



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

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

भारत सरकार के पूर्ण स्वामित्वाधीन

भिनील 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. 6000017656/PURCHASE/614,

Dated: 02.08.2022

E-tenders are invited from eligible bidders for "Engaging an agency for Advertisement Publication". All the details regarding tenders are available at our SPM website <https://www.spmNarmadapuram.spmCIL.com> and MSTC website <http://www.mstcecommerce.com/eproc/>. In future corrigendum/extension etc., if any, shall be published only on website <https://www.spmNarmadapuram.spmCIL.com> and <http://www.mstcecommerce.com/eproc/>.

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

Buyer	Category
SECURITY PAPER MILL, NARMADAPURAM	ADVERTISEMENT SERVICES

Event Number	Description Event	Last Date
SPMCIL/Security Paper Mill Narmadapuram/Purchase/11/22- 23/ET/119	Advertisement Services	23.08.2022 15:01 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.
6. 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)
(Mini Ratna Category-I CPSE & ISO 9001:2015,
14001:2015,45001:2018,50001:2018 & IEC 17025:2017 CERTIFIED)
Website : <http://spmarmadapuram.spmcil.com>
E-Mail:gm.spm@spmCIL.com CIN: U22213DL2006GOI144763

PR Number	PR Date	Indenter	Department
11009957	27.06.2022	Purchaser	PURCHASE

Not Transferable

Security Classification:.....

TENDER DOCUMENT FOR HIRING OF: ENGAGING AN AGENCY FOR ADVERTISEMENT PUBLICATION

Tender Number: 6000017656/PURCHASE/614

Dated: 02.08.2022

This Tender Document Contains 42 Pages.

Details of contact person in SPMCIL regarding this tender:

Name: Neeraj Kumar
Designation: Manager (TO)
Address: SPM (SPMH Narmadapuram)
India



Section 1: Notice Inviting Tender (NIT)

6000017656 /PURCHASE
(SPMCIL's Tender SI No.)

02.08.2022
(Date)

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

Schd . No.	Brief Description of Goods/services	Quantity (with unit)	Earnest Money (In Rupee)	Remarks
1	Engaging an Advertising Agency	1.000 AU	48000.00 INR	
1	Publication of NIT & other Advertisement	*00000.000 AU		
Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)			TWO-BID (EXPRESS TENDER) National Competitive Bid	
Dates of issue of tender documents			From 02.08.2022 to 23.08.2022 during office hours.	
Place of issue of tender documents			MSTC E-PROCUREMENT PORTAL https://www.mstcecommerce.com/eproc/	
Closing date and time for receipt of tenders			23.08.2022, 15:00 Hrs	
Place of receipt of tenders			MSTC E-PROCUREMENT PORTAL https://www.mstcecommerce.com/eproc/	
Time and date of opening of tenders			23.08.2022, 15:01 Hrs	
Place of opening of tenders			MSTC E-PROCUREMENT PORTAL	
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.21.1 of GIT)			MR. NEERAJ KUMAR Manager (TO)	

Abbreviation:-

"AU" MEANS ACTIVITY UNIT, "NOS" MEANS NUMBERS

2. Eligibility to participate as per Government of India 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 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 the above office selling the documents. They may also visit our website mentioned above for further details.
5. 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).
6. 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 <https://www.mstcecommerce.com/eproc/>.
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 sold/ received/ opened on the next working day at the appointed time.
8. The tender documents are not transferable.
9. 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).
10. EARNEST MONEY DEPOSIT (EMD): The earnest money (Non-interest bearing) for a total value of Rs. 48,000.00.

EMD Shall be furnished in one of the following forms-

- a. Account Payee Demand Draft or
- b. Fixed Deposit Receipt or (First beneficiary name "Security Paper Mill Should be printed" otherwise EMD will not be accepted.



c. Banker's cheque.

The demand draft, fixed deposited receipt or banker's cheque shall be drawn on any scheduled commercial bank in India, in favor of SECURITY PAPER MILL PAYABLE AT NARMADAPURAM. The earnest money shall be valid for a period of forty five days beyond the validity period of the tender. In case EMD not as per format bid will be rejected.

