



प्रतिभूति मुद्रणालय  
**SECURITY PRINTING PRESS**



(भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड की इकाई)  
(A unit of Security Printing and Minting Corporation of India Limited)  
(भारत सरकार के पूर्ण स्वामित्वाधीन / Wholly owned by Government of India)

टंकसाल कंपाउण्ड, सैफाबाद, हैदराबाद / **Mint Compound, Saifabad, HYDERABAD-500 063**

E-mail: spp.hyd@spmci.com

GSTIN: 36AAJCS6111J1Z9

Ph: 040-23253621

Website: <http://spphyderabad.spmcil.com>

CIN No. U22213 DL 2006 GOI 144763

Fax: 040-23456687

**PRE-QUALIFICATION BID DOCUMENT**  
**(POB)**

Not Transferable  
Security Classification: **Security**

**INTERNATIONAL PRE-QUALIFICATION BID (POB) NOTICE FOR PROCUREMENT OF SHEET FED PROGRAMMABLE LASER MICRO PERFORATING MACHINE. QUANTITY – 1 NO.**

**Tender No. SPPH/A-II/E-414/2021-22/4930**

**Date : 31-03-2022**

**This Tender Document Contains 18 Pages.**

**Tender Documents is sold to:**

M/s _____
Address _____

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

( Sd/-)  
Sayan M Barua  
Manager (TO)/CPSO  
For Chief General Manager,  
Security Printing Press, Saifabad,  
Hyderabad – 500 063,  
Telangana, India.  
Ph. No.: (+) 91-40-23253611/ 23253607  
Fax : (+) 91-40-2345 6687  
Email : spp.hyd@spmci.com

**Note:** The word “SPMCIL” in this SBD hereinafter is referred to as “Security Printing Press, Hyderabad, a unit of SPMCIL”.



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PQB No. SPPH/A-II/E-414/2021-22/4930

Date: 31-03-2022

**SECTION - I : NOTICE INVITING TENDER (NIT)**

**Sealed tenders are invited from eligible and qualified tenderers for supply of following Goods and Services :**

Sl. No.	Brief Description of Goods / Services.	Quantity (with unit)	Earnest Money	Remarks
1	SHEET FED PROGRAMMABLE LASER MICRO PERFORATING MACHINE	1 no	-NIL-	
Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security item etc.)		Pre-Qualification Bid (International Competitive Bidding)		
Dates of sale of PQB documents:		<b>Not Applicable</b>		
Price of the Tender Document		Not Applicable.		
Place of sale of tender documents		Administration Office, Security Printing Press, Hyderabad		
Closing date and time for receipt of tenders		On <b>20-05-2022 at 10:45:00 IST</b>		
Place of receipt of tenders		Tender box at Administration Office Gate of SPP, HYD		
Time and date of opening of tenders		On <b>20-05-2022 at 11:00:00 IST</b>		
Place of opening of tenders		Administration Block, SPP, Hyderabad.		
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.21.1 of GIT)		Kishor P Khandekar, Manager(Materials)		

2. Description of material: Procurement of Sheet fed programmable laser micro perforating machine, Qty: 1 no.

3. Interested bidders may obtain further information about this requirement from the above office. They may also visit our website <https://www.spphyderabad.spmcl.com> for further details.

4. Tender document fee: Not applicable.

5. Bidder may download the tender documents by visiting the website <https://www.spphyderabad.spmcil.com> and then to the link “latest tenders” and submit their tender by utilizing the downloaded document.

6. Bidders shall ensure that their bids, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are dropped in the tender box located at the address given below on or before the closing date and time indicated in the Para 1 above, failing which the tenders will be treated as late and rejected.

7. Tender by post/ hand/ courier received on or before the due date and time shall be accepted. Postal delay/ delay by courier service etc. shall not be condoned after the Due date and time.

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 Bidders are required to submit all essential documents as per Section II: Eligibility Criteria along with the bid, failing which the eligibility of the tenders shall be evaluated and decided on the basis of only documents available with the bid. Further correspondence in this regards will not be entertained.**

11. Content of Tender Documents: The tender document includes:-

- (a) Section I : Notice inviting tender
- (b) Section II : Eligibility Criteria
- (c) Section III : General Instructions for the bidders
- (d) Section IV : Application for Pre-qualification
- (e) Section V : Form of Manufacturer's Authorization letter
- (f) Section VI: Format for Details of Key personnel of the bidders company
- (g) Section VII: Letter of Authority for attending Bid Opening
- (h) Annexure 'I': Self declaration for Company and Director(s)
- (i) Annexure 'II' Declaration on exclusivity of the product for India.

