

## प्रतिभूति कागज कारखाना, नर्मदापुरम-461005 ( म.प्र. )

( भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड की इकाई )

भारत सरकार के पूर्ण स्वामित्वाधीन

मिनीस्न श्रेणी - 1 सीपीएसई एवं आई.एस.ओ. 9001 : 2015, 14001:2015, 45001:2018, 50001:2018 एवं आईईसी 17025:2017 प्रमाणित



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

(A Unit of Security Printing & Minting Corporation of India limited)

Wholly Owned by Government of India

Miniratna Category - I CPSE & ISO 9001: 2015, 14001:2015, 45001:2018, 50001:2018 & IEC 17025:2017 Certified

CIN: U22213DL2006GOI144763, GSTIN: 23AAJCS6111J3ZE

Tel. No. 07574-255259, Fax No.: 07574-255170, E-mail: gm.spm@spmcil.com, Website: http://spmnarmadapuram.spmcil.com

### NOTICE INVITING TENDER

Tender No. 6000017332/CANTEEN/MILK/22-23/659,

Dated: 03.08.2022

E-tenders are invited from eligible bidders for "Supply of Standard Milk Packets (1LTR.)". All website SPM available at our regarding tenders are details website **MSTC** and https://www.spmnarmadapuram.spmcil.com http://www.mstcecommerce.com/eproc/. In future corrigendum/extension etc., if any, shall https://www.spmnarmadapuram.spmcil.com only on website http://www.mstcecommerce.com/eproc/.

Further event details available on MSTC website (https://www.mstcecommerce.com/eproc/) is as below:

Buyer	Category
ECURITY PAPER MILL, NARMADAPURAM	Supply of Standard Milk Packet

Event Number	Description Event	Last Date
SPMCIL/Security Paper Mill Narmadapuram/Purchase/16/22-23/ET/159	Supply of Standard Milk Packet	06.09.2022 15:00 Hrs

SD/-Manager (Material) SPM, Narmadapuram

### 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.
- 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



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

(A Unit of Security Printing and Minting Corporation of India Limited)(Wholly owned by Government of India)

(Miniratna Category-I CPSE & ISO 9001:2015,

14001:2015,45001:2018,50001:2018 & IEC 17025:2017 CERTIFIED)

Website: http://spmnarmadapuram.spmcil.com

E-Mail:gm.spm@spmcil.com CIN: U22213DL2006GOI144763

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

PR Number PR Date		Indenter	Department	
10027803	22.11.2021	Canteen Sup	HR	

Not Transferable

#### **Security Classification:**

# TENDER DOCUMENT FOR PURCHASE OF: STANDARD MILK PACKET (1 LTR.)

Tender Number: 6000017332/CANTEEN/MILK/22-23/ Dated:03.08.2022

This Tender Document Contains\_\_\_\_ Pages.

Details of Contact person in SPMCIL regarding this tender:

Name: VIKAS KUMAR

Designation: Manager(Material)

Address: SPMH (Security Paper Mill, Narmadapuram)

India



### Section1: Notice Inviting Tender (NIT)

6000017332 /CANTEEN/MILK/22-23/

03.08.2022

(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	1 liter standard milk packet CMZZ007182	18000.000 EA	17000.00INR	

	TWO DID		
Type Of Tender (Two Bid/ PQB/ EOI/ RC/	TWO-BID		
Development/ Indigenization/ Disposal of	NATIONAL COMPETITIVE BID (E -		
Scrap/ Security Item etc.)	PROCUREMENT)		
Dates of sale of tender documents:	As per MSTC E-procurement Portal.		
Place of sale of tender documents	As per MSTC E-procurement Portal.		
Closing date and time for receipt of tenders	As per e-procurement on MSTC.		
Place of receipt of tenders	On MSTC E-procurement Portal.		
Time and date of opening of tenders	As per E-procurement on MSTC.		
Place of opening of tenders	ADMINISTRATION BLOCK, SPM, NARMADAPURAM		
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.21.1 of GIT)	Vikas Kumar, Manager Material		

