 1. Experience and Past Performance :

Documents in support of manufacture (where ever applicable) and supply or work done by the firm in any one year during last five years ended upto 31.03.2018.

### 2. Capability- Supply of goods/services.

The firm must have an annual Capability to manufacture (where ever applicable) and/or supply or provide service and work and submit documentary evidence in support of the same.

### 3. Financial Standing

All financial documents for last three years i.e. FY 2014-2015, 2015-16 & 2016-17 ending 31<sup>st</sup> March of the financial year of the firm or service provider. In case of raw materials like paper where in the participating firms is an agent then the above data pertaining to Experience, Capability & Finance of the OEM/Manufacturer should be produced only with Manufacture Authorization.

3.1. Balance Sheet of the firm.

3.2. Profit and Loss statement of the firm.

3.3. Income Tax statements.

3.4. Letter of Incorporation.

3.5. All financial standing data should be certified by certified accountants e.g. Chartered Accountants (CA) in India.

Note : All experience, past performance and capacity /capability related data should be certified by the authorized signatory of the bidder firm. The credentials regarding experience and past performance to the extent required as per eligibility criteria submitted by bidder may be verified from the parties for whom work has been done.

4. Non-refundable fee of Rs. **500/-** (Rupees Five Hundred Only) will be charged for each category (total 13 categories) of item in the form of (a) Account Payee Demand Draft or (b) Bankers Cheque, drawn on a scheduled commercial bank in India, in favour of *General Manager, Security Printing Press*, payable at *Hyderabad*. However, there is no document cost for this tender document.

5. The firm should furnish the following :

5.1. Firm's registered name.

5.2. Full official postal address.

5.3. Phone Number.

5.4. Fax Number.

5.5. E-mail address.

5.6. Name of the authorized contact person.

5.7. NSIC/ MSME certificate as applicable.

5.8. Caste certificate, if owned by SC/ST person.

6. Non-blacklist Declaration by the firm on the firm's letter head stating that the firm have not been blacklisted /debarred for dealing by Government of India or any State Govt. PSU/SPMCIL/RBI/Banks in any manner.

7. Annexure – 13, duly filled and signed by the authorized signatory of the vendor firm and official stamp along with the above required documents.

## **Terms and Conditions:**

1. All empaneled vendors will be allocated unique registration number.
2. The vendor can submit only one application against one type of product or work service by submitting the completed form and providing the required information along with empanelment fee of Rs. 500/-. Multiple items under one application will be rejected.
3. The name and designation of the authorized signatory of the firm should be clearly notified and is required to stamp and provide their authorized signature on every page of the document and all the supporting documents submitted as a token of acceptance to the mentioned terms and conditions.
4. The validity period of empanelment will be 2 years from the date of empanelment and their performance will be reviewed annually or as per requirement.
5. If required, the same empanelment may be extended for another year after completion of this tenure.
6. Vendors, whose performance is found unsatisfactory, will be removed from the empanelment list.
7. Potential new vendors may be added to the empanelment list every year based on the satisfaction of the eligibility criteria and verification.
8. Firms found not satisfactory will be eliminated and Registration fee will be forfeited.
9. The existing suppliers to SPP, Hyderabad are also required to apply for their registration.
10. The firms which have received their unique registration number for FY 2015-16 and 2016-17 need to apply again for the same category of items and they are encouraged to apply for other item categories.
11. At the discretion of the General Manager, SPPH, a team of Officials may be deputed at the firm's site/manufacturing facility for inspection before/after empanelment of the firm for verification of the credentials.

## Scope of Requirements of Vendor

*Type of Goods/ Services to be supplied/ performed –*

### **1. Annual Maintenance Contract –**

- 1.1. Computers and photocopy machines. e.g. Lipi Data printer, Ricoh machines, HCL computers, HP printers, Tally Accounting system, Photocopier spares, AMC, Toners, Small time printers for Stationery, Visiting Cards, Flex Printing etc.
- 1.2. Air-conditioners & A.C. Plant – Water cooled system 120 TR, Qty-02 nos.
- 1.3. Security Gadgets like Walkie-Talkie Sets, X-Ray Baggage Scanners at Admin Buidling
- 1.4. UPS
- 1.5. Biometric Access Control system.
- 1.6. Closed-Circuit television system.
- 1.7. CREO Pre-Press Equipment.
- 1.8. Centralized Air Compressor (make – M/s. K. G. Khosla and M/s. Atlas Copco).
- 1.9. Lift (make – M/s. Otis) – Industrial lift of Hall I & II and Personnel (Admin Lift).
- 1.10. Fork Lift & Trucks
- 1.11. Air Compressor & Vacuum Pumps
- 1.12. Grinding of Knifes etc.,
- 1.13. Re-Rubberization of Rubber Rollers
- 1.14. Surface Grinding machine and Lathe machine (make – M/s. HMT).
- 1.15. Power Hack-saw machine.
- 1.16. Rodent and Pest Control.
- 1.17. Fire safety equipment maintenance.
- 1.18. Air Time Charges for Walkie-Talkie Sets