(Sd/-)

(Sayan M Barua)

Manager (TO) & CPSO

For Chief General Manager,

Security Printing Press, Saifabad,

Hyderabad - 500 063 (Telangana), India

Ph. No.: (+) 91-40-23253611/ 23253607

Fax : (+) 91-40-2345 6687

Email : spp.hyd@spmCIL.com

## **SECTION-II: ELIGIBILITY CRITERIA**

1.) The Bidder firm should meet following eligibility criteria to qualify in the prequalification bid:

**(a) Experience and past performance:** The bidder shall be a manufacturer that has regularly for at least the last three years manufactured, supplied, erected, commissioned “Sheet fed Programmable Laser Micro Perforating machine” with the same or higher specifications of atleast one number in last five years ending on 31-03-2021. At least one number of the product offered for supply should be in successful operation for at least one year on the date of bid opening.

**Note: MSEs and Startups are exempted from above eligibility criteria i.e., (1) (a) Experience and Past Performance under "MSME Scheme / Registered under Startup Campaign Scheme".**

**(b) Capability, equipment and manufacturing facilities:**

The bidder firm must have an annual capacity to manufacture and supply one number of Sheet fed Programmable Laser Micro Perforating machine (An undertaking should be submitted along with the Bid to this effect). The bidder should indicate the following information regarding capacity:-

- i. Name of the machine utilized to supply the quoted product.
- ii. The number of the machine being utilized for the production and the capacity of each machine.
- iii. Total Annual Capacity of the Manufacturer.
- iv. Supply order in hand and proportionate capacity to supply quoted amount

**(c) Financial standing:**

- i. Average Annual financial turnover of the Bidder firm during last three years i.e., 2018-2019, 2019-2020 and 2020-2021 for the financial year ending 31-03-2021, should be more than INR 5,36,80,000/- or USD 709,771/- or EU 638,819/- as per the annual report (audited balance sheet and profit & loss account) of the relevant period duly authenticated by Chartered Accountant/ Cost Accountant in India or equivalent in other countries.
- ii. The Bidder Firm should not have suffered any financial loss for more than one year during the last three years i.e., 2018-2019, 2019-2020 and 2020-2021 for the financial year ending 31-03-2021.
- iii. The net worth of the firm
  - (a) Should not be negative as on 31-03-2021/ relevant period.
  - (b) Should not have eroded by more than 30% in the last three years i.e., 2018-2019, 2019-2020 and 2020-2021 for the financial year ending on 31-03-2021.

**Note:- The bidders who follow calendar year as financial year, the financials for above mentioned points may be submitted for last three years ending 31-12-2018, 31-12-2019, 31-12-2020.**

**Note: MSEs and Startups are exempted from eligibility criteria i.e., (c) (i) Average Annual turnover under "MSME Scheme / Registered under Startup Campaign Scheme".**

**Note:-**

- i. All experience, past performances and capacity / capability related data should be certified by authorized signatory of the bidder firm. The credentials regarding experience and past performance to the extent required as per eligibility criteria submitted by bidder should be verified from the parties for whom work has been done.
- ii. All financial standing data should be certified by certified accountants e.g. Chartered Accountants (CA) in India and Certified Public Accountant / Chartered Accountant in other countries.
- iii. Micro and Small Enterprises, Startups are relaxed from the above eligibility criteria for point 1(a) Experience and Past Performance & (c)(i) **Average Annual turnover** as per Policy circular no.

1(2)(1)2016-MA dated 10th March 2016 issued by Government of India, Ministry of Micro Small & Medium Enterprises, New Delhi.

- iv. Relaxation may also be given under Order No P-45021/2/2017-B.E.-II dt: 15.06.2017 for Public Procurement (Preference to Make in India) issued by Ministry of Commerce and Industry, Department of Industry and Internal Trade (Public Procurement Section), and Order No 6/18/2019-PPD dt: 23.07.2020 for prior registration on procurement from bidders from a country or countries on ground of Defence of India and national Security, issued by Ministry of Finance, department of Expenditure (Public Procurement Division).
- v. Bidders have to furnish stipulated documents in support of fulfillment of PQB Criteria.
- vi. Non-submission or incomplete submission of above required documentary evidence may lead to rejection of offer.
- vii. The bidder should not be suspended / banned by any Ministry / Deptt. of Government of India or by any State Govt. / PSU / Undertaking / declaration certificate for the same must be submitted in Pre-Qualification Bid.
- viii. The above eligibility criteria is to be fulfilled by Principal Manufacturer only. All documentary proof to that effect have to be submitted.

