



## भारत सरकार टकसाल / INDIA GOVERNMENT MINT

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड की इकाई

(A UNIT OF SECURITY PRINTING & MINTING CORPORATION OF INDIA LIMITED)

मिनीरत्ना श्रेणी -1 सीपीएसई / MINIRATNA CATEGORY - 1, CPSE

भारत सरकार के पूर्ण स्वामित्वाधीन / WHOLLY OWNED BY GOVERNMENT OF INDIA  
(AN ISO 9001: 2015 COMPANY)



आई.डी.ए.फेस II, चेरलापल्ली,  
पोस्ट बेग सं.10, एच.सी.एल (पो.आ.)  
हैदराबाद, तेलंगाना, भारत-500051

IDA PHASE II, CHERLAPALLY,  
P.B. NO.10, H.C.L (P.O)  
HYDERABAD, TELANGANA, INDIA -500051

### EXPRESSION OF INTEREST FOR EMPANELMENT OF VENDORS

1. Sealed documents are invited separately for each category of items from eligible and qualified vendors for their empanelment for the following goods and services. Duly filled in applications for empanelment should be enclosed in an envelope which should be super scribed as "Application for empanelment". The same may be sent by speed post or it can be handed over personally in despatch section of I.G. Mint, Hyderabad.

SL NO	EOI NO AND DATE	Brief description of Goods and Services	Accounting Unit	Empanelment fee for Each item category
1.	X-24/PS/2022-23/1325 Dated 25.10.2022	Empanelment of vendors – Refer to the scope of Requirement as per Annexure-I	IGMH	Rs. 500/- (non-refundable)
Name of Organization		India Government Mint, Hyderabad (A Unit of SPMCIL)		
Type of Organization		Metallurgical Industry engaged in manufacturing of Coins and Medallions		
Reference No. (E.O.I No.)		X-24/PS/2022-23/1325		
E.O.I. Title		Empanelment of Vendors		
Category		Wholly owned by Government of India, Ministry of Finance, Mini Ratna Company.		
Date of announcement		25.10.2022		
Last Date of Submission		09.12.2022		
Broad Description of Work		Empanelment of Vendors for supply of Goods and Services.		
E.O.I Document		Available on our website <a href="http://igmhyderabad.spmcil.com">http://igmhyderabad.spmcil.com</a>		
E.O.I Should be submitted to		The Chief General Manager, India Government Mint, Hyderabad.		
Place of distribution of EOI document		Purchase Section, India Government Mint, Cherlapally, Hyderabad. (The same can be downloaded from our website <a href="http://igmhyderabad.spmcil.com">http://igmhyderabad.spmcil.com</a> ).		
Nominated person/Designated to receive bulk documents.		Raj Kumar R Manager (MM), India Government Mint, Hyderabad		

- Scope of requirements of Vendor is as per attached ANNEXURE-I.
- General Instructions to the Vendors is as per attached ANNEXURE-II.
- Short listing Criteria for evaluation of suppliers is as per attached ANNEXURE-III.
- Removal from the approved list is as per attached ANNEXURE-IV.
- Bank and blacklisting is as per attached ANNEXURE-V.
- Application form for Empanelment is as per attached ANNEXURE-VI.

Manager (MM) & CPSO  
For and On Behalf of the Chief General Manager  
India Government Mint, Hyderabad.  
Phone: 040-27268300, Extn-122

## ANNEXURE-I

### CATEGORY OF ITEMS (CATEGORY CODE AND DETAILS TO BE FILLED IN BY VENDOR IN THE APPLICATION)

Note: Though the non-refundable fee of Rs.500/- is meant for each category code, however the firm has to clearly mention the item code along with category code while applying for the same e.g.A(1,5,7 etc)