11. PERFORMANCE SECURITY:

- (11.1) In case of order material in your favor for Rs. 2,50,000/- or above, the supplier shall furnish the performance security amount/ Security Deposit(S.D) (3% of the ordered value) before supply of material after issue of NAC by SPM Narmadapuram within 21 days, in favor of The Security Paper Mill payable at Narmadapuram. The performance security shall be valid upto 60 days after the date of completion of all contractual obligations by the supplier including warranty obligations and it will be returned back without any interest to successful tenderer after completion of all contractual obligations.
- (11.2) 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 favor 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.
- (11.3) In the event of any loss due to suppliers 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.
- (11.4) 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.
12. GeM: Undersigned confirms that the required goods mentioned above are not available on GeM as per GeM - Availability Report and Past Transaction Summary (GeM - AR&PTS). This unique ID is GEM/GARPTS/07072022/30HIEY5I9A17/Dated 07/07/2022
- (a) It is not possible to extract GeM – AR & PTS report due to urgency or non-functioning of GeM at that time or due to non-availability of internet connection



13. 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 GoI 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 Centers.
 - (b) Khadi and Village Industries Commission.
 - (c) Khadi and Village Industries Board.
 - (d) Coir Board.
 - (e) National Small Industries Corporation.
 - (f) Directorate of Handicraft and Handloom; and
 - (g) 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 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. Under Public Procurement Policy for MSEs, a minimum 25 per cent share out of the total procurement by Central Government Ministries/ Departments/ Public Sector Undertakings is to be made from MSME's. To meet this target, PSUs are required to conduct special Vendor Development Programmes/ Buyer-Seller Meets for SCs/STs entrepreneurs.



- (vi) 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 per cent 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

IMPORTANT NOTE:-

- (1) The tender documents are not transferable.
- (2) SPMs Right to Accept any Tender and to Reject any or All Tenders SPM reserves the right to accept in part or in full any tender or reject any tender without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of contract, without incurring any liability, what so ever to the affected tenderer or tenderers.
- (3) 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.



Encl:

1. Check list (Annexure-I)
2. Declaration (Annexure-II),
3. Declaration (Annexure-III)
4. Declaration (Annexure-IV)

Yours faithfully,

(Neeraj Kumar)
Manager (Material)
For Chief General Manager
[E-mail: neeraj.kumar@spmciil.com](mailto:neeraj.kumar@spmciil.com)
PHONE :- (07574) 286847, 286776

CORRESPONDING ADDRESS

THE CHIEF GENERAL MANAGER
SECURITY PAPER MILL
NARMADAPURAM-461 005 (M.P.)
Website: <http://spmarmadapuram.spmciil.com>
FAX:- (07574)-255170

SIGNATURE OF BIDDER WITH NAME

DESIGNATION & SEAL

(Name Designation, Address telephone number etc., of the officer signing the document)

For and on behalf of



Section II: General Instructions to Tenderers (GIT)

Part 1: General Instructions Applicable to all type of Tenderers

Kindly refer <https://spmciil.com/uploaddocument/GIT/new.pdf> for further details (GIT contains 61 pages)

SIGNATURE OF BIDDER WITH NAME,
DESIGNATION & SEAL



Section II: General Instructions to Tenderers (GIT)

Part II: Additional General Instructions Applicable to Specific type of Tenderers

Kindly refer <https://spmcil.com/uploaddocument/GIT/new.pdf> for further details (GIT contains 61 pages)

SIGNATURE OF BIDDER WITH NAME,
DESIGNATION & SEAL



Section III: Specific 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).