- 2. Eligibility to participate as per Government of India's Public Procurement (Preference to Make in India) Order 2017 (as amended/ revised) and Ministry of Finance, Department of Expenditure, Public Procurement Division's Orders (Public Procurement 1, 2 and 3) F.No.6/18/2019-PPD dated 23rd/ 24th July 2020 (or any further amendments thereof) regarding eligibility of bidders from neighboring countries shall apply to this tender.
- 3. Please note that SPMCIL reserves its right to grant Purchase preferences in accordance with Government of India's Public Procurement (Preference to Make in India) Order 2017 (as amended/ revised) and Public Procurement Policy for Micro and Small Enterprises (MSEs) Amendment Order, 2018 (as amended/ revised).
- 4. Interested tenderers may obtain further information about this requirement from https://www.mstcecommerce.com/eproc/.
- 5. Tenderer may also download the tender documents from the web site https://spmnarmadapuram.spmcil.com/or https://www.mstcecommerce.com/eproc/ and submit its tender by utilizing MSTC E-procurement Portal.
- 6. Tenderer may also download the tender documents from the web site mentioned above and submit its tender by utilizing the downloaded document; the bidder must not make any changes to the contents of the documents, except for filling the required information. A certificate to this effect must be submitted by the bidder in the Tender Form (Section X).
- 7. Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are to be submitted on MSTC Govt. e-procurement portal and the website is <a href="https://www.mstcecommerce.com/eproc/">https://www.mstcecommerce.com/eproc/</a>.



- 8. 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.
- 9. The tender documents are not transferable.
- 10. The bidder, their affiliates, or subsidiaries including subcontractors or suppliers for any part of the contract should 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. A declaration to this effect shall be submitted by the bidder in the Tender Form (Section X).
- 11. EMD amount mentioned in Section VI List of Requirements shall be furnished in any one of the following forms:
  - a) Account Payee Demand Draft
  - b) Fixed Deposit Receipt
  - c) Banker's cheque

In acceptable form, otherwise the tender will not be accepted in any case. The demand draft, fixed deposit receipt or banker's cheque shall be drawn on any scheduled commercial bank in India, in favour of account and place of payment specified in the para 1 above. In case of bank guarantee, the same is to be provided from/confirmed by any scheduled commercial bank in India as per the format specified under section XIII in these documents.

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.



#### 12. Enclosed: BIDDER'S CHECK LIST BEFORE TENDER SUBMISSION

- 1. Check list (Annexure-I)
- 2. Declaration (Annexure-II)
- 3. Declaration (Annexure-III)
- 4. Declaration (Annexure-V)
- 5. Confidentiality and non-disclosure agreement.

Yours faithfully,

(Vikas Kumar) Manager(Material) For Chief General Manager

E-mail: <u>kumar.vikas@spmcil.com</u> PHONE:- (07574) 286842 & 286588

#### **CORRESPONDING ADDRESS**

THE CHIEF GENERAL MANAGER SECURITY PAPER MILL NARMADAPURAM – 461005 (M.P.)

SIGNATURE OF BIDDER WITH NAME , DESIGNATION & SEAL	
[Name, designation, address, tel. No et For and on behalf of	c. of the officer signing the document]



**DESIGNATION & SEAL** 

## <u>Section II: General Instructions to Tenderer (GIT)</u> Part I: General Instructions Applicable to all Types of Tenders





## Section II: General Instructions to Tenderer (GIT) Part II: General Instructions Applicable to all Types of Tenders



SIGNATURE OF BIDDER WITH NAME, DESIGNATION & SEAL



### **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.

(Clauses of GIT listed below include a possibility for variation in their provisions through SIT. There could be other clauses in SIT as deemed fit.)

SI. No.	GIT Clause No.	Topic	SIT Provision
1	3.	Eligible Tenderers	Applicable
2	3.4	Eligible Goods and Services (Origin of Goods)	Applicable
3	6.1	The tender documents includes:	Applicable
4	8	Pre-bid Conference	Not Applicable
5	9	Time Limit for receiving request for clarification of Tender Documents	A Tenderer requiring any clarification or elucidation on any issue of the tender documents may take up the same with SPMH in writing or by fax/e-mail/telex. SPMH will respond in writing to such request provided the same is received before 14 days prior to the prescribed date of submission of tender.
6	10.1	The Technical bid to be submitted by Tenderer shall contain the following documents, duly filled in, as required:	Applicable
7	11.2	Tender Currency	Supplier is requested to quote price in INR within 2 Decimal place. Quotation with price quote beyond 2 decimal place is ignored.
8	12.1	Tender Prices	Applicable
9	12.2,33,3 6.1	Schedule wise evaluation	Not Applicable
10	12.6	GST details	Applicable
11	14	PVC Clause & Formula	Not Applicable