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

Category Code	Category Description	Item Code	Item Description
<b>A</b>	<b>Raw Materials</b>		
		1	Die Steel Rods (DIN:1.2550)
		2	Steel (EN series, Mild Steel, Tool steel), Austenitic SS 310
		3	Copper Sheet, Brass Sheet etc.
		4	All Non – Ferrous alloys
		5	Sand, Cement, Bricks, Stone chips etc.
		6	Paint, Putty etc
		7	Tar
		8	Tarpaulin
		9	Asbestos / G.I. Sheet etc
		10	Scaffolding material, Ladders etc
		11	Plumbing Raw materials.
<b>B</b>	<b>Machineries/ Equipment's/ Spare parts</b>		
		1	Computers, Peripherals, Printers, Software, Hardware, Networking.
		2	HT & LT Sub Station Equipments
		3	Electrical spares
		4	Material handling equipments,
		5	Measuring & Testing Equipments, Balances & Weighing Scales, Comparators etc.
		6	Pump sets
		7	Fire fighting equipments
		8	Telecom equipments
		9	A.C Spares
		10	Pallet Truck, Fork lift Truck, Stacker Spare parts
<b>C</b>	<b>Annual Rate Contract / Services</b>		
		1	Manpower Hiring on Outsourcing basis, Skilled, Unskilled,
		2	Transport services
		3	Hiring of vehicles viz Cars, Forklifts, Pallette trucks, stackers etc.
		4	House keeping
		5	Horticulture
		6	Sanitation
		7	Packaged Drinking Water, catering services.
		8	Auditing/ Consulting services.
		9	Rodent / Pest Control.
		10	Advertising
		11	Transit Insurance , Vehicle Insurance
<b>D</b>	<b>Annual Maintenance Contract / Repairing/ Supply of Spare parts</b>		
		1	Electric Motor Rewinding
		2	Computers, Computer Peripherals, Printers, Xerox machines, Software, Hardware,
		3	Air Conditioners, AC Plant, Water coolers
		4	Air Compressor system
		5	DG Sets 500 KVA
		6	Fork Lift Trucks, Pallet Trucks, Stackers
		7	Voltage Stabilisers 125KVA-400KVA
		8	Air Ventilation System
		9	Fire fighting equipments
		10	Safety & Security items
		11	Rolling shutters
		12	Photo copiers
		13	EPABX System
		14	Biometric Control system.
		15	Metal detectors, hand held & door frame
		16	CCTV
		17	SIEMEN - AC, DC Drives, PLCs, PCBs



		18	Machinery and Mechanical Items
		19	Civil work in Factory & Townships
		20	All Electrical & Electronics work in Factory & Townships
<b>E</b>	<b>Machined / Fabricated Materials</b>		
		1	MS Drums, Containers
		2	MS / Wooden Pallets
		3	Machine Parts
		4	Collars (TC& D2), Dial indexing plates
		5	Industrial items
		6	Plastic moulded jobs
		7	Cast iron box & trays
<b>F</b>	<b>Job works</b>		
		1	Consultancy
		2	Heavy labour jobs, Erection & Commissioning.
		3	Fabrication, Welding, Brazing, Grinding etc
		4	Automation Engineering
		5	Heat treatment
		6	Job testing, Analysis
		7	Civil Maintenance, Painting & Plumbing
		8	Radiator cleaning
		9	Testing & Certification of Cranes, Lifting Tackles, Pr. Vessels etc.
		10	Testing & Calibration of Measuring Instruments
		11	Packaging of Medals and Commemorative coins
		12	Manufacturing of Medal Blanks
		13	Structural Audit / Survey
		14	Civil/Labour Contractor
		15	RE-filling of Cartridges.
<b>G</b>	<b>Production consumables</b>		
		1	LDPE film rolls / bags
		2	Thermal Transfer Ribbons
		3	Thermal Transfer Printer Label Rolls
		4	Printing Ink
		5	Polycarbonate / Acrylic sheets, Moulded / Acrylic inserts.
		6	Lubricant oils, Cutting/Coolant oil, Quenching oil, Hydraulic oil.
		7	All Industrial Oils
		8	Grease
		9	Charcoal
		10	Hosiery cleaning cloth & rags.
		11	Cotton waste cleaning cloth.
		12	Cotton hand gloves
		13	Machine cleaning material
		14	Pickling & Polishing compound
		15	T.C Dies and Punches for Blanking tool
		16	Corn cob
		17	All Chemicals (Production and Laboratory)
		18	Satellite Balls
		19	Cotton Waste fine
		20	Crucibles for melting
<b>H</b>	<b>Mechanical Items</b>		
		1	Bearings of all Types.
		2	Belts of all types
		3	Nuts, Bolts, Screws, Springs, pins (straight & taper), washers etc
		4	Rubber rolls
		5	Gears, shafts, pulleys and other spare parts of various machinery.
		6	Loctite, grease sevozem
		7	Cutting Tools, Drills, Milling cutters, Tool Tips, CNC Working Tools , Taps & Dies etc.
		8	Hacksaw blades of all sizes, Knives
		9	Grinding wheels/mounted wheels, Tips/ Dressers, hand grinding wheels / cutters etc.
		10	All Files
		11	Emery paper and emery cloth, Oil stone etc.
		12	Polishing mobs
		13	Diamond lapping compound
		14	Glass balls, hammer balls
		15	Pressure gauges & regulators
		16	Gaskets, Valves etc.