### **2. Manpower services –**

- 2.1. Hiring of Manpower on Outsourcing basis – Unskilled/ Semi-Skilled/ Skilled/ Highly Skilled.
  - 2.1.1. Data Entry Operators,
  - 2.1.2. Mazdoors/ Cleaners/Technical helpers/Drivers with valid license for HMV.
  - 2.1.3. Electricians, Fitters and Millwright mechanic.
- 2.2. Auditing/Consulting services.

### **3. Production/printing consumables –**

- 3.1. Inks –
  - 3.1.1. Wet Offset process ink.
  - 3.1.2. Wet Offset U.V. process ink.
  - 3.1.3. Flexo water based inks.
- 3.2. Magnetic Foil knives.
- 3.3. Blankets –
  - 3.3.1. Self-Adhesive Rubber Blankets (make: MacDermid).
  - 3.3.2. Conventional Reel Rod Blankets.
- 3.4. Machine cleaning material –
  - 3.4.1. Hosiery cleaning cloth.
  - 3.4.2. Cotton waste cleaning cloth.

### 3.5. Non-Security paper –

- 3.5.1. Azure Laid snow white shade paper in reel form.
- 3.5.2. Buff Pulp Board paper in reel form.
- 3.5.3. Snow white Maplitho paper in reel form.
- 3.5.4. Wood free White Coated Un-Water Marked postage Stamp paper with PVA type Transparent Gum in reel form.
- 3.5.5. Blue Wove paper in reel form.
- 3.5.6. Chemical Sensitised Cream wove Cheque paper.
- 3.5.7. Self-adhesive paper in reel form.
- 3.5.8. Tamper evident, self-adhesive plastic material (PET/ BOPP) in reel form.
- 3.5.9. A4 and A3 size photocopy machine paper.
- 3.5.10. Continuous computer stationary paper with perforation on both sides.

### 3.6. Adhesive

- 3.6.1. Remoistenable Synthetic Liquid Adhesive (PVA based).
- 3.6.2. Starch based Liquid Adhesive.

### 3.7. Plates

- 3.7.1. Dry Offset Nylo plates.
- 3.7.2. Pre-Sensitized Plates for Wet Offset process.

### 3.8. Stationery Items.

## 4. **Hiring of vehicle.**

- 4.1. 4/5 Seater Hatchback-A/C & Non-A/C
- 4.2. 4/5 Seater Sedan- A/C & Non-A/C
- 4.3. 7 Seater MUV-A/C & Non-A/C

## 5. **Packaging Items –**

- 5.1. Rubber Bands.
- 5.2. Corrugated boxes.
- 5.3. HDPE/LDPE Woven sacks.
- 5.4. BOPP tape.
- 5.5. Cotton tape.
- 5.6. Plastic String with metal clip.
- 5.7. U-Fold Shrink wrapping film.

## 6. **Civil works –**

- 6.1. Furniture & Fixtures
- 6.2. Pipes & Fittings
- 6.3. Plumbing
- 6.4. Mason works, Carpentry Works, All Glass works, Painting, Construction and Infrastructure

## 7. **Electrical works –**

- 7.1. Rewinding of Fan Motors of various appliances
- 7.2. Repair/Maintenance of LT Switch Gears of substation
- 7.3. Repair/Maintenance of DG Sets 500 KVA, Qty-01 No of SPP substation
- 7.4. Repair/Maintenance of UPS & Servo Stabilizers of Machines

## 8. Electrical Items –

- 8.1. Lighting (tube, CFL, LED etc.), Switches, Air conditioners etc.
- 8.2. Heating elements.
- 8.3. Pump Motors of Air coolers, exhaust fans, Wall mounted fans etc.
- 8.4. Solenoid Valves.
- 8.5. Optical sensors & Transistors like NPN, PNP etc.,– NPN type with NOs and NCs and PNP type with Nos and NCs.
- 8.6. Printed Circuit Boards and Electrical modules.
- 8.7. Spare Parts of Production Machines
- 8.8. Cable (metallic and Fiber optic) All type of Industrial Wiring & Cables
- 8.9. Soldering equipment.
- 8.10. Power backup systems.
- 8.11. Electronics Items like Timers, Potentio Meters, Bridge Rectifiers, Voltage Regulators, Encoders

