

Checklist Before Submission of Tender

ONE BID, SINGLE STAGE (ONE PACKETS) TENDER BIDDER'S CHECK LIST BEFORE TENDER

SUBMISSION :

Sl. No.	Tender Submission Check Points	Check before submission Tick (v)
1	Tender Document Duly Seal & Signed on every page	
2	Term of Delivery : FOR, India Govt. Mint, Kolkata duly unloaded	
3	Tender Validity 90 days as per the tender	
4	Technical Specification - Section VII as per tender	
5	Section X : Tender Form and Section XII : Questionnaire duly filled, sealed & signed	
6	Delivery Period : Acceptance of delivery period as per Section V : SCC of Tender Document.	
7	Price Bid as per Section XI (Price including all taxes & other charges)	
8	Offer is valid for acceptance up to minimum 90 days duly filled in Section XII : Questionnaire and Section X : Tender Form	
9	Documentary evidence of for copy of PAN & GST Registration Certificate	
10	Sealed & Signed Declaration (Annexure - I)	
11	Bidder Firm's Details duly filled, sealed & signed (Annexure-II)	
12	Bid Security (i.e. EMD) Declaration in LETTER HEAD of the bidder duly filled, sealed & signed as per Annexure -III	
13	The bid is to be submitted in one part in sealed envelopes duly super scribed with Tender Subject & mention our NIT reference No. with date and Due date on the top of the sealed envelope and be addressed to the Chief General Manager, India Govt. Mint, Kolkata, Alipore - 700 053. (W.B)	
14	Download 45 pages from the link mentioned in Section II : GIT and submit with duly sealed and signed	
15	Download 29 pages from the link mentioned in Section IV : GCC and submit with duly sealed and signed	
16	The firms participating as MSE/NSIC/DIC/Start-up India Campaign, needs to enclosed certificates containing validity	
	Category of MSME Firms	
	SC	
	ST	
	GEN	
17	Owner of Company	
	Male	
	Female	



India Government Mint,
Alipur, Kolkata Pin- 700053 India
Ph. No: 91-33-24014132-35, 24014821
Fax No: 033-24010553 CIN: U22213DL2006GOI144763
E-Mail: calmint@spmCIL.com
Web: www.igmkolkata.spmCIL.com
GSTIN : 19AAJCS6111J2Z4
IEC Code:506051536 PAN No: AAJCS6111J

PR Number	PR Date	Indenter	Department
11009590	27.12.2021	d.bANERJEE	VEHICLE

Not Transferable

Security Classification:

TENDER DOCUMENT FOR HIRING OF: SUV (NON-AC) AND MINI BUS Tender Number: 6000017128/VEHICLE, Dated: 15.01.2022

This Tender Document Contains _____ Pages.

Details of Contact person in SPMCIL regarding this tender:

Name: Nayan Nikhil Sarkar
Designation: Dy.General Manager (T.O)
Address: IGMK (India Government Mint, Kolkata)
India



Disclaimer

The information contained in this Bid Document or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Security Printing and Minting Corporation Limited (hereafter referred as the “Purchaser”) or any of its employees or associated agencies, is provided to Bidder(s) on the terms and conditions set out in this Bid Document and such other terms and conditions subject to which such information is provided.

This Bid Document is not an agreement and is neither an offer nor invitation by the Purchaser to the prospective Bidder(s) or any other party hereunder. The purpose of this Bid Document is to provide the Bidder(s) with information to assist them in the formulation of their proposal submission. This Bid document does not purport to contain all the information Bidder(s) may require. This Bid document may not be appropriate for all bidders, and it is not possible for the Purchaser to consider particular needs of each Bidder. Each Bidder should conduct its own investigation and analysis, and should check the accuracy, reliability, and completeness of the information in this document and obtain independent advice from appropriate sources.