Sr No	GIT Clause No.	Topic	SIT Provision
01	3	Eligible Tenderers	Applicable
02	3.4	Eligible Goods and Services (Origin of Goods)	All goods and related services to be supplied under the contract shall have their origin in India or other countries, subject to any restriction imposed in this regard in Section III (SIT) The term 'origin' used in this clause means the place where the goods are mined, grown, produced, or manufactured or from where the related services are arranged and supplied.
03	6.1	The tender documents includes	Applicable
04	8	Pre-bid Conference	Not Applicable
05	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 10 working days prior to the prescribed date of submission of tender.
06	10.1	Techno bid submitted shall contain documents filled as required	Applicable
07	11.2	Tender Currency	Supplier is requested to quote price within 2 decimal place. Quotation with price quote beyond 2 decimal place is ignored.
08	12.1	Tender Prices	Applicable
09	12.2,33,36.1	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. a) to c)	Documents Establishing Tenderer's Eligibility and Qualifications	Applicable
14	18.4, 18.5	Earnest Money Deposit (EMD)	Applicable (As per NIT Section-1)
15	19	Tender Validity	120 days from opening date of quotation.
16	20.4	Number of Copies of Tenders to be submitted	One copy in original
17	20.8	Two Bid System	Applicable
18	20.9	E-Procurement	Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents and are to be submitted on MSTC Govt. e-procurement portal and the website is https://www.mstcecommerce.com/eproc/
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	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	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	Sec. 206 A B 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 206 AB.
32	Special Condition	GST Returns	Supplier Should file the GST returns on time; SPM reserves the right to withhold the payment of GST till production of evidence of filling of Returns.
33	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



Section IV: General Conditions of Contract (GCC)

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)

Sr.No.	GCC Clause	Topic	SCC Provision
01	1.2	Abbreviations:	Applicable
02	6.1, 6.3 & 6.5	Performance Bond/ Security	Applicable (As Per NIT Section - 1 Sr.No. 11)
03	8.2	Packing and Marking	Not Applicable
04	9	Inspection and Quality Control	Not applicable
05	11.2	Transportation of Domestic Goods	Not Applicable
06	12.	Insurance	Not Applicable
07	14.1	Incidental Services	Not Applicable
08	15	Distribution of Dispatch Documents for clearance/ Receipt	Applicable
12	16.4	Warrantee Clause	Not Applicable
13	19.3	Option Clause	The Chief General Manager Security Paper Mill Hoshangabad 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.
14	20.1	Price Adjustment Clause	Not Applicable
15	21.	Taxes and Duties	Applicable



16	22.	Terms and Mode of payments	The payment will be made by SPM through RTGS / NEFT to the firm after submission of their bill duly certified by Manager (Material) in three copies along with Newspaper copies in which the advertisement has been actually published and DAVP rates list of the Newspaper for timely payment. Hindi publication will be done in Hindi Newspaper & English publication will be done in English Newspaper. Any deviation as reported by the Manager (Material) will be taken care separately during the next bill.
17	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 Hoshangabad shall, without prejudice to other rights and remedies available to SPM, Hoshangabad 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....
18	24.1	Quantum of LD performance, subject to a maximum deduction of the 10% (plus GST on the LD amount) of the delayed goods or services
19	25.1	Bank Guarantee and Insurance for Material Loaned to Contractor	Not applicable
20	33.1	Resolution of Disputes	Applicable



Section VI: List of Requirements

Schedule No.	Brief Description of goods and services (Related Specifications etc. are in Section-VII)	Accounting Unit	Quantity	Amount of Earnest Money	Remark
1	Engaging an Advertising Agency	AU	1.000	48000.00INR	

1. Brief Description of Services:-

Engaging an Advertising Agency for Publishing Tenders and other Advertisements of SPM, Narmadapuram in Newspapers at DAVP rates duly discounted for a period of 12 months.

2. Terms of Delivery:-

Advertisements shall be Published immediately (Not later than 7 days) after the issue of NAC/PO from SPM.

3. Value of Contract:-

The Estimated value of contract is Rs. 24.00 Lakh (Rupees Twenty Four Lakh only.) whereas the value mentioned is based on the anticipated requirement without any commitment.