12	14.4 to 14.7	Exchange Rate Variation (ERV)	Not Applicable
13	16.1 a) to c)	Documents Establishing Tenderer's Eligibility and Qualifications	Applicable
14	18.4, 18.5	Earnest Money Deposit (EMD)	Applicable.
15	19	Tender Validity	120 DAYS FROM THE DATE OF OPENING OF QUOTATION
16	20.4	Number of Copies of Tenders to be submitted	Upload on MSTC E-Procurement Portal.
17	20.8	Two Bid System	Applicable.
18	20.9	E-Procurement	Applicable
19	34. and 35.1	Comparison on CIF Destination Basis	Not Applicable
20	35.2 to 35.6	Additional Factors for Evaluation of Offers and Preferential schemes	Not Applicable
21	43	Parallel Contracts	Not Applicable
22	44.1	Serious Misdemeanors	Applicable
23	44.3	Integrity Pact	Not Applicable
24	45.1	Notification of Award	Applicable
25	50.	Applicability of additional GIT for rate Contracts	Not Applicable
26	51.	Applicability of additional GIT for PQB Tenders	Not Applicable
27	52.	Applicability of additional GIT for Tenders involving Samples	Not Applicable
28	53.	Applicability of additional GIT for EOI Tenders	Not Applicable
29	54.	Applicability of additional GIT for Tenders for Disposal of Scrap	Not Applicable
30	55.	Applicability of additional GIT for Development/Indigenization Tenders	Not Applicable
31	Special Condition	GST Returns	Supplier Should file the GST returns for outward supplies in time. SPM reserves the right to withhold the GST payment till production of evidence of filling of Returns.
32	Special Condition	TCS u/s 206C (1H) read with TDS u/s 194Q:	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.
33	Special Condition	Sec. 206AB of IT Act:	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.



## Section IV: General Conditions of Contract (GCC) Part I: General Conditions of Contract applicable to all types of Tenders

Kindly	refer	https://spmcil.	<u>com/uploa</u>	<u>addocumen</u>	<u>t/GCC/new.pdf</u>	for	further	details	(GIT	contains	36
pages)											

SIGNATURE OF BIDDER WITH NAME, DESIGNATION & SEAL



### Part II: Additional General Conditions of Contract applicable to all types of Tenders

Kindly refer <u>b</u>	https://spmcil.co	om/uploaddo	cument/G	CC/new.po	<u>lf</u> for	further	details	(GIT	contains	36

SIGNATURE OF BIDDER WITH NAME, DESIGNATION & SEAL



### **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.

(Clauses of GCC listed below include a possibility for variation in their provisions through SCC. There could be other clauses in SCC as deemed fit)

S. No.	GCC Clause No.	Topic	SCC Provision
1	1.2	Abbreviations:	APPLICABLE
2	6.1, 6.3 & 6.5	Performance Bond/ Security	REFER SECTION-VI, CLAUSE NO.5 OF THE TENDER ENQUIRY)
3	8.2	Packing and Marking	NOT APPLICABLE
4	9	Inspection and Quality Control	APPLICABLE
5	11.2	Transportation of Domestic Goods	NOT APPLICABLE
6	12.	Insurance	NOT APPLICABLE
7	15	Distribution of Dispatch Documents for clearance/ Receipt of Goods	NOT APPLICABLE
8	16.2, 16.4	Warrantee Clause	Not Applicable
9	19.3	Option Clause	The General Manager Security Paper Mill Narmadapuram may reserve 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.
10	20.1	Price Adjustment Clause	Not Applicable
11	21.	Taxes and Duties	APPLICABLE
12	22.	Terms and Mode of payments	REFER SECTION-VI, Clause No. 4 (Terms of mode of payment)
13	24.1	Quantum of LD	If the contractor fails to deliver the goods and/or services or any installment thereof within the Delivery Period, SPM Narmadapuram shall, without prejudice to other rights and remedies available to SPM, Narmadapuram under the contract, deduct from the contractor price, as Liquidated damages, a sum equivalent to the rate of 0.5 % of the delivered price of the delayed goods and/or services along with applicable GST of 18% on the LD amount, for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 10% (plus GST on the LD amount) of the delayed goods or services.



14	25.1	Bank Guarantee and Insurance for Material Loaned to Contractor	Not Applicable
15	33.1	Resolution of Disputes	APPLICABLE
16	36.3.2,	Disposal/ Sale of Scrap by Tender	Not Applicable

SIGNATURE OF BIDDER WITH NAME, DESIGNATION & SEAL



### **Section VI: List of Requirements**

Sche	Brief description of goods	HSN	Accounting	Quantity	Amount of	Place	of
dule	and services (Related	Code	unit		Earnest	Delivery	for
No.	specifications etc. are in				Money	GST	
	Section-VII)				(INR)	purpose	
1	STANDARD MILK PACKET (1 LTR.) CMZZ007182		EA	18000	Rs.17,000/-		

#### SUBMISSION OF TWO BID TENDER:

Technical bid and financial bid are to be submitted on the MSTC E-Procurement Portal. It may be noted that the price is not to be quoted either in technical bid(Technical Cover). It shall only be quoted in price bid(Price Cover). Non-adherence to this shall be making tender liable for rejection.

Tenders shall be submitted in parts as below:-

#### PART - I: TECHNO-COMMERCIAL BID

Note: Confirm the following terms and condition and submit the required documents with your Techno-commercial bid.

