

Bid Document

| Bid Details | |
|--|---|
| Bid End Date/Time | 10-11-2022 18:00:00 |
| Bid Opening Date/Time | 10-11-2022 18:30:00 |
| Bid Offer Validity (From End Date) | 120 (Days) |
| Ministry/State Name | Ministry Of Finance |
| Department Name | Department Of Economic Affairs |
| Organisation Name | Security Printing And Minting Corporation Of India Limited (spmci) |
| Office Name | Janpath |
| Total Quantity | 3350 |
| Item Category | LINE ITEM 1 PRESSURE SENSITIVE SELF ADHESIVE PAPER TAPE WIDTH 32 MM LENGTH 250 METER , LINE ITEM 2 PRESSURE SENSITIVE SELF ADHESIVE PAPER TAPE WIDTH 38 MM LENGTH 250 METER |
| BOQ Title | Pressure Sensitive Self Adhesive Paper Tape |
| Minimum Average Annual Turnover of the bidder (For 3 Years) | 5 Lakh (s) |
| Years of Past Experience Required for same/similar service | 1 Year (s) |
| MSE Exemption for Years Of Experience and Turnover | Yes |
| Startup Exemption for Years Of Experience and Turnover | Yes |
| Document required from seller | Experience Criteria,Past Performance,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |
| Past Performance | 40 % |
| Bid to RA enabled | No |
| Primary product category | LINE ITEM 1 PRESSURE SENSITIVE SELF ADHESIVE PAPER TAPE WIDTH 32 MM LENGTH 250 METER |
| Time allowed for Technical Clarifications during technical evaluation | 2 Days |
| Evaluation Method | Item wise evaluation |

EMD Detail

| | |
|----------|----|
| Required | No |
|----------|----|

ePBG Detail

| | |
|-------------------------------------|---------------|
| Advisory Bank | Indusind bank |
| ePBG Percentage(%) | 3.00 |
| Duration of ePBG required (Months). | 14 |

(a). The EMD % will be applicable for each schedule/group selected during Bid creation.

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

Beneficiary:

India Security Press, Nashik
 India Security Press, Nashik-422101
 (Chief General Manager)

Splitting

Bid splitting not applied.

MII Purchase Preference

| | |
|-------------------------|-----|
| MII Purchase Preference | Yes |
|-------------------------|-----|

Reserved for MSE

| | |
|------------------|-----|
| Reserved for MSE | Yes |
|------------------|-----|

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for number of Financial years as indicated above

in the bid document before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.

5. Preference to Make In India products (For bids < 200 Crore):Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. However, eligible micro and small enterprises will be allowed to participate .In case Buyer has selected Purchase preference to Micro and Small Enterprises clause in the bid, the same will get precedence over this clause.

6. Procurement under this bid is reserved for purchase from Micro and Small Enterprises whose credentials are validated online through Udyog Aadhaar for that product category. If the bidder wants to avail the reservation benefit, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service.

7. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

8. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 40% of bid quantity, in at least one of the last three Financial years before the bid opening date to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year) to be submitted along with bid in support of quantity supplied in the relevant Financial year. In case of bunch bids, the category related to primary product having highest bid value should meet this criterion.

Evaluation Method (Item Wise Evaluation Method)

Contract will be awarded schedulewise and the determination of L1 will be done separately for each schedule. The details of item-consignee combination covered under each schedule are as under:

| Evaluation Schedules | Item/Category | Quantity |
|-----------------------------|--|-----------------|
| Schedule 1 | Line Item 1 Pressure Sensitive Self Adhesive Paper Tape Width 32 Mm Length 250 Meter | 3250 |
| Schedule 2 | Line Item 2 Pressure Sensitive Self Adhesive Paper Tape Width 38 Mm Length 250 Meter | 100 |

LINE ITEM 1 PRESSURE SENSITIVE SELF ADHESIVE PAPER TAPE WIDTH 32 MM LENGTH 250 METER

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

| | |
|------------|-----------|
| Brand Type | Unbranded |
|------------|-----------|

Technical Specifications

| | |
|-------------------------------|---------------------------|
| Specification Document | View File |
| BOQ Detail Document | View File |