		17	Filters – Air & Oil
		18	MS wire
		19	Hardware, Paints, Plumbing, Carpentry Items
		20	Plastic bins
		21	Grease gun and oil gun
		22	Pneumatic system components
		23	Lubrication system components
		24	Hydraulic system components
		25	All Types of Wood, Ply Wood, Sal wood
		26	Polish & Resins
		27	Industrial Adhesives
		28	All Nails
<b>I</b>	<b>Electrical &amp; Electronics Items</b>		
		1	Lightings, Switches, Fans, Coolers, Room heaters, Geyser, Air conditioners, Water coolers,
		2	Industrial fans, Exhaust fans
		3	Control Panel items-Relays, Contactors, Timers, PLC Modules, Micro switches, Semiconductors, Fuses, Connectors etc.
		4	Heating elements, Nichrome – For Furnace, Plastic sealing
		5	Electrical Motors
		6	Printed Electronic cards & modules,
		7	All Electronic Items (Solenoid Coils/Valves, Optical Sensors etc.)
		8	Cables – Electrical, Telephone, Fiber optic
		9	Power backup systems
		10	Motor Winding materials
		11	Transformers
		12	AC & Refrigeration
		13	DG & Compressor
		14	Electrical Appliances
		15	Coffee & tea premix & vending machines
		16	Telecom Equipments
		17	Computer, printer and peripherals, - Computer software
<b>J</b>	<b>Tools &amp; Tackles</b>		
		1	Mechanical maintenance tools
		2	Electrical & Electronic measuring & maintenance tools
		3	Hand Tools, Drilling machines, Blower, Grinder etc
		4	Plumbing Tools
		5	Carpentry Tools
		6	Civil Tools
		7	Horticulture Tools
		8	Painting Tools
		9	Welding Tools
<b>K</b>	<b>Office stationery</b>		
		1	A4 / A3 size Xerox machine paper
		2	Computer stationary (continuous with perforation on both sides)
		3	Registers, Writing pads
		4	Diaries, Calendars
		5	Pens, Pencils etc
		6	Box files, Office files etc
		7	Printer cartridges
		8	Muster Rolls
		9	Fax Rolls
		10	Other Office Related Stationery.
<b>L</b>	<b>Packaging Items</b>		
		1	Rubber Bands
		2	Corrugated boxes
		3	HDPE Woven sacks
		4	Bopp tape/ Cello tape
		5	Cotton tape, Cotton yarn
		6	Plastic String with metal clip
		7	Shrink wrapping film
		8	Wooden Packing Boxes
		9	Polythene Bags, LDPE Film etc
		10	Medal cases, stands, acrylic cases, acrylic stands, blister pack, ribbon for medal and other packing material
		11	Jute bags / Gunny bag, jute long, jute rope



		12	Stickers, Labels, printed materials
<b>M</b>	<b>Furniture</b>		
		1	Office Furniture
		2	Industrial Furniture
		3	Canteen and Other Furniture
<b>N</b>	<b>Canteen Items</b>		
		1	Vegetable cooking oil
		2	Atta (Wheat flour)
		3	Rice, Pulses & Cereals
		4	Milk in pouches
		5	Sugar, Tea
		6	Cutlery ,Canteen Utensils
		7	Kitchen Appliances
		8	All Canteen provisions
<b>O</b>	<b>Safety Equipments / Items</b>		
		1	General safety
		2	Fire safety and Fire fighting Equipments
		3	Electrical safety
		4	Protective clothing
		5	Safety shoes, Ordinary shoes & socks
		6	Ear plugs
		7	Nose masks, Respirators
		8	Hand gloves (rubber/cotton)
		9	Helmets, Safety Gadgets
		10	Eye Safety / Eye protection
<b>P</b>	<b>General items</b>		
		1	Uniform cloth / Protective cloth
		2	Uniform – men and women, Towels
		3	Banjan Cloth
		4	Soaps and Detergent powder
		5	Sanitary items, Cleaning Materials
		6	Medicines
<b>Q</b>	<b>Gases and Petroleum</b>		
		1	LPG Gas
		2	Nitrogen, Argon, Acetylene, Oxygen etc
		3	Refrigerant R22, R134A etc.
		4	Petrol, Diesel, H.S Diesel, Kerosene
<b>R</b>	<b>General Order Supplier</b>		
		1	Brushes
		2	Chalk pencil, chalk powder etc
		3	Cotton duster
		4	Cutlery and others
<b>S</b>	<b>Scrap Dealers</b>		
		1	General Industrial Scrap like Wood, Polythene etc.,
<b>T</b>	<b>Advertisement Agencies</b>		
		1	Newspaper Advertisement Agencies