4. SUBMISSION OF TENDER:

(4.1) Techno-commercial bid and Price bid are to be submitted separately through MSTC e-procurement portal <https://www.mstcecommerce.com/eproc/> on or before the due date of the submission of the tender. Further, it may be noted that the price is not to be quoted either in the pre-qualification or in techno-commercial bid. It shall only be quoted in price bid. Non-adherence to this shall be making tender liable for rejection.

(4.2) The bid is to be submitted in two parts are as follows:

(1) Bid: TWO BID (In Two Parts)

PART-A: TECHNO-COMMERCIAL BID:



i) Consisting of all technical specification as per section VII of this Tender document & commercial conditions. It should not have any price /price elements of the item being offered.

ii) Tender document fee of Rs. Nil.

iii). EARNEST MONEY DEPOSIT (EMD): Tender should be accomplished with Earnest money Deposit of Rs. 48,000.00

EMD Shall be furnished in one of the following forms-

- (a) Account Payee Demand Draft or
- (b) Fixed Deposit Receipt or
- (c) Banker's cheque.

The demand draft, fixed deposited receipt or banker's cheque shall be drawn on any scheduled commercial bank in India, which is in first beneficiary & in favor of SECURITY PAPER MILL PAYABLE AT NARMADAPURAM. The earnest money shall be valid for a period of forty five days beyond the validity period of the tender. If EMD not found as per format given, bid will be rejected.

- iv) One format of blank Price bid to be furnished without price/ price elements to know whether the firm furnished clearly all charges as required in our Price Schedule shown at Section: XI of this document.
- v) Tender Validity: 120 days from the date of opening of tender, offer valid for a shorter period shall be treated as unresponsive & rejected.
- vi) The tender shall submit detailed offer as per Technical Specification as per the Section - VII of this tender documents.
- vii) One Format of Blank Price Bid duly signed no. Price detail in to be given in this bid. In case of any price details in given, then the Bids are liable to be rejected.
- viii) Payment term: The payment will be made by SPM through RTGS / NEFT to the firm after submission of their bill duly certified by Dy. Manager (Material) in three copies along with Newspaper copies in which the advertisement has been actually published and DAVP rates list of the Newspaper for timely payment. Hindi publication will be done in Hindi Newspaper & English publication will be done in English Newspaper. Any deviation as reported by the Manager (Material) will be taken care separately during the next bill.
- ix) Taxes: If any - Please strictly incorporate in our NIT Section - XI only in percentage (%).
- x) Warranty: Not Applicable



- xi) No Deviation Certificate: Bidder should confirm in their quotation, "We accepted of all terms and conditions duly with technical specification of tender document without any deviation".
- xii) Submit the declaration duly seal and signed by Competent Authority on your letter head (as per Annexure-III) as Follows:

"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."

- xiii) The Firm should not have been debarred / blacklisted by any Govt./Semi Govt. Department or Court. Declaration shall be submitted along with bid.
- xiv) The tenderer shall submit the declaration duly seal and signed on your letter head as per Annexure-II of this tender.
- xv) EVALUATION FOR L1 :

The Evaluation of L1 bidder shall be based on the maximum discount offered on DAVP rates by the bidder as per section XI of this tender document.
- xvi) Please provide acceptance of tender validity, period of contract, terms of delivery and payment terms as per tender.
- xvii) All Section & pages of the tender documents strictly should be signed, name and sealed by bidder firm.

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 document. Insertion, post script, addition and alteration shall not be made, if any, will not be considered for calculating the price.

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.

SIGNATURE OF BIDDER WITH NAME,

DESIGNATION & SEAL



Section VII: Technical Specifications

Scope of Work: -

- i. Engaging an Advertising Agency for Publishing Tenders and other Advertisements of SPM, Narmadapuram in Newspapers at DAVP rates duly discounted for a period of 12 months.
- ii. Advertisements shall be Published immediately (Not later than 7 days) after the issue of NAC/PO from SPM.
- iii. The Estimated value of contract is Rs. 24.00 Lakh (Rupees Twenty Four Lakh only. Whereas the value mentioned is based on the anticipated requirement without any commitment.
- iv. The contractor has to provide the tender layout/design for approval to SPM Narmadapuram before publishing in newspaper.
- v. The successful contractor has to submit newspaper cutting as a proof of advertisement published.
- vi. The successful contractor has to provide E-paper copy of newspaper on next day after publication of advertisement through mail.