Information provided in this Bid Document to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Purchaser, its employees and other associated agencies accept no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

This Bid document and ensuing bids; communications and Contracts would alone determine the legal and commercial relationship between the bidders/ contractors and the Purchaser. No other Government or Purchaser’s document/ guidelines/ Manuals including its Procurement Manual (which are for internal and official use of its officers), have any locus standii in such a relationship. These documents/ guidelines/ Manuals therefore should not be cited or referred in any legal or dispute resolution or grievance redressal proceedings.

The Purchaser, its employees and other associated agencies make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Bid Document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Bid Document and any assessment, assumption, statement or information contained therein or deemed to form part of this Bid Document or arising in any way for participation in this Bid Stage.

The Purchaser, its employees and other associated agencies also accept no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder(s) upon the statements contained in this Bid Document.

The Purchaser may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this Bid Document.



The issue of this Bid Document does not imply that the Purchaser is bound to select Bidder(s) and the Purchaser reserves the right to reject all or any of the Bidders or Bids or to decide to drop the procurement process at any stage without assigning any reason.

The Bidder(s) shall bear all its costs associated with or relating to the preparation and submission of their Bids including but not limited to preparation, copying, postage, delivery fees, expenses associated with any submission of samples, demonstrations or presentations which may be required by the Purchaser or any other costs incurred in connection with or relating to their Bids. All such costs and expenses will remain with the Bidder(s) and the Purchaser shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder(s) in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

This disclaimer forms an integral part of the Bid document and shall supplement but not supplant the provision of the Bid Document.

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Section1: Notice Inviting Tender (NIT)

6000017128 /VEHICLE

15.01.2022

(SPMCIL's Tender SI No.)

(Date)

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

Sch d. No.	Brief Description of Goods/services	Quantity (with unit)	Earnest Money (In Rupee)	Remarks
1	HIRING OF MINI BUS(NON-AC) 20-25 seater	1.000 AU	0.00INRBIDDER HAS TO SUBMIT BID SECURITY DECLARATION (ENCLOSED AS ANNEXURE III).	
2	1 HIRING OF MINI BUS (NON-AC)	12.000MON		
	HIRING OF SUV CAR (NON-AC)	1.000 AU		
1	SUV CAR(NON-AC) FOR 1 YEAR /CISF	12.000MON		
Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)			ONE-BID National Competetive Bid EXPRESS	
Dates of sale of tender documents:			From 15.01.2022 to 28.01.2022 during office hours.	
Place of sale of tender documents			INDIA GOVT. MINT, KOLKATA	
Closing date and time for receipt of tenders			28.01.2022 15:00:00	
Place of receipt of tenders			TENDER BOX, I.G.MINT, KOLKATA	
Time and date of opening of tenders			28.01.2022 15:30:00	
Place of opening of tenders			INDIA GOVT. MINT, KOLKATA	
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.21.1 of GIT)			Nayan Nikhil Sarkar Dy.General Manager (T.O)	

Abbreviation "AU" Activity Unit.

2. Tenderer may download the tender documents from the web site www.igmkolkata.spmcil.com and submit its tender by utilizing the downloaded document.

3. Please note that SPMCIL reserves its right to grant Purchase preferences in accordance with Government of India's Public Procurement (Preference to Make in India) Order (as amended/ revised) and Public Procurement Policy for Micro and Small Enterprises (MSEs) Amendment Order, (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 dropped on or before the closing date and time indicated in the Para 1



above in the tender box located at the address given below , failing which the tenders will be treated as late and rejected. Tenders may also be sent through post at the address as above. However, Purchaser will not be responsible for any postal lapses or delays in receipt of the documents.

7. In the event of any of the above-mentioned dates being declared as a holiday/ closed day for the purchase organisation, 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. Tenderers shall ensure that their tenders, 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.

11. SUBMISSION OF TENDER:

The bid is to be submitted in one part :-

(i) Tenderers shall ensure that their tenders, 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.