## 9. Fire & Safety –

- 9.1. Supply of protecting cloths, Towels, Soap, Shoes.,
- 9.2. Refilling of fire extinguishers etc.,

## 10. Mechanical Items –

- 10.1. Bearings – Ball, Roller, Needle, one way drive, thrust, self-aliened, tapered bearings etc.,
- 10.2. Pneumatic - Pistons, all types of pneumatic connectors, pipes, FRL Unit, Air Gun, Flow Control Valves, Regulator, Hose pipes, Solenoid Valves, Non-return Valves, Air Cylinder, Rubber Couplings, Air Filters Pressure Gauges, Oil Seals, Suctions Clamps, Selector Switches, Air Operated Diaphragm Pumps, Air Filters, Oil Filters, Spares for Centralized Air Compressor etc.,
- 10.3. Belts - V-belts, Timing belts, Flat belts, Round belts, Double side tooled belt etc.,
- 10.4. Manufacturing Items – Sharpening of Knives, Clutches, Reconditioning of Rollers, Brackets, Knives, all types of gears, shafts, slitting cutters, side trim cutters, other mechanical related manufacturing items, etc.,
- 10.5. Workshop related items – Nuts, Bolts, Washers, Drill bits, Reamers, Milling cutters, Lathes tools, Taps, Dies, Springs, All types of screws, Hacksaw blades, Welding Rods, Power saw blades, Emery Paper, Circlips, Circlips tools, Files, Clamps, Rubber Seals, Hacksaw Frames, Pulleys, All types of Pins, Gaskets, Adhesives, Rubber Rollers, Rustolin Spray, All types of workshop tools, etc.,
- 10.6. Lubricants – Compressor Oil 150, Bharath Hydrol HLP 46, Hydro 68, Servo Transmission Fluid “A”, Shell Telus 46, Atlas Copco Nudrance RIF, 15W40, Servo Systems 68, Servo Mesh-SP 320, Coolant Oil, Centoplex Grease, General purpose grease, etc.,
- 10.7. Calibration - Measuring instruments, weighing scales (electrical/mechanical), ultrasonic thickness test for pressure vessels, load test for hoist, lifts, forklifts, hydrostatic test for Air Receivers, etc.,



## **11. Canteen Items –**

- 11.1. Vegetable cooking oil.
- 11.2. Rice.
- 11.3. Other raw and semi-processed food items.

## **12. Sanitary Services**

## **13. IT Solutions & Services Provider**

Note: All the above mentioned sub-items in the main item category are only a tentative list and do not cover the entire list of requirement and it may vary from time to time. No separate communication will be sent in between next registration period regarding the addition or deletion of few sub-items from the main item category.

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## Shortlisting Criteria for Evaluation of Suppliers

The suppliers will be evaluated for shortlisting, inter-alia, based on their past experience of supplying goods in similar context, financial strength, technical capabilities etc. each supplier will be assigned scores based on weightages assigned to each of the criteria in E.O.I.

Sl. No.	Criteria	Weightage
1	Past Experience	20%
2	Financial Strength of the Bidder <ul style="list-style-type: none"><li>• Turnover figures of last three years.</li><li>• Net Profit figures of last three years.</li></ul>	20%
3	Quality Assurance.	10%
4	Manufacturing capabilities/ tie-ups.	10%
5	After sales service.	20%
6	Product support.	20%

All suppliers who secure the minimum required marks (normally 50%) will be shortlisted.

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## **Removal from the Approved List**

Whenever a vendor is found lacking in performance in terms of response, delivery compliance, capacity, quality standards or ethics, the vendor may be removed from the approved list with the approval of the CFA or CMD whichever is lower after giving performance notice as per the conditions of empanelment.

Removal from approved list may also be warranted in following cases :

- (i) Termination of the contract due to default or insolvency on part of the supplier declared by a court of law.
- (ii) Non-performance or performance below specified standards such as repeated delays in delivery (more than twice during a contract period), low quality of goods (rejection of goods more than two times during a contract period), non-delivery etc. during the period of delivery specified in the purchase order.
- (iii) In case liquidated damages have been claimed against the supplier more than twice, during a contract period.
- (iv) In case the firm is banned/ blacklisted by SPMCIL or any other Government agency.

Besides, there may be registered firms who may have ceased to exist or may have been acquired by or merged with another firm, may have switched over to other sector of business operation or indulged in unethical business practices and influence peddling. Such firms will be removed from the list of approved vendors.