Not Applicable

Section VIII: Quality Control Requirements



Section IX: Qualification/Eligibility Criteria

1. The Bidder firm should meet following eligibility criteria to qualify in the Techno-Commercial bid:

A. Experience and past performance:

The bidder should have experience of having successfully completed similar kind of services i.e., publishing Tender Notices or any advertisements in leading newspapers for the value at least Rs. 9.60 Lakh, in any one of the last five years ending on 31.03.2021.

Note: *The 'Experience and Past experience criteria' is exempted for Startups and Micro and Small Enterprises.*

B. Capacity: - The bidder must have capability to provide the relevant services.

C. Financial Standing:-

- (i) The average annual financial turnover of the bidder during the last three years, ending on 31.03.2021, should be at least Rs. 9,60,000/- (or equivalent in foreign currency at exchange rate prevalent on 31st March 2021) as per the annual report (audited balance sheet and profit & loss account) of the relevant period, duly authenticated by a Chartered Accountant/ Cost Accountant in India or equivalent in relevant countries.

Note: *The 'Average Annual Turnover criteria' is exempted for Startups and Micro and Small Enterprises.*

- (ii) The bidder should not have suffered any financial loss for more than one year during the last three years, ending on 31.03.2021.

- a) The net worth of the bidder should not be negative on 31.03.2021 and also should not have eroded by more than 30% in the last three years, ending on 31.03.2021.

Note: (i) *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.*

(ii) *All financial standing data should be certified by certified accountant's e.g. Chartered Accounts (CA) in India and Certified Public Accountants/Chartered Accountants of other countries.*

(iii) *Bidder to furnish stipulated documents in support of fulfillment of qualifying criteria. Non- submission or incomplete submission of documents may lead to rejection of offer.*



Section X: Tender Form

Date.....

To,

.....

(Complete address of SPMCIL)

Ref: Your Tender document No..... dated

We, the undersigned have examined the above-mentioned tender enquiry document, including amendment No....., dated..... (if any), the receipt of which is hereby confirmed. We now offer to supply and deliver..... (description of goods and services) in conformity with your above referred document for the sum shown in the price schedule(s), attached herewith and made part of this tender.

If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, in 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 – “Special Conditions of Contract”, for due performance of the contract.

We agree to keep our tender valid for acceptance for a period upto....., 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 upto 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 confirm that in case of downloaded Tender Document, we have not changed/ edited its contents. We realize that in case any such change is noticed at any stage including after the award of contract, we would be liable to action under clause 44 of the GIT.



We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We also solemnly declare as under:

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:

- (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. Make in India Status:

Having read and understood the Public Procurement (Preference to Make in India PPP_MII) Order, 2017 (as amended and revised till date) and related notifications from the relevant Nodal Ministry/ Department, and solemnly declare the following:

- (a) Self-Certification for category of supplier:
 - Class-I Local Supplier/
 - Class-II Local Supplier/
 - Non-Local Supplier.
- (b) 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
 - We do not belong to any Country whose bidders are notified as ineligible on reciprocal basis under this order

3. Restrictions on procurement from bidders from a country or countries, or a class of countries under Rule 144 (xi) of the General Financial Rules 2017

Having read and understood the Order (Public Procurement No. 1) issued vide F.No.6/18/2019-PPD dated 23rd July 2020 (and its amendments if any) by Department of Expenditure, Ministry of Finance under the above provision and solemnly declare the following:

- We do not belong to any Country whose bidders are notified as ineligible under this order



4. Debarment Status: Please state whether business dealings with you currently stand suspended/ banned 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 contract–do 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.