**ANNEXURE-II**  
**GENERAL INSTRUCTIONS TO THE VENDORS**

1. Interested vendors may obtain further information about this requirement from the above office. They may also visit our website mentioned below for further details.
2. Non-refundable Empanelment fee of **Rs. 500/-** is to be submitted along with the EOI Document for each category code in the form of account payee demand draft/ Banker's Cheque/ Pay Order, drawn on a scheduled commercial bank in India, in favour of "*India Government Mint, Hyderabad (A unit of SPMCIL)*" Collection A/c , payable at Hyderabad.
3. Successful firm has to submit **Rs. 3,000/-** as Security Deposit, which is refundable after completion of validity period of Empanelment (i.e 3 years); It may be noted that one firm has to deposit only Rs.3000/- after receiving intimation of same from I.G.Mint, Hyderabad i.e. after the documents are verified by Mint and firm is found suitable for Empanelment with Mint. The Security Deposit is against firms' empanelment with Mint and will remain same as Rs. 3000/- irrespective of the number of categories applied for (wherein Rs. 500/- is to be paid for empanelment fee for each category code). MSME/NSIC registered firms are exempted for paying Empanelment Fee, However submission of Security Deposit is not exempted.
4. Invitation to E.O.I. document may also be downloaded from the website <http://igmhyderabad.spmcil.com> submit it along with the required non-refundable fee as mentioned in Para 2 above.
5. Vendors will ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Invitation to E.O.I. Documents, before the closing date and time indicated above, failing which the documents will be treated as late and rejected.
6. The applicants are to seal the Application for Empanelment in Envelope. EOI for..... (Category Code with specific item code & description) should be super scribed on the sealed Envelope.
7. The India Government Mint, Hyderabad is not responsible for transit (postal/courier) delays of EOI documents.
8. All empanelled vendors will be allocated a Vendor Code.
9. The EOI documents are not transferable.
10. The validity period of empanelment will be 3 years from the last date of submission i.e. **09.12.2022** and their performance will be reviewed annually or as per requirement. If the vendor performs below expectations, he can be delisted.
11. Vendors who do not meet /comply evaluation criteria as per Annexure III of this document will not be considered for empanelment.
11. Potential new vendors will be added to the empanelment list every year based on the satisfaction of the eligibility criteria or the discretion of Chief General Manager, I.G. Mint, Hyderabad.



12. Firms found not satisfactorily performing during registration period will be eliminated and Security Deposit will be forfeited.
13. **The suppliers who are already empanelled with I.G. Mint, Hyderabad need not to apply for fresh registration for same item. However if they wish to apply for any item code, they need to submit non-refundable fee of Rs. 500/- only & not Security Deposit of Rs. 3000/- which they have already deposited and submit along with documentary proofs i.e vendor code No, year of empanelled etc.**
14. The firm should furnish the firm's name, full postal address (Office), Phone Number and Fax Number; Name of the authorized contact person and e-mail address. In case of any change in postal address, email etc., at a later stage should be intimated to Mint immediately for updating the same in our records.
15. The firm should not have been blacklisted /debarred for dealing by Government of India or any State Govt. in any manner and an undertaking should be submitted along with the Bid, to this effect.
16. If required the empanelment will be extended for the time as decided by Chief General Manager, I.G. Mint, Hyderabad after completion of tenure empanelment i.e 3 years.
17. Participants are required to stamp and provide their authorized signature on every page of the E.O.I. document and all the supporting documents submitted as a token of acceptance to the mentioned terms and conditions.
18. Interested firms have to submit attested copies of various valid license certificates like Trade Licence, GST Registration Certificate and other registration certificates as required as per the prevalent Practices along with their application. In case firm is not registered under GST then it should furnish a declaration to that effect.
19. The firms who are currently registered with NSIC, MSME, GeM etc. must enclose valid registration document along with registration application.
20. Those of the firms who are authorized dealers of any manufacturer(s) may enclose dealership certificate of Original Equipment Manufacturer(s).
21. If the firm is registered with any other Govt. Department/PSUs, he/ she may submit such documents.
22. If the firm, has ISO 9001/14001/1800I ISO 17025 certifications he/she is required to submit the valid copies of such documents.
23. Financial documents required (Details in Annexure VI).
24. The firm to indicate whether he is a manufacturer/distributor/trader.

