



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

Not Transferable

Security Classification:

TENDER DOCUMENT FOR HIRING OF: APPOINTMENT OF INTERNAL AUDITOR FOR THE FINANCIAL YEAR 2022-23

Tender Number: 6000017451 /FINANCE, Dated: 17.05.2022

This Tender Document Contains _____ Pages.

Tender Document is issued to :

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Details of Contact person in SPMCIL regarding this tender:

Name	DEVANAND SINGH
Designation	Dy.Manager (MM)
Address	IGMK (India Government Mint, Kolkata) India
Email	
Phone	
Fax	

Section I: Notice Inviting Tender (NIT)

6000017451 /FINANCE
(SPMCIL's Tender SI No.)

17.05.2022
(Date)

1. Sealed tenders are invited from eligible and qualified tenderers for supply of the following29:

GeM - Availability Report and Past Transaction Summary - ID (as per para 13 a below): ###

Schd. No.	Brief Description of Goods/services	Quantity (with unit)	Earnest Money (In Rupee)	Remarks
1	Appointment of Internal Auditor FY22-23	1.000 AU	0.00INR NIL	
1	Appointment of Internal Auditor FY22-23	1.000AU		

Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)	ONE-BID National Competetive Bid
Security Classification :	
Authority in whose favour all tender related financial instruments (FD, DD, Banker#s cheque etc) are to be made	Security Printing and Minting Corporation of India
All Financial Instruments to be payable at :	ONLINE THROUGH M/S. MSTC LTD.
Dates and place of issue of tender documents:	ONLINE THROUGH M/S. MSTC LTD. From 17.05.2022 to 14.06.2022 during office hours.
Place of Pre-Bid Conference :	16th Floor, STC Building, Janpath Road, Jawahar Vyapar Bhawan, New Delhi, Delhi 11000
Place, Time, and date before which Written queries for Pre-bid conference must be received :	, 00:00:00 ONLINE THROUGH M/S. MSTC LTD.
Closing date and time for receipt of tenders	14.06.2022 15:00:00
Place of receipt of tenders	ONLINE THROUGH M/S. MSTC LTD.
Time and date of opening of tenders for Technical Bid. Place, Time, and date of Opening of Price (Financial) bid would be intimated later on	14.06.2022 15:30:00
Place of opening of tenders	ONLINE THROUGH MSTC E-PROCUREMENT PORTAL\
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.1 of GIT)	DEVANAND SINGH Dy.Manager (MM)
Officer to be contacted for clarifications/ help :	DEVANAND SINGH
Name and Contact Details of Independent Monitor(s) for	DEVANAND SINGH

Integrity Pact (please refer to Clause 44.3 of GIT) for this Tender :	
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ABBREVIATION "AU" Activity Unit, "IGMK" India Government Mint, Kolkata

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. SUBMISSION OF TENDER:

Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are uploaded online through M/s. MSTC e-tendering platform.

11. 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 India Govt. Mint, 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.

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



13. Undersigned confirms that the required goods mentioned above are not available on GeM as per #GeM - Availability Report and Past Transaction Summary# (GeM -AR&PTS).

This unique ID is : GEM/GARPTS/21042022/UJYWE7YIUODN

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

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

17. 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.

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

19. 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 Devanand Singh)
Dy. Manager (Materials)
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

Section II: General Instructions to Tenderers (GIT)

Part I: General Instructions Applicable to all type of Tenders

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.



Section III: Special Instructions to Tenderers (SIT)

The following Special Instructions to Tenderers will apply for this purchase. These special instructions will modify/ substitute/ supplement the corresponding General Instructions to Tenderers (GIT) incorporated in Section II. The corresponding GIT clause numbers have also been indicated in the text below:

In case of any conflict between the provision in the GIT and that in the SIT, the provision contained in the SIT shall prevail.