- (1). Technical Specification: As per Section-VII & firm can also submitted supporting documents.
- (2). Tender Fee: NOT Applicable
- (3). (i) Earnest Money Deposit: Applicable and Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.
  - (ii) MSME firm submit valid MSME Certificate containing the tendered item in store list.
- (4) Power of Attorney/ Authorization with the seal of the company of person signing the tender documents.
- (5) Containing un-priced tender consisting commercial package including all terms and conditions. No price details to be given in this tender (as per Section-X).
- (6) The tenderer shall submit the acceptance of detailed scope of work as per Section VII of this tender document.
- (7) Blank price bid duly sealed and signed without mentioning any price element.
- (8) Please confirm the offer validity, F.O.R., contract period and payment terms as per the other terms and condition of Section VI of tender document.
- (9) Submit the following declaration on your letter head with seal and sign as per the Annexure III of this tender:
  - a. 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.

- b. 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.
- c. "We are accepting all the terms and conditions of the tender document without any deviation and withdraw all deviations if any"
- (10) All Section & pages (front and back) of the tender documents strictly should be signed, name and sealed by bidder firm.
- (11) Submit the declaration duly seal and signed by Competent Authority on your letter head as per section-IX: Qualification/Eligibility criteria point no. VI (as per annexure-IV) as below:
- "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 at requirements in this regard and is eligible to be considered."
- I, the undersigned, declare that the item.....originate in.....(Name of the country).
- (12) Submit copy of valid Authorization certificate.
- (13) Submit Pan Card Copy.

#### II. PART – B: PRICE BID:

The bidders shall quote the price and other elements of price as per the format given as Section - XI of this tender documents. Insertion, post script, addition and alteration shall not be made, if any, will not be considered for calculating the price.

#### Note:

- 1. Un- Workable rates shall be liable for rejection.
- 2. "BIDDER TO FURNISH STIPULATED DOCUMENTS ALONG WITH TENDER IN SUPPORT OF FULFILLMENT OF TENDER CRITERIA. FURTHER CORRESPONDENCE IN THIS REGARD WILL NOT BE ENTERTAINED FOR ANY REASON. NON-SUBMISSION OR INCOMPLETE SUBMISSION OF DOCUMENTS MAY LEAD TO REJECTION OF OFFER
- 3. Non submission of any of the above document may lead to rejection of bid.

#### OTHER IMPORTANT TERMS AND CONDITIONS:

- (1). Validity: 120 days from the date of opening of the tender, offer valid for a shorter period shall be treated as unresponsive & rejected.
- (2). Required Delivery:
- i) Period of contract: 01 year from the date of issue of NAC/PO.
- ii) Delivery terms: F.O.R. Security Paper Mill, Narmadapuram, Canteen Section (duly unloaded)



- iii) Preferred mode of Transport: BY ROAD Transport the contracted material/ supplies. Only through register common carrier.
- (3). Delivery Schedule: 50 packets at 6:00 AM daily for 1 year.
- (4) TERMS AND MODE OF PAYMENT:
- (a)100% payment shall be done on receipt and acceptance (suitability) of goods by the SPM, Narmadapuram on every month delivery basis and on production of all required documents by the supplier.
- (b) Mode of payment: Payments to supplier are made through RTGS/NEFT. Bidder should provide Bank Account details as below
  - i. Name of the supplier
  - ii. Account no
  - iii. Account Type
  - iv. Name of the bank
  - v. Branch
  - vi. City
  - vii. Branch code
  - viii. MICR Code
  - ix. IFSC Code
- (c) payment Shall be done through RTGS/NEFT facility.
- (d) The contractor will have to provide original bill (in triplicate) To CGM, SPM, Narmadapuram on every 1st 2nd Day of each month with documentary proof of Milk rate.
- (e) Any change/revision in milk rates by distributor will be accepted only after the production of revised rate list from Manufacturer and discount of each packet that rate shall be applicable to SPM. The actual rates applicable on the date of supply will be charged. SPM will pay on the prevailing rates declared by Manufacturer.
- (f) For settlement of any related dispute contractor should contact the chairman of Canteen committee, Security Paper Mill, Narmadapuram.
- (g) The payment will be made by SPM through RTGS / NEFT to the contractor after submission of their bill duly certified by user deportment.
- (h) Applicable taxes may please mention on Price schedule/ Invoice of document along with HSN/ SAC code.
- (i) Registration certificate of GSTIN issued from the concerned authority may please be attached along with tender document.
- (5) PERFORMANCE SECURITY
- (5.1) Within twenty-one days after the issue of notification of award by SPMH, the supplier shall furnish performance security of the value equal to 03% of the value of the contract to SPMH, valid up to sixty days after the date of completion of all contractual obligations by the supplier.
- (5.2) The performance security shall be denominated in Indian Rupees or in the currency of the contract and shall be in one of the following forms:
- (a) Account payee Demand Draft or Fixed Deposit Receipt drawn on any commercial bank in India, in favour of Security Paper Mill, Narmadapuram as indicate in the clause 3 of NIT.