5. Penalties for false or misleading declarations: 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 understand 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

OFFER FORM for Tender No..... Date of opening.....Time..... Hours.....We..... hereby certify that we are established firm of manufacturers / authorised agents of M/s.....with factories atwhich are fitted with modern equipment and where the production methods, quality control and testing of all materials and parts manufactured or used by us are open to inspection by the representative of(Name of Purchaser)..... We hereby offer to supply the following items at the prices indicated below:

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

S.no.	Details of heads	Percentage (%)
	SAC CODE IN 6 DIGITS	
1	Discount offered in DAVP rates in (%)	
2	Tax in any in (%)	
3	Other charges if any	

Note:

1. Evaluation of L1 bidder shall be done on maximum discount quoted by the bidder in percentage (%) on DAVP rates.

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 secondary contacts)

.....

3. It is hereby certified that we have understood the General and Special Instructions to Tenderers (GIT and SIT), and also the General and Special Conditions of Contract (GCC and SCC)



attached to the tender and have thoroughly examined specifications/ Quality Control Requirements and other stipulations in Section VII & VIII – Technical Specifications and Quality Control Requirements; and are thoroughly aware of the nature of stores required and our offer is to supply stores strictly in accordance with the requirements and according to the terms of the tender. We agree to abide solely by the General and Special Conditions of Contract and other conditions of the tender in accordance with the tender documents if the contract is awarded to us.

4. We hereby offer to supply the stores detailed above or such portion thereof, as you may specify in the acceptance of tender at the price quoted and agree to hold this offer open for acceptance for a period of _____ days from the date of opening of tender (i.e., upto _____), We shall be bound by the communication of acceptance despatched within the prescribed time.

Dated.....

Signature and seal of *Manufacturer/Bidder*

Note:

- (i) The Bidder may prepare their own offer forms as per this Performa.
- (ii) No change in the Performa is permissible.
- (iii) No erasures or alternations in the text of the offer are permitted. Any correction made in the offer shall be initiated by the bidder.
- (iv) Figures in Columns 5 to 7 (both inclusive) and in Break-up of price in column 6, should be in both figures and words.
- (v) This Section should not bring in any new Technical Parameter that has not been mentioned in the Technical Bid.

SIGNATURE OF BIDDER WITH NAME,
DESIGNATION & SEAL



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 misleading 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 secondary contacts):

- We solemnly declare that our GST rating on the GST portal / Govt. official website is NOT negative / blacklisted during the last three financial years.

.....

(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

To

.....

.....

(Name and address of SPMCIL)

Dear Sirs,

Ref. Your Tender document No, dated

We,.....who are proven and reputable manufacturers of *(name and description of the goods offered in the tender)* having factories at, hereby authorize Messrs. *(name and address of the agent)* to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred tender enquiry documents for the above goods manufactured by us.

We further confirm that no supplier or firm or individual other than Messer’s..... *(name and address of the above agent)* is authorized to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred tender enquiry documents for the above goods manufactured by us.

We also hereby extend our full warranty, as applicable as per clause 16 of the General Conditions of Contract read with modification, if any, in the Special Conditions of Contract for the goods and services offered for supply by the above firm against this tender document.

Yours faithfully,

.....

.....

[Signature with date, name, and designation]

for and on behalf of Messrs.....

Name & address of the manufacturers

Note: This letter of authorization should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.



Section XV: Bank Guarantee Form for Performance Security

**PROFORMA OF BANK GUARANTEE FOR CONTRACT PERFORMANCE
GUARANTEE BOND**

(ON BANK'S LETTERHEAD WITH ADHESIVE STAMP)

Ref

Date.....

Bank Guarantee No.....