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

Consignees/Reporting Officer and Quantity

| S.No. | Consignee/Reporting Officer | Address | Quantity | Delivery Days |
|-------|-----------------------------|---|----------|---------------|
| 1 | Biplab Basak | 422101,India Security Press, Nashik Road Nashik , Maharashtra | 3250 | 47 |

LINE ITEM 2 PRESSURE SENSITIVE SELF ADHESIVE PAPER TAPE WIDTH 38 MM LENGTH 250 METER

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

| | |
|------------|-----------|
| Brand Type | Unbranded |
|------------|-----------|

Technical Specifications

| | |
|-------------------------------|---------------------------|
| Specification Document | View File |
| BOQ Detail Document | View File |

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

Consignees/Reporting Officer and Quantity

| S.No. | Consignee/Reporting Officer | Address | Quantity | Delivery Days |
|-------|-----------------------------|---|----------|---------------|
| 1 | Biplab Basak | 422101,India Security Press, Nashik Road Nashik , Maharashtra | 100 | 47 |

Buyer Added Bid Specific Terms and Conditions

1. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of SPMCIL, Unit India Security Press, Nashik payable at Nashik. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

2. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of SPMCIL, Unit India Security Press, Nashik A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

3. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

A. MINIMUM QUALIFICATION CRITERIA

1. Experience: The bidder firm should have Manufactured and Supplied at least 1340 Rolls (at least 250 Meter Length of each Roll) of similar type of Adhesive Paper Tape in any one year during last five years i.e. from 01st April 2017 to 31st March 2022.

Note: Start-ups and Micro and small Enterprises are exempted from Experience and Past Performance criteria. In case any bidder is seeking exemption from Experience and Past Performance criteria, the supporting documents to prove his eligibility for exemption must be submitted for evaluation.

2. Capability, equipment and manufacturing facilities:- The Bidder firm must have an annual capacity to manufacture and supply at least 1340 Rolls (at least 250 Meter Length of each Roll) of Adhesive Paper Tape. Undertaking regarding this requirement shall be submitted by the bidder on their Letter Head.

3. Financial Standing:

a) The average annual turnover of the bidder during the last three years, ending on 31.03.2022 should be at least Rs.4,45,214/- as per the annual report (Audited Balance sheet and Profit & Loss Account) of Financial Year 2019-2020, 2020-2021 & 2021-2022, duly authenticated by a chartered Accountant/Cost Accountant in India or equivalent in relevant countries

Note: The Average Annual Turnover criteria are exempted for Start-ups and Micro and Small Enterprises. In case any bidder is seeking exemption from Turnover criteria, the supporting documents to prove his eligibility for exemption must be submitted for evaluation.

b) The bidder should not have suffered any financial loss for more than one year during the last three years, ending on '31.03.2022'.

(i) The net worth of the Bidder should not be negative on '31.03.2022' and also

(ii) Should not have eroded by more than 30% in the last three years, ending on '31.03.2022'.

4. Certificate of MSE: The firm must have a valid registration certificate as MSE issued by NSIC, DGS&D or any authorized body by Ministry of MSME for Manufacturing of the tendered item and the same shall be submitted by the firm along with tender/bid.

5. The Bidder shall give following undertakings/Declaration on their Letter Head regarding this requirement.

i) Non Blacklisting: The firm should give a declaration that, We, M/s. <Name of the bidder firm> have not been black-listed/debarred for dealing by Government of India/PSU/Reputed Organisation in the Past.

ii) Agree to withdraw all deviations: The declaration that “We, M/s. <Name of the bidder firm> agree to withdraw all the deviations, if any, unconditionally and accept all the terms and conditions of the tender document including the technical specifications”.

B. TECHNICAL SPECIFICATIONS

(To be submitted on firm’s Letter Head as a token of acceptance)

ITEM:- PRESSURE SENSITIVE SELF-ADHESIVE PAPER TAPE FOR BACK BINDING OF MICR CHEQUE -BOOKS

SPECIFICATION:- (In addition to IS-4664-1968 “G”)

- I.** The Tape made of hard sized Kraft Paper with Mat Finish and coated uniformly on one side with an adhesive and other side with silicon to protect it from sticking between the layer of the Tape itself.
- II.** The base paper shall be made of Kraft Paper, hard sized to resist adhesive penetration and flexible to ensure folding for perfect bending & parting on the back (spine) of bound booklet.
- III.** The adhesive shall be homogeneous and free from solid particles so as to give a smooth finish on application to the base paper. It shall emit no objectionable odour in dry or wet state, shall readily adhere to the base paper and be quickly activated with pressure. The adhesive shall not contain any material, which is known to be toxic. It should be environmental friendly and specially formulated to give fast tack and strong bonding. The other side of the Tape should be uniformly coated with silicon over all surface to avoid the sticking between the layer of the Tape.