- (b) Bank Guarantee issued by a commercial bank in India, in the prescribed form as provided in Section XV of this document.
- (5.3) In the event of any loss due to supplier's failure to fulfill its obligations in terms of the contract, the amount of the performance security shall be payable to SPM to compensate SPM for the same.
- (5.4) In the event of any amendment issued to the contract, the supplier shall, within twenty-one days of issue of the amendment, furnish the corresponding amendment to the Performance Security (as necessary), rendering the same valid in all respects in terms of the contract as amended.
- (6) WARRANTY: Not Applicable
- (7) Procurement Preference for MSE
  - (i) From time to time, the Government of India (GoI) lays down procurement policies to help inclusive national economic growth by providing long-term support to small and medium enterprises and disadvantaged sections of society and to address environmental concerns. The Procurement Preference Policy for Micro and Small Enterprises has been notified by GoI4 in exercise of the powers conferred in Section 11 of the Micro, Small and Medium Enterprises Development (MSMED) Act, 2006.
  - (ii) Micro and Small Enterprises (MSE) must, along with their offer, provide proof of their being registered as MSE (indicating the terminal validity date of their registration) for the item tendered, with any agency mentioned in the notification of the Ministry of Micro, Small and Medium Enterprises (MSME), indicated below:
  - (a) District Industries Centres.
  - (d) Khadi and Village Industries Commission.
  - (e) Khadi and Village Industries Board.
  - (f) Coir Board.
  - (g) National Small Industries Corporation.
  - (h) Directorate of Handicraft and Handloom; and
  - (i) Any other body specified by the Ministry of MSME.
  - (iii) For ease of registration of Micro and Small Enterprises (MSEs), Ministry of MSME has started Udyog Aadhar Memorandum which is an online registration system (free of cost) w.e.f. 18th September 2015 and all Micro & Small Enterprises (MSEs) who are having Udyog Aadhar Memorandum should also be provided all the benefits available for MSEs under the Public Procurement Policy for Micro and Small Enterprises (MSEs), Order 2012.
  - (iv) The MSEs are provided tender documents free of cost and are exempted from payment of earnest money, Subject to furnishing of relevant valid certificate for claiming exemption.
  - (v) As per MSME Act, 2006 and Government of India's stimulus package announced on 13/02/2020 MSME payments have to be released within 45 days by Government and PSUs. As per the MSME Act, delays may attract punitive interest.
  - (vi) Under Public Procurement Policy for MSEs, a minimum 255 per cent share out of the total procurement by Central Government Ministries/ Departments/ Public Sector Undertakings are to be made from MSEs. To meet this target, PSUs are required to conduct special Vendor Development Programmes/ Buyer-Seller Meets for SCs/STs entrepreneurs.



(vii) If a MSE bidder quotes a price within the band of the lowest (L1) +15 per cent in a situation where the L1 price is quoted by someone other than an MSE, the MSE bidders are eligible for being awarded 25 per cent of the total tendered value if they agree to match the L1 price. In case of more than one such eligible MSE, the 25 per cent quantity is to be distributed proportionately among these bidders. Within this, a purchase preference of 4 per cent is reserved for MSEs owned by Scheduled Caste (SC)/ Scheduled Tribe (ST) entrepreneurs and 3 per cent is reserved for procurement from MSEs owned by women (if they participate in the tender process and match the L1 price). Provided that, in event of failure of such SC/ ST or Women MSE to participate in tender process or meet tender requirements and L1 price, 4 percent sub-target shall be met from other MSE. MSEs would be treated as owned by SC/ ST or women entrepreneurs:

- (a) In case of proprietary MSE, proprietor(s) shall be SC /ST or women.
- (b) In case of partnership MSE, the SC/ ST or women partners shall be holding at least 51% shares in the unit
- (c) In case of Private Limited Companies, at least 51% share shall be held by SC/ ST or women promoters.

In the opinion of Ministry of MSME, in case of tender item is non-split-able or non-dividable, etc. MSE quoting price within price band L1+15% may be awarded for full/ complete supply of total tendered value to MSE, considering spirit of policy for enhancing the Govt. procurement from MSE.

This Policy is meant for procurement of only goods produced and services rendered by MSEs and not for any trading activities by them. An MSE Unit will not get any purchase preference over another MSE Unit.

#### (8) SCHEDULE WISE EVALUATION

The Evaluation of L1 bidder shall be based on the consolidated Grand total offered by the bidder as per section - XI of this tender document.