### ANNEXURE-III

#### SHORTLISTING CRITERIA FOR EVALUATION OF SUPPLIERS

The suppliers will be evaluated for short listing, 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.

S.No.	Criteria	Weightage
01.	Past Experience	40%
02.	Financial Strength of the Bidder	20%
	Turnover figures of last three years.	(10%)
	Net Profit figures of last three years.	(10%)
03.	Quality Assurance.	10%
04.	Manufacturing capabilities/ tie-ups.	10%
05.	After sales service.	10%
06.	Product support.	10%

Manufacturer will be awarded higher marks as compared to distributor/trader.

All suppliers who secure the minimum required weightage of 50% at the time of evaluation will be shortlisted. The evaluation shall be done by an Internal Committee of experts on the basis of information submitted after checking the veracity.

**Note:** The firms registered with MSME/NSIC are exempted from above criteria and they will be directly registered with Mint subject to verification of the relevant documents.



## **ANNEXURE-IV**

### **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 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.
- v. Non-bidding after being given a Limited Tender repeatedly

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 must be promulgated to all units of SPMCIL so that any unit will conduct no further business relation with such firms who have failed to perform contractual obligations even though POs were placed on them during the last three years.

Condition in SPMCIL Procurement Manual, as amended from time to time will also apply.

## **ANNEXURE-V**

### **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 IGM, Hyderabad (A unit of SPMCIL) decisions on scrutiny, comparison, evaluation and award of Tender.
- (viii) If the firm backs out from contract after being considered for award of contract

Condition in SPMCIL Procurement Manual, as amended from time to time will also apply.



## ANNEXURE-VI

### APPLICATION FOR EMPANELMENT

(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).

CATEGORY DESCRIPTION WITH CATEGORY CODE.....

Sr.No.	Category Code	Item Code	Whether registered in GeM	Manufacturer/distributor/trader

1. Name of applicant : Shri/Smt...

2. Nationality : .....

3. Office Address:

a) Home Office:

b) Regd. Office:

4. Telephone Number with STD Code.....Mobile No.....

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

6. Whether

SSI/MSME Yes / No ..... (If yes, Please attach copy)

ISO accredited Yes / No ..... (If yes, Please attach copy)

BIS license Yes / No ..... (If yes, Please attach copy)

Type of Industry:

Micro scale ( ) Government ( ) Semi Government ( )

Small scale ( ) Medium Scale ( )

Contractor ( ) Dealer ( ) Large Scale ( )

7. Constitution - (Tick the appropriate)

Individual	(    )	Sole Proprietorship Concern	(    )
Partnership Firm	(    )	Public Ltd. Company	(    )
Private Ltd. Company	(    )		

Please enclose:

a) In case of limited companies, an attested copy of :

I) Memorandum of articles of association:

.....

II) Certificate of incorporation: .....

b) In case of Partnership

I) Attested copy of Partnership deed:

.....

c) In case of Proprietorship / Joint sector/ Co-operative:

I) Attested copy of registration certificate:

.....

8. Names of Partners/Directors:

Sl. No.    If Company-Names of Directors

If Partnership Firm-Name Partners

1

2

3

9. Name, addresses and telephone nos. of proprietor/partners/Director having interest in the firm.

10. If the firm is a subsidiary of an Indian/foreign company, give particulars of parent / holding company?

11. If there are other subsidiaries of the same parent company in India, give full particulars.

12. If the directors/ Partners/ Proprietor have financial interests or are represented on Board(s) of other companies give details

13. Whether registered under MSME/NSIC/GeM ?

(If so please furnish documentary evidence to this effect. In case no such documentary evidence is furnished it will be presumed that the applicant does not belong to such category and accordingly will be dealt with.)