I. PHYSICAL PARAMENTERS:-

LINE ITEM 1: PRESSURE SENSITIVE SELF-ADHESIVE PAPER TAPE WIDTH 32 MM(± 1.5 MM), LENGTH 250 METER

| | |
|--------------------------------|--------------------|
| Paper substance: | 70 ± 05 GSM |
| Tensile Strength: | 60.5 N/10 MM Width |
| Bursting Strength: | 28.5 (Minimum) |
| Coated Paper substance: | 110 (Minimum) GSTM |
| Tape width: | 32 MM(± 1.5 MM) |
| Tape Length: | 250 Mtrs. |

Adhesion performance: When the adhesive Tape is separated from the Buff Pulp board of 170 GSM to 210 GSM, after fixing the fiber of the Buff pulp board (Cover Sheet) will be released long with the fibers of the Pulp board.

LINE ITEM 2: PRESSURE SENSITIVE SELF-ADHESIVE PAPER TAPE WIDTH 38 MM (± 1.5 MM), LENGTH 250 METER

| | |
|--------------------------------|--------------------|
| Paper substance: | 70 ± 05 GSM |
| Tensile Strength: | 60.5 N/10 MM Width |
| Bursting Strength: | 28.5 (Minimum) |
| Coated Paper substance: | 110 (Minimum) GSTM |
| Tape width: | 38MM (± 1.5 MM) |
| Tape Length: | 250 Mtrs. |

Adhesion performance: When the adhesive Tape is separated from the Buff Pulp board of 170 GSM to 210 GSM, after fixing the fiber of the Buff pulp board (Cover Sheet) will be released along with the fibers of the Pulp board.

II. PACKING:-The Tape shall be evenly and firmly wounded on a cylindrical core having a inside diameter of 03.00 inch. The cylindrical core shall be rigid enough not to collapse under ordinary conditions of transportation and usage. On unwinding a roll of gummed tape, adjaace layer shall come out easily without affecting the coating of the paper. The gummed side Tape shall face the core. Tape edge of the roll shall be neatly cut and the tape on each roll shall be one continuous strip or shall be suitably joined at not more than two places. The distance between any two consecutive joints shall not be less than three Meters.

The Length of the tape on each roll shall be calculated from the total weight of the roll (without core) and the mean weight of two specimens, each two Meter long, taken at random from the roll.

III. GENERAL REQUIREMENTS:- Before making bulk supply the successful bidder may be asked to supply at least Five rolls of each line item for trial purpose.

- 1) Supplier should submit a certificate along with each batch confirming specification.
- 2) The Firm should ensure that the life of gum should be minimum one year, so there with be no drying of gum in the roll.

C. Pre-Dispatch Sample and Delivery Schedule & Quality Control Requirement:-

(To be submitted on firm's Letter Head as a token of acceptance)

1) Pre-Dispatch Sample:- A Sample of 5 Roll of each line item is to be submitted for trial purpose for free of cost, before bulk Supply. Sample must be submitted within 10 days from the date of issue of Supply Order/GeM Contract. Sample suitability will be conveyed to the supplier within 07 days from the date of receipt of sample.

2) Delivery Schedule:- After approval of Sample, the total quantity is to be supplied within 30 days from the date of receipt of sample approval.

3) Quality Control Requirement:-

(i) The material supplied by the successful bidder will be accepted on all parameters as per specification provided in the Bid Document. The purchaser reserves the right to get the material supplied tested from in-house laboratory or any other laboratory of repute and in case the material is found not meeting the specification, the purchaser shall be entitled to cancel the contract, and if so desired, purchase or otherwise the purchase of the stores at the risk and cost of the contractor.

(ii) After receipt of goods, the goods will be inspected/tested at ISP. If any defect/variation is noticed then the same will be replaced free of cost by the supplier/seller up to India Security Press, Nashik Road, failing which equivalent amount of defective material will be deducted in the subsequent bills or from any amount due to them.