- (9) Any dispute, arising out of the supply order/ contract will be subject to the exclusive jurisdiction of the competent court at Narmadapuram.
- (10) Authorized representatives of the tenderers, who have submitted tenders on time may attend the tender opening, provided they bring with them letters of authority through firm.
- (11) Submit Manufacturing/Authorization Certificate:
- (i) If the bidder firm is manufacturer then firm has to submit the valid registration certificate.
- (ii) If the bidder firm is not the manufacturer then firm has to submit the valid manufacturers authorization certificate/valid dealership certificate of the item supplied as per the standard form duly filled by OEM as per annexure-XIV of this tender document.
- (12) All Sections & pages of the tender documents strictly should be signed, name and sealed by bidder firm.

SIGNATURE OF BIDDER WITH NAME, DESIGNATION & SEAL



### **Section VII: Technical Specifications**

Brand - Chai Special (Sanchi/Amul/Sourabh/Shreedhee) -1Litr Pack

Qty.: 18000 Pkts.



### **Section VIII: Quality Control Requirements**

NOT APPLICABLE



### Section IX: Qualification/Eligibility Criteria

NOT APPLICABLE



### Section X: Tender Form

Date:

To, Security Paper Mill, Narmadapuram A Unit of Security Printing & Minting Corporation of India Limited (Wholly Owned by Govt. of India) Narmadapuram

Duly authorized to sign tender for and on behalf of

Narmadapuram
Ref: Your Tender document No.6000017332 /CANTEEN/MILK/22-23/ dated 03.08.2022
We, the undersigned have examined the above mentioned tender enquiry document, including amendment No, dated
If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, ir 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 - 'Specia 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 you above-referred tender enquiry.
Signature with date)
(Name and designation)



### 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:

	_ (ac aeac aaeec a ac.e.e,, aa ce.e, accase aeee
(a)	Company/Partnership Firm/Proprietary Concern/Society/Trust /NGO/Others (Please Specify):
(b)	Micro/ Small / Medium Enterprise/ SSI/ Govt. Dep't. / PSU/ Others:
(c)	Name of MSME Registering Body (NSIC/ DIC/ KVIC/KVIB etc.):
(d)	MSME Registration no. (with copy of registration):
(e)	Udyog Aadhar 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. 1	Make in India Status:
(as	ring read and understood the Public Procurement (Preference to Make in India PPP_MII) Order, 2017 amended and revised till date) and related notifications from the relevant Nodal Ministry/ Department, solemnly declare the following:
(a) (b)	Self-Certification for category of supplier:  Class-I Local Supplier/ Class-II Local Supplier/ Non-Local Supplier.  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
	<ul> <li>We do not belong to any Country whose bidders are notified as ineligible on reciprocal basis under this order</li> </ul>
	Restrictions on procurement from bidders from a country or countries, or a class of countries inder Rule 144 (xi) of the General Financial Rules 2017
d	Having read and understood the Order (Public Procurement No. 1) issued vide F.No.6/18/2019-PPE lated 23 <sup>rd</sup> July 2020 (and its amendments if any) by Department of Expenditure, Ministry of Finance and and solemnly declare the following:
	☐ We do not belong to any Country whose bidders are notified as ineligible under this order
<b>4.</b> b	<b>Debarment Status:</b> Please state whether business dealings with you currently stand suspended canned 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	contrac	t–do	not	S	tand	decla	arec
ineligible/blacklis	sted/b	oanned/deba	arred	by a	ny Go	vern	ment	Agency	anyw	here	in	the	world,	foi
participating in it	ts ten	ders, under	that o	country	's laws	or o	fficial	regulatio	ns.					

5.	<b>Penalties for false or misleading declarations:</b> 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
The Price bid should clearly	y indicate the break-up	of the price as under:-
S.No. Price Break Up	Item No. 10	
Description of HSN No.of It	em	
Basic Price per Packet	Rs	
2. GST in percentage(%)on	ıly on Rs	
Total (1+2) = "A"	Rs	
3. Other Charges, (if any)	Rs	
4. Total Price (F.O.R, SPM, (duly unloading in figures per Packet =	• ,	
5. Total Quantity 18,000 Pa	ackets	
6. Total Price (F.O.R, SPM (in figures only) =(4X5)	, Narmadapuram) Rs	
7. Total Price (F.O.R, SPM (in words only) (4X5)	, Narmadapuram) Rs	
NOTE:	iable price in Tander a	ure liable to be rejected

- (1) Conditional price & Variable price in Tender are liable to be rejected.
- (2) Bidder should mention separately regarding Duties/Taxes otherwise tax exemption Certificate may be enclosed.
- (3) Quote your rates in your quotation as per the given above price schedule format only and accept above special Condition i.e. F.O.R., VALIDITY, DELIVERY PERIOD, PAYMENT TERMS AND ALL OTHER TERMS AND CONDITION INCLUDING G.C.C.& G.I.T.OF TENDER without any deviation otherwise your offer will be rejected without any communication.
- (4) The method of evaluation of L1 criteria for awarding the contract shall be on consolidation offer by the bidder by total offered price and be decided taking into consideration of total offered price.
- (5) Please Mention your GSTN No.