To,

(Insert Name & Address of the Purchaser)

Dear Sir,

- 1 Against contract vide Notification for Award of the Tender No..... dated covering supply of (herein after called the 'contract') entered into between the (insert name of Purchaser) (herein after called as the Purchaser) and M/s (herein after called the 'Contractor'), this is to certify that, at the request of the Contractor, we (name of the bank), are holding in trust in favor of the Purchaser, the amount of (write the sum here in words), to indemnify and keep indemnified the Purchaser, against any loss or damage that may be caused to, or suffered by the Purchaser, by reason of any breach by the Contractor of any of the terms and conditions of the said contract and/or in the performance thereof. We agree that the decision of the Purchaser, whether any breach of any of the terms and conditions of the said contract and/or in the performance thereof has been committed by the Contractor; and the amount of loss or damage that has been caused or suffered by the Purchaser, shall be final and binding on us, and the amount of the said loss or damage shall be paid by us,

- 2 We (name of the bank), further agree that, the guarantee herein contained, shall remain in full force and effect, for sixty days after the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period whichever is later, i.e. till....., (hereinafter called the 'said date') and that if any claim accrues or arises against us.....(name of the bank), by virtue of this guarantee before the said date, the same shall be enforceable against us..... (name of the bank), notwithstanding the fact that the same is enforced within six months after the said date, provided that notice of any such claim has been given to us, (name of the bank), by the Purchaser, before the said date. Payment under this bond of guarantee shall be made promptly, upon our receipt of notice to that effect, from the Purchaser.



- 3 It is fully understood that this guarantee is effective from the date of the said contract and that we..... (name of the bank), undertake not to revoke this guarantee during its currency, without the consent in writing of the Purchaser.
- 4 We undertake to pay to the Purchaser, any money so demanded, notwithstanding any dispute or disputes raised by the Contractor, in any suit or proceeding pending before any Court or Tribunal, relating thereto, our liability under this present, being absolute and unequivocal. The payments so made by us under this bond, shall be a valid discharge of our liability for payment thereunder, and the Contractor shall have no claim against us, for making such payments.
- 5 We..... (name of the bank), further agree that the Purchaser shall have the fullest liberty, without affecting in any manner our obligations hereunder, to vary any of the terms and conditions of the said contract, or to extend time of performance by the Contractor, from time to time, or to postpone for any time or form, time to time, any of the powers exercisable by the Purchaser, against the said Contractor and to for bear or enforce any of the terms and conditions relating to the said contracts and we.....
(name of the bank), shall not be released from our liability under **(name of the bank)**, shall not be released from our liability under this guarantee, by reason of any such variation or extension being granted to the said Contractor, or for any forbearance and/or omission on the part of the Purchaser, or any indulgence by the Purchaser towards the said Contractor, or by any other matter or thing whatsoever, which under the law relating to sureties, would, but for this provision, have the effect of so releasing us from our liability under this guarantee.
- 6 This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor.

Date:

Place:

Signature.....

(Printed Name).....

(Designation).....

Witnesses

(Bank's Common Seal)



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 dated

1. Name & address of the Supplier
2. SPMCIL's Tender document No datedand subsequent Amendment No, dated.....(If any), issued by SPMCIL.
3. Supplier's Tender No..... dated..... and subsequent communication(s) No.....dated (If any), exchanged between the supplier and SPMCIL in connection with this tender.
4. 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.*

5. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:
 - 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	Accounting unit	Quantity to be supplied	Unit Price (in Rs.)	Total price



Any other additional services (if applicable) and cost there of:
 Total value (in figure) _____ (In words) _____

ii. Delivery schedule

iii. Details of Performance Security

iv. Quality Control

(a) Mode(s), stage(s), and place(s) of conducting inspections and tests.

(b) Designation and address of SPMCIL's inspecting officer

v. Destination and dispatch instructions

vi. Consignee, including port consignee, if any

vii. Warranty clause

viii. Payment terms

ix. Paying authority

(Signature, name, and address of SPMCIL's authorized official)

For and on behalf of

Received and accepted this contract

(Signature, name, and address of the supplier's executive duly authorized to sign on behalf of the supplier)

For and on behalf of

(Name and address of the supplier)

.....

(Seal of the supplier)

Date:

Place:



Section XVII: Letter of Authority for attending a Pre-bid Conference/ Bid Opening

(Refer to clause 24.2 of GIT)

The General Manager

Unit Address

Subject: Authorization for attending bid opening on _____ (date) in the Tender of _____.