#### **CONDITIONS FOR MICRO AND SMALL ENTERPRISES (MSEs)**

- i. As per Public Procurement Policy (PPP) for Micro & Small Enterprises (MSEs) Order, 2012 issued vide Gazette Notification dated 23.03.2012 by Ministry of Micro, Small and Medium Enterprises of Gov. of India, MSEs must be registered with any of the following in order to avail the benefits / preference available vide Public Procurement Policy MSEs Order, 2012.
  - a) District Industries Centers (DIC)
  - b) Khadi and Village Industries Commission (KVIC)
  - c) Khadi and Village Industries Board
  - d) Coir Board
  - e) National Small Industries Corporation (NSIC)
  - f) Directorate of Handicraft and Handloom
  - g) Any other body specified by Ministry of MSME (MoMSME)
  - h) Udyog Aadhaar Acknowledgment / Udyog Aadhaar Memorandum issued by MoMSME.
- ii. MSEs participating in the tender must submit valid & authorized copy of certificate of registration with any one of the above agencies. In case of bidders submitting DIC registration certificate shall attach original notarised copy of the DIC certificate. The MSE's Bidder to note and ensure that nature of services and goods / items manufactured mentioned in MSEs certificate matches with the nature of the services and goods / items to be supplied as per Tender.
- iii. Traders / resellers / distributors / authorized agents will not be considered for availing benefits under PP Policy 2012 for MSEs as per MSE guidelines issued by MoMSME.
- iv. The registration certificate issued from any one of the above agencies must be valid as on Bid closing date of the tender. Bidder shall ensure validity of registration certificate in case bid closing date is extended.
- v. The MSEs who have applied for registration or renewal of registration with any of the above agencies / bodies, but have not obtained the valid certificate as on close date of the tender, are not eligible for exemption / preference.
- vi. Relaxation of Norms for Micro & Small Enterprises (MSEs): Pre-qualification criteria with respect to Prior Turnover and Prior experience may be relaxed for Micro & Small Enterprises as per GOI guidelines subject to meeting of quality and technical specifications.

#### **CONDITIONS FOR START-UP COMPANIES**

- i. Subject to meeting of Quality and Technical Specifications, SPP may consider allowing the participation of "Startup" companies with capability to execute the supply / services, as per technical specifications / perform the job as per scope of work specified in the tender and subject to meeting extant & relevant guidelines of Government of India. This should be confirmed and substantiated in the technical bid.

- ii. The bidder who intends to participate as "Start up" company should enclose the Certificate of Recognition issued by Department of Industrial Policy and Promotion, Ministry of Commerce & Industry, Govt. of India during submission of Technical bid.
- iii. Prequalification Criteria with respect to Prior Turnover and Prior Experience may be relaxed for Start-ups as per the GOI guidelines.
- iv. However, there may be circumstances like procurement of items / services related to public safety, health, critical security operations and equipment, etc wherein SPP reserves the right to not consider relaxation of Prior Turnover and Prior Experience for Start up Companies as per GOI guidelines.
- v. Start up Companies who are also registered as MSEs and wish to avail the benefits as applicable to MSE, shall submit relevant documents covered under Conditions for Micro and Small Enterprises elsewhere in this tender.

2. The bidder shall provide the details of the ownership of the company and details of owners/ directors along with complete addresses of the owners/ directors and their other activities. If the company is owned by another company, similar details of the owner should be provided. The details are to be provided as per the format given in Section VI : Format for Details of Key personnel of the bidders company and Annexure-I: Self declaration for Company and Director(s) and Annexure-II: Declaration to be submitted by bidder.

***Note: Bidders have to provide date and designation along with seal of the Director/key persons as per the prescribed pro-forma while submitting their details. All information should be neatly typed on the prescribed pro-forma.***

3. Capacity/ Capability related data should be certified by the authorized signatory of the bidder firm. The credentials regarding capacity to the extent required as per eligibility criteria submitted by bidder will be verified.