SIGNATURE OF BIDDER (WITH NAME, DESIGNATION AND SEAL)



2.

### **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 misleadin g 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 seconda contacts):
□ We solemnly declare that our GST rating on the GST portal / Govt. official website is NOT



<ul> <li>negative / blacklisted during the last three financial years.</li> </ul>	
(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 XIV: Manufacturer's Authorization FORM**

Security Paper Mill, Narmadapuram A Unit of Security Printing & Minting Corporation of India Limited (Wholly Owned by Govt. of India) Narmadapuram

Dear Sirs,

Ref.: Your Tender document Nodateddated
We
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
[Signature with date, name and designation]

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
[insert: Bank's Name, and Address of issuing Branch or Office]
Beneficiary: [insert: Name and Address of SPMCIL]  D a t e :
PERFORMANCE GUARANTEE No.:_ WHEREAS(name and address of the supplier) (hereinafter
called "the supplier") has undertaken, in pursuance of contract no
AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security fo compliance with its obligations in accordance with the contract;
AND WHEREAS we have agreed to give the supplier such a bank guarantee;
NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of
undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without you needing to prove or to show grounds or reasons for your demand or the sum specified therein.
We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.
We undertake to pay SPCMIL up to the above amount upon receipt of its first written demand, without SPMCIL having to substantiate its demand.
This guarantee will remain in force for a period of sixty days after the currency of this contract and any demand ir respect thereof should reach the bank note later than the above date.
(Signature with date of the authorized officer of the Bank)
Name and designation of the officer
Seal, name & address of the Bank and address of the Branch
Name and designation of the officer

Seal name& address of the Bank and address of the Branch



### **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							
1. Name & address of the Supplier							
SPMCIL's Tender document No							
3. Supplier's Tender No							
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.							
<ol><li>Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:</li></ol>							
(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 unit Company Supplied Company Compan							



То	tal value (in figure) (In words)		
ii)		Delivery	
iii)	schedule	Details	0
•	Performance Security		
ŕ	Control  (a) Mode(s), stage(s), and place(s) of conducting inspections and tests.  (b) Designation and address of SPMCIL's inspecting officer	Quality	
v)	and dispatch instructions	Destination	
vi)	and dispatch instructions including port consignee, if any	Consignee,	
vii).	including port consignee, it any	Warranty	
/iii\	clause	Payment	
•	terms	·	
IX)	authority	Paying	
Sigr	nature, name, and address of SPMCIL's authorized official)		
or a	and on behalf of		
lece	eived and accepted this contract		
	nature, name, and address of the supplier's executive duly authorized to sign or olier)	n behalf of t	he
or a	and on behalf of		
Nan	ne and address of the supplier)		
Sea	I of the supplier)		
ate	: :		
Place	ā.		



### Section XVII: Letter of Authority for attending / Bid Opening (Refer to clause 24.2 of GIT)

#### NOTE

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.

- 1. 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.
- 2. 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 a	and Address of	the F	irm				
Bill No				Dated			
Purchase order				No Dated			
Name a	and address of	the co	onsignee				
S. No	Authority purchase	for	Description of Stores	Number or quantity	Rate Rs. P.	Price per Rs. P.	Amount
Total							
_	ST/ CGST/ SGS		ΓGST/ IGST Amou	nt			
_	cise Duty (if ap	ŕ	ole)				
4. Pa							
5. Of	Others (Please specify)						
6. P\	PVC Amount (with calculation sheet enclosed)						
7. (-)	. (-) deduction/Discount						
8. Ne	Net amount payable (in words Rs.)						
Dispato	ch detail RR No.	. othe	r proof of dispatch				
Dated .						(encl	osed)
Inspect	tion Certificate N	۱o		dated		(encl	osed)
Place a	and Date						
Receive	ed Rs						
Rupees	s)						



#### We solemnly certify that:

- a. Goods and Services Tax (GST) charged on this Bill is not more than what is payable under the provision of the relevant Act or the Rules made there under.
- b. Goods on which GST has been charged have not been exempted under the GST Act or the rules made there under and the charges on account of GST on these goods are correct under the provisions of that Act or the Rules made there under.
- c. We are registered with above indicated GSTIN as dealer in the State where in their Billing address is located for the purpose of GST.
- d. This bill form / invoice is not a replacement for the GST invoice. The proper GST invoice as per requirements of GST rules has been sent to the Purchaser as and when deliveries are made to the consignee.
- e. 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

Date: .....



a participant under the scheme.