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of (Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signatures
I.		
II.		
Alternate Representative		
Signatures of bidder or Officer authorized to sign the bid Documents on behalf of the bidder		

NOTE

1. 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.
2. 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.
3. Permission for entry to the hall where even is held may be refused in case authorization as prescribed above is not produced.



Section XVIII: Performa of Bills for Payments

(Refer Clause 22.6 of GCC)

Name and Address of the Firm

Bill No Dated

Purchase order No Dated

Name and address of the consignee

S. No	Authority for purchase	Description of Stores	Number or quantity	Rate Rs. P.	Price per Rs. P.	Amount
Total						

1. GST/ CGST/ SGST/ UTGST/ IGST Amount
2. Freight (if applicable)
3. Excise Duty (if applicable)
4. Packing and Forwarding charges (if applicable)
5. Others (Please specify)
6. PVC Amount (with calculation sheet enclosed)
7. (-) deduction/Discount
8. Net amount payable (in words Rs.)
9. TCS (u/s 206C (1 H) of IT Act in not applicable, as SPM will deduct TDS U/s 194Q.

Dispatch detail RR No. other proof of dispatch

Dated (enclosed)

Inspection Certificate No dated (enclosed)

Place and Date

Received Rs



Rupees)

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



Section XIX: NEFT Mandate

(Refer clause 22.2 of GCC)

From: M/s.

Date:

To:

(Insert Name and Address of Purchaser's Paying Authority as per NIT Clause 1)

Sub: NEFT payments

We refer to RBI's NEFT scheme. Our mandate SPMCIL for making payments to us through the above scheme to our under noted account.

NATIONAL 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.	

In Lieu of Bank Certificate to be obtained as under, please attach a bank cancelled cheque or photocopy of a cheque or front page of your bank passbook issued by your bank for verification of the above particulars.



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 a participant under the scheme.

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 (Refer as per Section VI-List of Requirement, PART-A)**

S.No.	Tender Submission Check Points	Check before submission Tick (<input checked="" type="checkbox"/>)
1	Tender Fee -NIL	Not applicable
2	Earnest Money Deposited as per section VI	
3	Tender Document duly Seal & Signed	
4	F.O.R. /Place of work:- SPM Narmadapuram duly unloaded	
5	Blank Price Bid as per Section XI (Without Price)	
6	Tender Validity 120 days as per the tender	
7	Technical specification/ Scope of work as per Section VII	
8	Payment Terms as per Section V	
9	Submit Manufacturer's Authorization form (if applicable)	
10	Accept the Warranty clause as per Section –V	
11	Fill Tender Form- Section X Duly seal & sign (without mentioning price)	
12	Acceptance of Delivery period, Delivery terms, validity of tender. As per Section VI	
13	Submit declaration as per Annexure I , II, III & IV	
14	Certificate of local content as per public procurement (Preference to Make in India)	
15	Submits documents as per section IX : Qualification/Eligibility Criteria	

Part II: - PRICE BID

S.No.	Tender Submission Check Points	Check before submission Tick (<input checked="" type="checkbox"/>)
1	Price Bid as per Section XI (Price including all taxes & other charges)	

.....
(Bidder's Seal & Sign)

Note:

1. Copy of this completed checklist to be necessarily enclosed along with bid.
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."



ANNEXURE – II

(To be submitted on the letter head)

DECLARATION

We do hereby declare that,

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

Signature.....

Name.....

Designation.....

Date.....

Stamp of the Organization.....



ANNEXURE – III

(To be submitted on the letter head)

DECLARATION

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India. I certify that M/s.....
(firm's name) is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that M/s.....
(firm's name) fulfills 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 item.....originate in.....(Name of the country).

Signature.....

Name.....

Designation.....

Date.....

Stamp of the Organization.....

**ANNEXURE –IV****(To be submitted on the letter head)****Declaration for Section 206AB of TDS under Income Tax Act, 1961**

Vendor Code: _____

M/s _____

PAN _____

GSTIN _____

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

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

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

FOR _____

Authorized Signatory

Date:

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

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