Whenever a firm is removed from the lists of approved vendors, their registration stands cancelled. Such removal will be promulgated to all units so that any unit of SPMCIL conducts no further business relation with such firms who have failed to perform contractual obligations even though Purchase Orders/ Work Orders were placed on them during the last three year.

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## **Ban and Blacklisting**

In the following cases, firms or individuals should be banned/ blacklisted including declaring them ineligible, either indefinitely or for a stated period of time, to participate in the tenders to be floated :

- (i) If any of the bidder(s) is found presenting misleading/ false information/ documents in the tender forms, statements etc.
- (ii) If a firm submits fraudulent un-encashable Financial Instruments stipulated under the Tender and Contractual conditions.
- (iii) If a firm violates the Code of Ethics (Para 2.2) and directly or through an agent, engages in corrupt, fraudulent, collusive or coercive practices in procurement or execution of Contract.
- (iv) Cartel formation or quotation of Pool/ Co-ordinated rates leading to “Appreciable Adverse Effect on Competition” (AAEC) as identified under the Competition Act, 2002.
- (v) Deliberate attempts to pass off inferior goods or short quantities.
- (vi) Violation of Fall Clause by Rate Contract holding Firms.
- (vii) Attempts to influence SPP’s decisions on scrutiny, comparison, evaluation and award of Tender.

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## Annexure 13: Application for Empanelment

(Refer Para 7.2)

[The applicant should study carefully the Rules of Enlistment and the list of documents to be annexed with the application form before filling the form. Applications found deficient in any respect are liable to be rejected without any further correspondence]

CLASS/ CATEGORY.....

1. Name of applicant Shri/M/s.....

2. Nationality.....

3. Office Address:

Home Office

Regd.Office

4. Telephone Number.....

5. Fax No. ....Email ID: .....

6. Constitution - (Tick the appropriate)

Individual  Sole Proprietorship Concern  Partnership Firm   
Public Ltd.Company  Private Ltd.company

7. Names of Partners/Directors:

S.No.	If Company-Names of Directors	If Partnership Firm-Name Partners
1		
2		
3		

8. Is the individual/ sole proprietor/ any partner/ directors of company:

S.	Particulars	Yes /No
No		
(a)	Dismissed Government Servant	
(b)	Removed from approved list of contractors	
(c)	Demoted to a lower class of contractors	

- (d) Having business banned/suspended by any government in the past
- (e) Convicted by a court of law
- (f) Retired engineer/official from engineering Department of Govt. of India within last two years
- (g) Director or partner of any other company/firm enlisted with CPWD or any other department
- (h) Member of Parliament or any State Legislative Assembly

If answer to any of the above is 'Yes', furnish details on a separate sheet

9.(a) Name of person holding power of attorney.....

(b) Nationality Indian / Other

(c) Liabilities

10. Name of Bankers with full address and Account Details

.....

11. Place of business .....

12. Full time technical staff in applicant's employ

Categories	Number
Graduate engineers with minimum 5 years' experience	
Graduate engineers with minimum 3 years' experience [excluding above]	
Diploma engineers with minimum 3 years' experience	

13. Does the applicant have sufficient T&P, Machinery, Equipments, arrangements for quality control and workshop as per requirements?

[Attach details on separate sheet] [In case of authorized dealers, provide these details pertaining to OEM]

14. Does the applicant possess valid Electrical Licence [For Electrical]: Yes/ No

15. Whether registered with Sales tax authorities [Give details of registration and enclose copies thereof]

16: Financial Reports: Provide copies of last 3 year's Annual report/ Balance Sheet/ Profit and loss statement

17. (a) Whether already enlisted with any other organization: Yes/ No

(b) If yes, give details:

(i) Name of department .....

- (ii) Class of category .....
- (iii) Empanelment authority & address .....
- (iv) Empanelment No. & date .....
- (v) Date of validity.....
- (vi) Tendering limit .....

18. Is any person working with the applicant is a near relative of the officer/official of SPMCIL: Yes/No

If yes, give details

19. Empanelment fee enclosed:

Date	Draft No.	Amount	Issuing Bank Branch	In favour of

20. Details of Works completed and in progress during the last 5 years. This list should include all works whose gross amount of work done is more than the required magnitude for the class in which registration is required.

21. Certificates:

(i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in SPMCIL as amended upto date and shall abide by them.

(ii) I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong. I am liable to be debarred.

(iii) I/We certify that I/We will not get myself/ourselves registered as contractor(s) in SPMCIL under more than one name.

Signature(s) of applicant(s):

S.No	Names	Signature	Address
1			

Date: .....

No. of documents attached