To:

From: M/s. ....

## Section XIX: NEFT Mandate (Refer clause 22.2 of GCC)

(Inser	t Name and Address of Purchaser's Payir	ng Authority as per NIT Clause 1)	
Sub:	NEFT payments		
	efer to RBI's NEFT scheme. Our manda	ate SPMCIL for making payments to us through the	above
NATIO	ONAL 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.		
photo		nder, please attach a bank cancelled cheque or ank passbook issued by your bank for verification of	

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



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



**ANNEXURE - I** 

## TWO BID, SINGLE STAGE (TWO PACKET) TENDER BIDDER'S CHECK LIST BEFORE TENDER SUBMISSION

### Part I: - TECHNO-COMMERCIAL BID\_

S.No.	Tender Submission Check Points	Check before submission Tick (
1	Tender Fee	Not Applicable
2	Earnest Money Deposited Rs. 17,000/-	Applicable
4	Destination /work/service place :- SPM Narmadapuram	
5	Delivery Period: Acceptance of delivery period as per tender Document	
6	Tender Validity 120 days as per the tender	
7	Payment Terms as per the tender document.	
8	Technical Specification –Section VII as per tender	
9	Submit Manufacturer's Authorization form	
10	Submit the documents as per Qualification / Eligibility criteria – Section IX	
11	Blank Price Bid as per Section XI (Without Price but mention the taxes & other Other charges)	
12	Fill Tender Form – Section X duly seal & sign (Without mentioning price)	
13	Submit a document on letter head with seal and sign stating "unconditional accepting all the terms and conditions of tender enquiry without any deviations with acceptance of all section of this tender document (GIT, SIT, SCC, Quality Control requirement, Tender Form, Questionnaire etc.,)	

**NOTE:** "BIDDER TO FURNISH STIPULATED DOCUMENTS ALONG WITH TENDER IN SUPPORT OF FULFILLMENT OF TENDER CRITERIA. FURTHER CORRESPONDENCE IN THIS REGARD WILL NOT BE ENTERTAINED FOR ANY REASON. NON-SUBMISSION OR INCOMPLETE SUBMISSION OF DOCUMENTS MAY LEAD TO REJECTION OF OFFER".

### Part II: - PRICE BID\_\_\_

S.No.	Tender Submission Check Points	Check before submission Tick (
1	Price Bid as per Section XI (Price including all taxes & other charges )	

(Bidder's Seal & Sign)



#### ANNEXURE - II

## Tender No. 6000017332/CANTEEN/MILK/22-23/, Dated: 03.08.2022 (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"
- 4. "We Declare that If we withdraw or modify our bids during period of validity of tender etc. than we will be suspended for the period of 03 years from the date of opening of tender."

Signature
Name
Designation
Date
Stamp of the Organization



ANNEXURE – III

### Tender No. 6000017332/CANTEEN/MILK/22-23/, Dated: 03.08.2022 (To be submitted on the letter head)

**DECLARATION** (Refer GIT Clause No.3.5)

"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
country or, if from such a country, has been registered with the Competent Authority. I hereby certify that
M/s (firm's name) fulfills at 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 itemoriginate in(Name of the country).
Signature
Name
Designation
Date
Stamp of the Organization



### ANNEXURE -IV

## Tender No. 6000017332/CANTEEN/MILK/22-23/, Dated: 03.08.2022 (To be submitted on the letter head)

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

Ve	ndor Code:					
M/	s					
PAN			<u>-</u>	GSTIN		
I/V	Ve (Legal Na	me and Comp	lete Address)			PAN: (PAN No.)
-		_	-			ring to the provisions of
		Act, 1961, her	•			S F
	Financial Year	Aggregate TDS & TCS credit in	Income Tax Return ("ITR")	E-filing Acknowledgement Number (15 digit –	Date of Filing of Return of income u/s	Aadhaar number or will link it before
		our name was Rs. 50,000 or more ("Yes/No")	Filed ("Yes/No")	number) (Attach copy of acknowledgements)	139/1 (DD/MM/YYYY)	30 June 2021 (or any further date as may be notified by CBDT ("Yes/No")
	2018-19					
	2019-20					
and acc	d is truly state count of the fa	ted. In case th	ere is a tax li ation/declara		al consequences wh	above is correct, complete ich are levied on SPM on I for the same.
Au	unorizea Sign	atory				
Da	te:					
	te: In case th lowing rates, i	•	d to comply w	vith the above provision	s, TDS shall be ded	ucted at the higher of the
	(ii) at twice	the rate specif the rate or rat te of five per c	es in force; or	vant provision of the Act;	or	