(ii) The bid is to be submitted in one part in sealed envelopes duly super scribed with Tender Subject & mention our NIT reference No. with date and Due date on the top of the sealed envelope and be addressed to the Chief General Manager, India Govt. Mint, Kolkata, Alipore - 700 053. (W.B)

(iii) Quotation will be accepted by INDIA POST/COURIER SERVICE/DROP BOX only. Quotation sent by FAX/E-Mail will not be considered.

12. In case of order material in your favour for above Rs. 2,50,000/- the supplier shall furnish the performance security amount/ Security Deposit (S.D) 3% of the total contract amount valid for 60 days beyond completion of all contractual obligations before supply of material within 21 days after issue of Purchase order by IGM, Kolkata in favour of "India Govt. Mint, Kolkata (A Unit of SPMCIL)" payable at Kolkata. The performance security will be returned without any interest to successful tenderer after the completion of all contractual obligations. For Submission of Security Deposit, Section XV: Bank Guarantee Form for Performance Security may please be referred.

13. NO EXEMPTION WILL BE GIVEN FOR DEPOSITING OF SECURITY DEPOSIT (S.D) TO ANY DIC/SSI/MSME/NSIC REGISTERED FIRM.

14. EXEMPTION FOR MSME REGISTERED STARTUPS/BIDDERS AS PER CIRCULAR NO. 1(2)(1)/2016-MA DTD:10.03.2016 OF GOVT. OF INDIA MINISTRY OF MSME.

15. As per OM No. 9/4/2020-PPD Govt. of India, Ministry of Finance, Department of Expenditure Procurement Policy Division dtd: 12.11.2020, Bidders are exempted from submitting Earnest Money Deposit. Bidders have to submit the duly filled bid security declaration (Attached as Annexure-III) in the tender documents. Non submission of the same may lead to disqualification.

16. MSEs firms are also requested to indicate clearly in their offer if their company is owned by SC/ST/Women proprietorship.



17. Clarification of Tender Documents: A Tenderer requiring any clarification or elucidation on any issue of the tender documents may take up the same with IGM, Kolkata in writing or by fax/e-mail.

18. No correspondence beyond bid due date will be made for shortfall of documentary evidence. Such offers received with shortfall of documentary evidence will be summarily rejected.

19. For any queries regarding the tender, you may please contact at E-mail purchase.igmk@spmcil.com.

20. FAILURE & TERMINATION

(A) Cancellation of contract for Default: Without prejudice to any other remedy for breach of contract, like removal from the list of registered Vendors, by written notice of default sent to the Vendor, the contract may be terminated in whole or in part :

(i) If the Vendor fails to provide any or all the material within the time period(s) specified in the contract, or any extension thereof granted.

(ii) If the Vendor fails to perform any other obligation under the contract within the period(s) specified in the contract or any extension thereof granted.

(B) Termination of Contract for convenience : India Govt. Mint, Kolkata may at any time terminate the Contract by giving you month's prior notice in writing to that effect and shall have the liberty to appoint any other agency to carry out your obligation under this contract.

.....
(Sri Nayan Sarkar)
MATERIALS HEAD
FOR CHIEF GENERAL MANAGER
India Government Mint, Kolkata
West Bengal, Kolkata - 700 053
Ph.No.033 - 2401 4132-35, 2401 4821
FAX: (+) 033-2401 0553
Email: purchase.igmk@spmcil.com

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

For and on behalf of
.....



Tender Number:6000017128

Section II: General Instructions to Tenderers (GIT)

Part 1: General Instructions Applicable to all type of Tenderers

PLEASE CLICK ON BELLOW LINK.

<https://www.spmcil.com/UploadDocument/GIT%202.0.024ff929-0f9b-4cc4-a4e0-8e087b700a77.pdf>

BIDDERS ARE REQUESTED TO DOWNLOAD 45 PAGES BY CLICKING THE ABOVE SAID LINK AND SUBMIT THE SAME DULY STAMPED AND SIGNED ALONG WITH TENDER DOCUMENT. UNSIGNED/WITHOUT STAMPED PRINTOUTS OF THESE PAGES ARE NOT ACCEPTABLE.