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

Sl. No	Particulars	Yes /No
(a)	Dismissed Govt. Servant	
(b)	Removed from approved list of contractors.	
(c)	Demoted to a lower class of contractors .	
(d)	Having business banned/suspended by any govt. in the past.	
(e)	Convicted by a court of law.	
(f)	Retired engineer/official from engineering Dept. 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

15. (a) Name of person holding power of attorney & Name & Designation of Contact/authorised person

(b) Nationality Indian / Other

(c) Liabilities

(d) Office phone no.

(e) Mobile No.

16. If the contractor is applying for civil works. Class of contractor as recognized by CPWD/PWD/MES/other Govt.Organizations.

17 . Name of Bankers with full address and Account Details

i) Name & address of your Bankers: .....

ii) Account nos. with MICR no. : .....

Have you availed RTGS facility, if so please further the details :

- Name of bank: .....
- Address: .....
- Account Number: .....

- MICR/IFSC code: .....  
( Please enclose a copy of cancelled cheque)

18. Place of business

19. Full time technical staff in applicant's employ

Categories	Number
Graduate engineers with minimum 5 years experience	Graduate
engineers with minimum 3 years experience	Diploma engineers
with minimum 3 years experience	

20. Does the applicant have sufficient T&P, Machinery, and Equipment, 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)

21. Does the applicant possess valid Electrical License (For Electrical): Yes/ No

21. Whether registered with GST authorities

(Give details of registration and enclose copies thereof): 1.GST No.  
Statutory Registration (attested copies to be enclosed) 2. PAN No.  
3. Trade Licence No.(if applicable)

22. If service contractor: Are you registered under PF & ESI statues?

(Please enclose copies of relevant certificate)

Details of services offered: .....

23: Financial Reports: Provide copies of last 3 year's audited Annual report/ Balance Sheet/ Profit and loss statement ending 31.03.2022.

24. (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...

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

If yes, give details

25. 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.

26. Certificates:

- (i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in IGM 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 IGM, Hyderabad under more than one name.

Signature(s) of applicant(s):

Sl. No	Names	Signature	Address
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Date: ...

Place

No. of documents attached:

**Annexure-VII: CHECKLIST**  
(Please Tick Mark appropriately for Produced/Submitted Documents)

S.No	Description	Submitted		Page No.	
		YES	NO	From	To
1.	a.) Udyog Aadhaar Memorandum (UDYAM) Certificate (Or)				
	b.) Nation Small Industries Corporation (NSIC) Certificate (Or)				
	c.) District Industries Center (DIC) Certificate (Or)				
	d.) Small Scale Industries (SSI) Certificate (Or)				
	e.) Start-up Registration Certificate				
2.	Copy of undertaking regarding blacklist/debarred.				
3.	Vendor details & if earlier empanelled with IGMH should attached vendor code No, year of empanelment and category details.				
4.	Manufacturer's Authorization Form/OEM.				
5.	NEFT details duly filled, stamped and Signed				
6.	Copy of PAN Certificate.				
7.	Copy of GST registration Certificate.				
8.	Documentary Evidence towards EOI document of Annexure-III.(Tick mark the Following appropriately).				
9.	Past Experience and Past performance last 5 years				
10	Documentary Evidence towards Financial Standing and Turnover.(Tick mark the Following appropriately).				
	10.1 CA Certified Balance Sheet of FY 2019-20				
	10.2 CA Certified Balance Sheet of FY 2020-21				
	10.3 CA Certified Balance Sheet of FY 2021-22				
	10.4 CA Certified Profit & Loss Statements of FY 2019-20				
	10.5 CA Certified Profit & Loss Statements of FY 2020-21				
	10.6 CA Certified Profit & Loss Statements of FY 2021-22				
11	Quality Assurance.				
12	Manufacturing capabilities/tie-ups				
13	After sales service and product support.				
14	Trade Licence				



15	Other Registration certificate i.e EPF, ESI, Labour Department Licence, Electrical Licence etc.				
16	All the pages of EOI Document duly signed and stamped on every page. ( <b>Acceptance to all term and condition of the EOI without any deviations</b> ).				



Manager (MM) & CPSO  
For and On Behalf of the Chief General Manager  
India Government Mint, Hyderabad.  
Phone: 040-27268300, Extn-122