4. The bidder has to submit a copy of audited financial documents (Balance sheets, Profit & Loss account statements etc.,) or Audited Annual reports in support of clause no.1(c) above.

All the above financial data has to be duly certified by certified accountants e.g. Chartered Accountants (CA) in India. The financial data and documents certified by any other authority shall not be accepted.

***Note: The bidder company may use the financial criteria of its own holding company or its Principal manufacturer in this case, However the Holding company and/or the Principal manufacturer / collaborator will have to counter guarantee the financials and/or bank guarantees as issued for the purpose of this PQB.***

## **5. Other Eligibility requirements for the Bidders:**

(a) The application should be submitted in English Language. The authenticated copies of the documents in support of the applicant's claims must be submitted in English language.

(b) The bidder shall indicate/ certify that authorized signatory is competent and legally authorized to submit the tender and/ or to enter into legally binding contract.

(c) Manufacturers/ manufacturers under license or their authorized dealers who are exclusively appointed by the principal manufacturer to represent them in the country shall be eligible to apply or to take part in the bid. One manufacturer can authorize only one agent/ dealer. There can be only one bid from:

The principal manufacturer directly or through one Indian agent on his behalf.

(d) Principal manufacturer should meet all the Qualifying/Eligibility Criteria. In case, the authorized agent is submitting the tender documents, they shall also submit necessary details of key personnel as per Section: VI (Format for submission of Key Personnel details) and declarations as per Annexure-I and II for security clearance.

(e) Manufacturer's Authorization Letter: In case the bidder firm/ bidder offers to supply "SHEET FED PROGRAMMABLE LASER MICRO PERFORATING MACHINE", which is manufactured by some other firm, the bidder has to be duly authorized by the manufacturer of the stated material to quote for and supply the same to Security Printing Press, Hyderabad, a unit of SPMCIL. The bidder shall submit the Manufacturer's Authorization Letter to this effect as per the standard form provided under Section V: Manufacturers' Authorization Letter in this document.

(f) An undertaking on Rs.100/- denomination NJSP paper from the domestic bidder(s) regarding their "declaration of no change in Board of Directors/Key persons" since the last security clearance granted to them, shall be submitted with the PQB document, if applicable.

**NOTE:**

***If an agent is participating on behalf of a Manufacturer with the support of Manufacturer Authorization Certificate, the above said eligibility criteria should be complied by Manufacturer only but not by the Agent. Also Order shall be placed on the successful Principal Manufacturer only.***

**6. Following Undertaking has to be submitted by the bidder:**

- a) Undertaking that the product supplied by the bidder to India is strictly exclusive and a separate product/service offered to India which cannot be replicated by/in other countries.
- b) Undertaking that the operations carried out in Pakistan/China, if any, will be suitably firewalled from the contract/operations with Govt. of India and no employee who has previously worked or been posted in Pakistan/China and No Pakistani/Chinese national or a person of Pakistani/Chinese origin will be engaged by the company for this project. Please submit duly-filled in Annexure 'II'.
- c) Undertaking that if the company/bidder firm is found indulging in acts inimical or prejudicial to India's national security or interest, the tender/contract will be liable to be terminated.
- d) Undertaking that "The production facilities and transport of the raw material should be adequately secured to prevent pilferage and/or to circumvent threats from anti-national elements".
- e) Undertaking that "A designated security agency may conduct periodic security audits apart from emergency inspections of the production facilities/transport arrangements".
- f) Undertaking that "The company should inform to Department/Security Printing Press, Hyderabad, regarding criminal case(s), if any, registered against the company, owner, promoter or any of its directors after the issue/award of contract".
- g) The firm/bidder shall submit an Undertaking that "We agree to withdraw all deviations, if any, unconditionally and accept all the terms and conditions of the tender document including the technical specifications".
- h) It is mandatory for the bidder/ supplier to inform to Security Printing Press, Hyderabad, regarding any changes in management control or ownership of the company/ operator(s)/ executing the project.
- i) The bidder is required to submit the undertaking that "the information given in the documents are correct and the bidder is aware that in case any information provided is found to be false at a later stage, Security Printing Press, Hyderabad reserves the right to reject/ disqualify the bidder at any stage of the tendering process without assigning any reason".
- j) Undertaking that "At a later stage, if the bidder found guilty during the tendency of tender and

contract period, suitable action will be initiated by purchaser including blacklisting”.