Tender Number:6000017128

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	3.4	Eligible Goods and Services (Origin of Goods)	1. All goods and services to be supplied and provided for the contract shall have the origin in India or in the countries with which the Government of India has trade relations. 2. The word "origin" incorporated in this clause means the place from where the goods are mines, cultivated, grown, manufactured, produced or processed or from where the service are arranged.
02	8	Prebid Conference	NA
03	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 SPMCIL in writing or by fax/ e-mail/ telex. SPMCIL will respond in writing to such request provided the same is received by SPMCIL not later than 2 days (being express tender) prior to the prescribed date of submission of tender.
04	11.2	Tender Currency	Supplier is requested to quote price within 2 Decimal place.Quotation with price quote beyond 2 decimal place is ignored.
05	14	PVC Clause & Formula	NA
06	19	Tender Validity	90 days from the date of open of the tender.
07	20.4	Number of Copies of Tenders to be submitted	A tenderer shall submit two copies of its tender marking them as "Original" and "Duplicate".
08	20.9	E-Procurement	NA
09	50	Tender For rate Contracts	NA
10	51	PQB Tenders	NA
11	Special Condition	Special Condition	Supplier should file the returns pertaining to TCS (Section 206C (1H) for TCS collected, in the time and provide the TCS certificate to IGMK. In case of any Credit loss to IGMK by way of their failure to files Returns and provide TCS certificate in time, IGMK reserves the right to recover the amount equivalent to TCS paid along with applicable interest from the payment of further supplies.
12	Special	GST Return	Supplier should file the GST return for outward



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CORPORATION OF INDIA LIMITED

Tender Number:6000017128

Sr No	GIT Clause No.	Topic	SIT Provision
	Condition		supplies in time. In case of any loss to IGMK by way of their failure to files GST Returns in time IGMK reserves the right to withhold the payment of further supplies till production of evidence. Any liability which will occurred on account of non-compliance of e-way bill, GST provision or any other applicable law will be borne by supplier.



Tender Number:6000017128

Section IV: General Conditions of Contract (GCC)

PLEASE CLICK ON BELLOW LINK.

<https://www.spmcil.com/UploadDocument/GCC%202.0.769a2033-c216-4c4d-82f2-e6b87fb3b040.pdf>

BIDDERS ARE REQUESTED TO DOWNLOAD 29 PAGES BY CLICKING THE ABOVE SAID LINK AND SUBMIT THE SAME DULY STAMPED AND SIGNED ALONG WITH TENDER DCOUMENT. UNSIGNED/WITHOUT STAMPED PRINTOUTS OF THESE PAGES ARE NOT ACCEPTABLE.

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)

Sl.No	GCC Clause No.	Topic	SCC Provision
01	8.2	Packing	NA
02	8.2	Marking	NA
03	10	Delivery Schedule	Service will be started within 10 days from the date of issue of Mint Purchase order. Service will be provided for 12 months from the date of start of the service.
04	11.2	Transportation of Domestic Goods	NA
05	12.1	Insurance	The supplier shall make arrangements for insuring the goods against loss or damage incidental to manufacture or acquisition, transportation, storage and deliver as per clause no. 12.3, 12.4 bear by firm.
06	14.1	Incidental Services	N.A.
07	15	Distribution of Dispatch Documents for clearance/ Receipt of Goods	N.A.
08	16.2	Warranty Clause	NA
09	19.3	Option Clause	Applicable. Purchaser reserves the right to increase the ordered quantity by 25% at any time, on same terms and condition till final delivery date of the contract, by giving reasonable notice even though the quantity ordered initially
10	20.1	Price Adjustment Clause	N.A.
11	21.2	Taxes and Duties	Should be mentioned separately and details there of should be mentioned in the quotation.
12	22	Terms and Mode of payments	Payment will be made on monthly basis.
13	24	LD	If the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame(s) incorporated in the contract, India Govt. Mint, Kolkata shall, without prejudice to other rights and remedies available to India Govt. Mint,
14	24	LD (Contd.)	subject to a maximum deduction of the 10% of the delayed goods' or services' contract price(s). During the above mentioned delayed period of supply and / or performance, the conditions incorporated underGCC Shall also apply.
15	33.1	Resolution of Disputes	If dispute or difference of any kind shall arise