D. Special Conditions of Contract (SCC)

(To be submitted on firm's Letter Head as a token of acceptance)

1) Transportation of Goods: The transportation of goods to be procured will be done by the supplier on FOR ISP Basis. The total cost of the transportation should be indicated in the price bid of the item to be procured.

2) Insurance: Since Indigenous bidder has to deliver the material on FOR ISP Nashik basis therefore the cost of the insurance will also the part of the cost of the material borne by the supplier. A specific insurance cover for each consignment/supply is to be given by firm, as applicable.

3) Distribution of Dispatch Documents for Clearance/Receipt of Goods: The supplier shall send all the relevant dispatch documents well in time to ISP Nashik to enable ISP Nashik to clear or receive (as the case may be) the goods in terms of the contract.

4) Taxes and Duties: Supplier shall be entirely responsible for all taxes, duties, fees, levies etc. incurred until delivery of the contracted goods to SPMCIL. If the tenderer fails to include taxes and duties as per law of the land in the tender, no claim thereof will be considered by purchaser at a later stage.

5) Terms and Mode of Payment: 100% payment will be released within ten (10) days of issue of consignee receipt-cum-acceptance certificate (CRAC) and on-line submission of bills. The payment will be

done through online mode only. Therefore, the suppliers have to produce all the Bank details such as Name of Bank, Account No., IFSC Code No., MICR No. along with the Tender document. TDS, if any, will be deducted as applicable.

6) NOTE:

1. The terms and conditions, guidelines of SPMCIL Procurement Manual Version 2.0 will be applicable to this bid at any stage to avoid any conflict at later stage. Kindly refer GIT and GCC of SPMCIL Procurement Manual Version 2.0 for additional terms and conditions as per the links given below:

GIT: <https://spmCIL.com/uploaddocument/GIT/new.pdf>

GCC: <https://spmCIL.com/uploaddocument/GCC/new.pdf>

2. All experience, past performance and capacity/ capability related/ data should be certified by the authorized signatory of the bidder firm.

3. Decision on Finalization of tender will be taken based on the documents submitted along with the tender. All documents must be submitted as per tender requirement failing which offers will be liable for rejection.

4. All the pages submitted are to be sealed & signed by Authorised Signatory failing which tender shall be treated as unresponsive.

BIDDER MUST SUBMIT REQUIRED DOCUMENTS ALONG WITH BELOW MENTIONED CHECKLIST-

| Sr. No. | Description | Submitted /Not Submitted | Page No. |
|---------|--|--------------------------|----------|
| 1. | Documentary evidence towards Experience as per clause A. 1. mentioned under Buyer Added Bid Specific ATC | | |
| 2. | Undertaking towards Capability, equipment and manufacturing facilities as per clause A. 2. mentioned under Buyer Added Bid Specific ATC | | |
| 3. | Documentary evidence towards Financial Standings (i.e. Audited Balance Sheet and Profit & Loss Account of Financial Year 2019-2020, 2020-2021 & 2021-2022) as per clause 'A.3.' mentioned under Buyer Added Bid Specific ATC | | |
| 4. | Valid registration certificate as MSE issued by NSIC, DGS&D or any authorized body by Ministry of MSME as per clause A.4. mentioned under Buyer Added Bid Specific ATC | | |
| 5. | Undertaking/Declaration on firm's Letter Head as per Clause A.5. (i)&(ii) mentioned under Buyer Added Bid Specific ATC | | |
| 6. | Adherence to the Technical Specification on firm's Letter Head, as per Clause B mentioned under Buyer Added Bid Specific ATC | | |

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|-----------|--|--|--|
| 7. | Adherence to the Pre-Dispatch Sample and Delivery Schedule & Quality Control Requirement, as per Clause C mentioned under Buyer Added Bid Specific ATC | | |
| 8. | Adherence to the Special Conditions of Contract (SCC) as per Clause D mentioned under Buyer Added Bid Specific ATC | | |
| 9. | Certificate of Local Content | | |

4. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

5. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity/restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and/or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents/clauses shall also be null and void. If any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

[This Bid is also governed by the General Terms and Conditions](#)

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---Thank You---