- k) Undertaking that “Purchaser may visit the bidder’s manufacturing facilities at any time during the tendency of tender and contract for verification, if required”.
- l) Undertaking that “The firm shall not reveal the technical specifications of the tendered item contained in the main tender document to be issued subsequently to PQB qualified and security cleared bidders of this PQB to any third party”
- m) Undertaking that “The firm will not supply the SPP specific tendered item to any other third party/country and it will be responsible to maintain secrecy, security and exclusivity in case a contract is awarded.”
- n) Undertaking that the authorized signatory is competent and legally authorized to submit the tender and/or to enter into legally binding contract i.e. Power of Attorney of the authorized signatory.
- o) Declaration that the bidder firm/Principal Manufacturer/Agent has not been blacklisted/debarred by any government agency/PSU/Reputed Organization.



### **SECTION-III: GENERAL INSTRUCTION FOR THE BIDDERS**

- (a) The bidder shall provide testimony in support of the requirements given in Section II: Eligibility Criteria, wherever applicable, failing which the PQB will be summarily rejected without further correspondence.
- (b) Only those bidders, who will be found eligible in the Pre-Qualification Bid and Security Cleared by Government of India, will be issued tender documents and detailed specifications.
- (c) The applications as per enclosed format are to be submitted in a sealed cover super-scribing on the top of the cover **“Pre-Qualification bid document for the manufacture and supply of Sheet fed Programmable Laser Micro Perforating machine, Qty: 1 no”** due date and time as per Section 1 (NIT) along with the tender number and to be submitted to the Chief General Manager, Security Printing Press, Hyderabad - 500 063, Telangana, India.
- (d) Applications received after the due date and time shall be summarily rejected. The responsibility to submit PQB before the due date and time rests with Bidder and Security Printing Press, Hyderabad, will not entertain any explanation/ reason for late submission.
- (e) Security Printing Press, Hyderabad, will not be responsible for any kind of delay in submission of bids.
- (f) The bidder is required to submit the undertaking that “the information given in the documents are correct and the bidder is aware that in case, any information provided is found to be false at a later stage, Security Printing Press, Hyderabad, reserves the right to reject/ disqualify the bidder at any stage of the tendering process without assigning any reason”.
- (g) Whenever there is any change in the Board of Directors, promoters or location of the company, it would be obligatory on the part of the Bidder/ contracted company to inform Security Printing Press, Hyderabad, for seeking a fresh security clearance.
- (h) The credentials regarding capacity to the extent required as per eligibility criteria submitted by bidder will be verified..
- (i) The bidder firm/Principal Manufacturer should confirm the possession of adequate material security arrangements to protect the integrity of the security features and should have written security plan for their storage and accounting.
- (j) The successful bidder(s) shall give Performance Security of three percent of the respective order value which will be intimated to them after getting qualified in Pre-Qualification Bid.
- (k) The representative of bidders who wish to attend the bid opening, shall carry a duly filled-in Section-IX: Letter of Authority for attending bid opening.
- (l) **The Chief General Manager, Security Printing Press, Hyderabad, India 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, whatsoever to the affected tenderer or tenderers.**

## **SECTION- IV: APPLICATION FOR PRE-QUALIFICATION**

**PQB NO. SPPH/A-II/E-414/2021-22/4930, dated: 31-03-2022 for Manufacture and supply of Sheet fed Programmable Laser Micro Perforating machine, Qty: 1 no.**

1. Name and address of the company/firm/Organization:

2. The production capacity of the Bidder firm to manufacture and supply Sheet fed Programmable Laser Micro Perforating machine:

(a) Installed capacity:

(b) Production capacity:

3. The annual capacity of the bidder to manufacture and supply of Sheet fed Programmable Laser Micro Perforating machine.