SECURITY PRINTING AND MINTING
CORPORATION OF INDIA LIMITED

Tender Number:6000017128

Sl.No	GCC Clause No.	Topic	SCC Provision
			between IGM, Kolkata and the supplier in connection with or relating the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve
16	33.1	Resolution of Disputes (Contd.)	recourse to settlement of disputes through arbitration act 33.2.

Section VI: List of Requirements

Schedule No.	Breif Description of goods and services (Related Specifications etc. are in Section-VII)	Accounting Unit	Quantity	Amount of Earnest Money	Remark
1	HIRING OF MINI BUS(NON-AC) 20-25 seater	AU	1.000	0.00INRBIDDER HAS TO SUBMIT BID SECURITY DECLARATION (ENCLOSED AS ANNEXURE III).	
2	HIRING OF SUV CAR (NON-AC)	AU	1.000		

- Bidders should submit offer as per price schedule (Section XI)
- All the copies of tenders shall be complete in all respects with all their attachments/enclosures duly numbered.
- The total cost inclusive of all elements as cited above on FOR India Govt. Mint, Kolkata (W.B) basis should be indicated clearly both in words and figures in the price bid.
- Bidder should furnish their bank details i.e. Account No, Branch name, IFSC code etc. to receive payment. A Cancelled Cheque should also be enclosed.
- Risk Purchase Clause:
 - If the supplier after submission of tender and due acceptance of the same, i.e. after notification of award of contract fails to abide by the terms and conditions of these tender documents, or fails to supply the deliverables as per delivery schedule given or at any time repudiates the contract, the purchaser shall have the right to:
 - Invoke the Security-cum-Performance Guarantee if deposited by the supplier and procure stores from other agencies at the risk and consequence of the supplier. The cost difference between the alternative arrangement and supplier tendered value will be recovered from the supplier.
 - Supplier has to abide by all the terms and conditions of tender.
 - In case of procurement through alternative sources and if procurement price is lower, no benefit on this account will be passed on to the supplier.
- The bidder should give undertaking/declaration that they have read and understood all the terms & conditions of tender documents and submitting unconditional acceptance to all terms & conditions.
- The bidder failing to submit the requisite documents as per tender along with bid, their bid will be considered as unsolicited offer. Further, if the bidder does not accept the terms & condition of this tender document, their offer will also be treated as unsolicited offer.

Section VII: Technical Specifications

1. Hiring of Mini-Bus (20-25 seater) for 12 months.

Single shift duty of 9hrs/day (including one hr. lunch) for 26 days for 1000 km per month.

Vehicle will be in good condition.

Vehicle driver must possess valid PVR, License while commencing duty. Valid Pollution Certificate, Road tax ,Insurance must be produced during Tendering process .

The car must not be older than 3 years i.e. not before 01-01-2019.

2. HIRING OF SUV CAR (NON-AC) FOR CISF for 12 months.

Round the clock duty for 1000 km per month.

Vehicle will be in good condition.

Vehicle driver must possess valid PVR, License while commencing duty. Valid Pollution Certificate, Road tax,Insurance must be produced during Tendering process .

The car must not be older than 3 years i.e. not before 01-01-2019.

Section VIII: Quality Control Requirements

Quality of Mini Bus and SUV Car: Free from all technical defects, in compliance with our Technical Specification given SECTION VII.

- i) Goods/Service supplied not in conformity with tender specification will be treated as goods not supplied at all and supplier shall take supplied material not confirming to order specification back within 15 days. Goods/service shall be delivered by the supplier in accordance with the terms and conditions specified in the contract failing which expenses of keeping goods at purchaser's premises may be levied on supplier.
- ii) Delivery date will be calculated from the date goods/service are received in acceptable quality in accordance with technical specification.



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 realise 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. Deptt. / PSU/ Others:
- (c) Name of MSME Registering Body (NSIC/ DIC/ KVIC/KVIB etc.):
- (d) MSME Registration no. (with copy of registration):
- (e) Udyog Aadhaar 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 understood that any wrong or misleading self-declaration by us would be violation of code of Ethics and would attract penalties as mentioned in this tender document, including debarment.

.....
(Signature with date)
.....
(Name and designation)
Duly authorized to sign tender for and on behalf of
.....
.....



Section XI: Price Schedule

1. Hiring of Mini Bus (Non-AC) 20-25 seater (single shift duty)
(As per details in Section VII : Technical Specifications)

Quantity : 1 AU

Basic Price/month for 1000 KM:

GST on RCM basis:

Total Price/month :

Total Price for 1 month :

Total Price for 12 months :

2. Hiring of SUV (Non-AC) (Round the clock duty) :
(As per details in Section VII : Technical Specifications)

Quantity : 1 AU

Basic Price/month for 1000 KM :

GST on RCM Basis:

Total Price/month :

Total Price for 1 month :

Total Price for 12 months :

Charge for extra KM after 1000 KM/month running :

Total Price for Sl. No. 1 to 2:

Total Price for Sl. No. 1 to 2 in words:

NOTE :

1. The method of evaluation of L1 criteria for awarding the contract shall be on item wise basis.

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.

.....
Signature of the bidder with name, designation and seal



Section XII : Questionnaire

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 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 (hereinafter called the 'contract') entered into between the **(insert name of Purchaser)** (herein after called as the Purchaser) and M/s.,..... (here in 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 favour 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, forthwith on demand and without demur to the Purchaser.
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 from 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 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..... dated..... and 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' Authorisation 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 despatch 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: Proforma 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.)

Dispatch detail RR No. other proof of despatch.....

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



Tender Number:6000017128

Mailing List (List of Vendors)

S.No.	Vendor Number	Vendor name	Vendor Address
1	104573	The Bidder,	The Bidder,

ANNEXURE - I

**Tender No. : 54/PT-157(21-22)/6000017128 dated. 15.01.2022
(To be submitted on the letter head)**

DECLARATION

We do hereby declare that,

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

Signature

Name

Designation

Date

Stamp of the Organization

Bidder Firm's Details

Contact Details :

1. Name of Supplier :
2. Registered Office address :
3. Mobile No. :
4. Telephone No. :
5. E-mail Address :

Account Details for Payment :

1. Account No. :
2. Account Type :
3. Name of the Bank :
4. Branch :
5. City :
6. Branch Code :
7. MICR Code :
8. IFSC Code :
9. GSTIN :
10. HSN/SAC Code :

Bid Security Declaration Format

(To be printed on letter head of bidder)

Date :

To,
The Chief General Manager
India Govt. Mint, Alipore
Kolkata - 700 053

Sub : Bid Security Declaration - Reg.

Ref : 1. Tender No. **54/PT-157(21-22)/6000017128 dated. 15.01.2022**

2. Bidder's offer no. _____ Dtd. _____

I, _____ (Name of authorized Signatories), on behalf of M/s. _____ (Bidder's name and address), duly authorized to sign the tender document and enter into contract, if awarded, herewith accept that if we, the bidder withdraw (or) modify our bid during period of validity of the tender etc., our firm will be suspended/debarred/blacklisted for a period of one year/two years from the due date of the tender.

(Signature of Authorized Signatory)

Designation :

Name of Bidder :

Seal :