4. Financial details for last three years (to be certified by independent CA/CPA)

Sl No	Financial year	Annual Turnover (in.....)	Profit/ Loss (in.....)	Net worth (in.....)	Remarks
(a)	2018-2019				
(b)	2019-2020				
(c)	2020-2021				

5. **Following Undertaking has to be submitted by the bidder:**

- Undertaking that the product supplied by the bidder to India is strictly exclusive and a separate product/service offered to India which cannot be replicated by/in other countries.
- Undertaking that the operations carried out in Pakistan/China, if any, will be suitably firewalled from the contract/operations with Govt. of India and no employee who has previously worked or been posted in Pakistan/China and No Pakistani/Chinese national or a person of Pakistani/Chinese origin will be engaged by the company for this project. Please submit duly-filled in Annexure 'II'.
- Undertaking that if the company/bidder firm is found indulging in acts inimical or prejudicial to India's national security or interest, the tender/contract will be liable to be terminated.
- Undertaking that "The production facilities and transport of the raw material should be adequately secured to prevent pilferage and / or to circumvent threats from anti-national elements".
- Undertaking that "A designated security agency may conduct periodic security audits apart from emergency inspections of the production facilities/transport arrangements".
- Undertaking that "The company should inform to Department/Security Printing Press, Hyderabad, regarding criminal case(s), if any, registered against the company, owner, promoter or any of its directors after the issue/award of contract".
- The firm/bidder shall submit an Undertaking that "We agree to withdraw all deviations, if any, unconditionally and accept all the terms and conditions of the tender document including the technical specifications".
- It is mandatory for the bidder/ supplier to inform to Security Printing Press, Hyderabad, regarding any changes in management control or ownership of the company/ operator(s)/ executing the project.
- The bidder is required to submit the undertaking that "the information given in the documents are correct and the bidder is aware that in case any information provided is found to be false at a later stage, Security Printing Press, Hyderabad reserves the right to

reject/ disqualify the bidder at any stage of the tendering process without assigning any reason”.

- j) Undertaking that “At a later stage, if the bidder found guilty during the tendency of tender and contract period, suitable action will be initiated by purchaser including blacklisting”.
- k) Undertaking that “Purchaser may visit the bidder’s manufacturing facilities at any time during the tendency of tender and contract for verification, if required”.
- l) Undertaking that “The firm shall not reveal the technical specifications of the tendered item contained in the main tender document to be issued subsequently to PQB qualified and security cleared bidders of this PQB to any third party”
- m) Undertaking that “The firm will not supply the SPP specific tendered item to any other third party/country and it will be responsible to maintain secrecy, security and exclusivity in case a contract is awarded.”
- n) Undertaking that the authorized signatory is competent and legally authorized to submit the tender and/or to enter into legally binding contract i.e. Power of Attorney of the authorized signatory.
- o) Declaration that the bidder firm/ Principal Manufacturer/ Agent has not been blacklisted / debarred by any government agency/ PSU/ Reputed organization.

6. Checklist for submission of all the documents as per PQB requirement:

Sl. No	Description	Submitted/ Not submitted	Page No.
1.	Documentary evidence towards experience and capacity as per clause 1 a & b		
2.	Documentary evidence towards Financial data as per clause 1 (c) (i) of Section II		
3.	Documentary evidence towards Financial data as per clause 1 (c) (ii) of Section II		
4.	Documentary evidence towards Financial data as per clause 1 (c) (iii) of Section II		
5.	Details of the ownership of the company and details of owners/ directors along with complete addresses of the owners/ directors and their other activities as per section VI “Key Personnel details.”		
6.	Power of attorney for signing the bid document as per clause No. 5 (b) of section II		
7.	Documentary evidence towards Manufacturer’s authorization letter as per clause 5 (e) of Section II.		
8.	Undertakings duly signed and stamped as per clause 6(a) to 6(o) of section II		
9.	Duly signed and stamped PQB document		

Signature of Authorized Person  
Name  
Designation  
Date

Seal of the company

## **SECTION- V: 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 Messrs ..... (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, 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-VI: FORMAT FOR DETAILS OF KEY PERSONNEL**

Proforma for application for security clearance in currency sector/ e-passport Inlays  
(All fields are mandatory)

### I. Details in respect of applicant company:

Sl. No.	Name of the Company	Registration number with date	Registered office address and correspondence address	Previous name of the company, if any	Products/services offered	Details of earlier approvals, if any (ref.no. and date)

### II. Details in respect of Foreign Collaborator, if any:

Sl. No.	Name of foreign collaborator in respect of the products / services being offered in India.	Registration number with date	Registered office address and correspondence address	Previous name of the company, if any	Type of collaboration with the applicant company viz. technical / financial / product patent / manufacturing etc.	Address of production of the product / service offered to applicant company, if applicable

### III. Details in respect of Board of Directors of the applicant company:

Sl. No.	Full names of directors in BoD of the applicant company	Present position held and since when (date)	Date of birth	Parentage (Father/mother name)	Present and permanent address	Nationality	Passport no. and date of issue, if any	Contact address and telephone number

IV.Details of share-holders of the applicant company (All firms/companies/entities/individuals having shareholding more than 10% or controlling stake in applicant company):

Sl. No.	Full names of Individual / company	Parentage (name of father / mother) in case of individuals, and beneficial owner in case of companies	Date of birth in case of individuals, and registration number in case of companies	Permanent address / present address in case of individuals, and registered office and correspondence address in case of companies	Present position held, in any in the applicant company	Nationality, in case of individual (if holding dual nationality, both must be clearly mentioned) / country of registration (in case of company)	% of shares held in the company
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V. (A). Ultimate beneficial owner(s) / company (ies) / organization(s) of the applicant company:

Sl. No.	Name of the Ultimate beneficial owners / companies / organizations	Address of the company / individual / organisation	Date of birth and passport details in case ultimate beneficial owner is an individual	Registration number with date in case of ultimate beneficial owners is company / organization	Address of registered office, in case of ultimate beneficial owner is company / organization
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V. (B). Ownership structure chart depicting the link between applicant company and ultimate beneficial owner / company / organization.

- VI. Self-declaration regarding presence / operation in China / Pakistan (if any) as below:
- (i) Whether the applicant company or its parent company (ultimate beneficial owner) or associates companies or subsidiary companies / holding companies are having presence / operation or supplied / supplying products / services related to currency / passport in China / Pakistan? Yes / No.
  - (ii) If yes, following details may be provided:
    - a. Name and address of the company(s) having operation in China / Pakistan.
    - b. Details of its establishment in Pakistan / China.
    - c. Details of its business activities being carried out in Pakistan / China including the past business relation of last five years.
    - d. Description of products/ services.
    - e. Any collaboration or technical tie-up with a company or organization in China / Pakistan, details if any.
- VII. Details of criminal cases, if any, against the company / director(s) as per annexure.
- VIII. Whether the applicant company has been blacklisted/fined/debarred for its business operations in currency sector by any Government agency in India and abroad in last five years. If yes, provide details.
- IX. Self- declaration by the applicant company:
- a. I hereby undertake that any of the product(s)/service(s) offered to India, have not been sourced from Pakistan / China.
  - b. I hereby undertake to source items to be supplied to India from security cleared firms only (this is applicable for all items requiring security clearance).

(Signature)

Note: The above self-declaration is to be filled and signed by the authorized signatory of the company.

Self-declaration for Company and Director(s) for whom security clearance is sought

a. Name, address and registration number of the Company:

b. Name and address of Owners, Promoters and Directors of the company:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

c. Is the company owners (in case of proprietorship firm)/ directors listed above, the subject of any

1. Preventive detention proceedings under  
Public Safety Act/ National Security Act etc. : Yes/No
2. Criminal investigation in which charge sheet  
has been filed : Yes/No

d. If, Yes, Please provide following details

1. Case / FIR number :
2. Detention / warrant number, if any, :
3. Police station / district / agency :
4. Sections or law under which case(s) has/have been filed :
5. Name and place of the court :

e. The above mentioned details are in respect of both India and any other foreign country.

( Signature )

Note: The above self-declaration is required to be filled and signed by the authorized signatory of the company.



Sl No	Question	Answer (Yes or No) if yes, give details.
1	Whether your company has supplied a similar product to Pakistan and/or China?	
2	Whether your Company has any operations in Pakistan and/or in China?	
2.1	If you have any operation with the above countries. Nature of Operation, details like year of operation, volume in terms of quantity and value, number of people involved.	
2.2	Whether it is joint venture or 100% ownership?	
3	If you have any operations with the above country, how you will firewall the operations from Government of India?	
3.1	Certified that any employee of the company who have previously worked in above countries or posted in above countries or any Pakistani/Chinese national or person of Pakistani/Chinese origin, in any capacity will NOT be engaged for this project.	
3.2	Exclusive raw material/ processes to be used for this product for supply to India.	

In addition to the above, you are also requested to submit an undertaking that this product is exclusive and design/ parameter/ specification will be exclusive for India.

## **SECTION- VII: LETTER OF AUTHORITY FOR ATTENDING BID OPENING**

The Chief 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		

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.

2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not produced.