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

Sr No	GIT Clause No.	Topic	Modify/ Substitute/ Supplement	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		As per GIT clause no. 9.
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	18	Earnest Money Deposit		Refer to section VI.
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		Yes, through M/s. MSTC Limited.
09	50.1, 50.3	Tender For rate Contracts		NA
10	51.1, 51.2	PQB Tenders		NA

Sr No	GIT Clause No.	Topic	Modify/ Substitute/ Supplement	SIT Provision
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 Condition	GST Return		Supplier should file the GST return for outward 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.

Section IV: General Conditions of Contract (GCC)

Part I: General Conditions of Contract applicable to all types of Tenders

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 IV: General Conditions of Contract (GCC)

Part II: Additional General Conditions of Contract for specific types of Tenders

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	Modify/ Substitute/ Supplement	SCC Provision
01	8.2	Packing		Items should be suitably packed. The packing should be weather proof and should be made water proof to prevent damage during transit. The supplier will also be responsible for unloading and stacking at Mint Store as per instruction of competent authority.
02	8.2	Marking		Consignee : Chief General Manager India Government Mint, Alipore, Kolkata : 700 053 Order No : Packing No : Net Weight : Gross Weight :
03	10	Delivery Schedule		Quarterly basis report to be submitted within 15 days from the end of each quarter. Final report to be submitted on 15.04.2023.
04	11.2	Transportation of Domestic Goods		N.A.
05	12.1	Insurance		N.A.
06	14.1	Incidental Services		N.A.
07	15	Distribution of Dispatch Documents for clearance/ Receipt of Goods		N.A.
08	16.2, 16.4	Warranty Clause		N.A.

SI.No .	GCC Clause No.	Topic	Modify/ Substitute/ Supplement	SCC Provision
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 has been supplied in full before the last date of the delivery period.
10	22	Terms and Mode of payments		Quarterly basis after submission of bills and suitability by user department.
11	24	Quantum of 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, Kolkata under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the 0.5% of the delivered price of the delayed goods and/ or services for each week of delay or part thereof until actual delivery or performance,
12	24	Quantum of 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

Sl.No .	GCC Clause No.	Topic	Modify/ Substitute/ Supplement	SCC Provision
				under GCC Shall also apply.
13	33.1	Resolution of Disputes		If dispute or difference of any kind shall arise between India Govt. Mint, 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 the same amicably the mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within 21 days of its occurrence, then, unless otherwise provided in the SCC, either
14	33.1	Resolution of Disputes (Contd.)		India Govt. Mint, Kolkata or the supplier may seek 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)	HNS Code	Accounting Unit	Quantity	Amount of Earnest Money	Place of Delivery for GST purpose
1	Appointment of Internal Auditor FY22-23		AU	1.000	0.00INR NIL	ONLINE THROUGH M/S. MSTC LTD.

1. Required Delivery Schedule:

2. Required Terms of Delivery, Destination, Ultimate Consignee, and preferred mode of Transportation

3. Scope of Supply, including any Accessories, Mandatory Spares, Installation, Commissioning, Training, or any other incidental requirements

1. Bidders should submit offer as per price schedule (Section XI)

2. All the copies of tenders shall be complete in all respects with all their attachments/enclosures duly numbered.

3. 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.

4. 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.

5. Risk Purchase Clause :

(a) 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:

(i) 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.

(b) Supplier has to abide by all the terms and conditions of tender.

(c) 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.

6. 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.

7. 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

Appointment of Internal auditor for the Financial Year 2022-23.

Scope of Works:

1. Sales & Revenue :

Verification of all heads of revenue along with all the supporting Quarterly - 100% Documents.

2. Procurement (pre award and execution) :

(a) Contracts of value up to Rs.5 lakhs Quarterly - 25%

(b) Contracts of value between Rs.5 lakhs to Rs.10 lakhs Half yearly - 50%

(c) Contracts of value above Rs. 10 lakhs Quarterly - 100%

Ensure that the guidelines as per procurement manual are duly Complied with.

It will also include checking of performance bond/guarantee for validity and safe custody, insurance and risk management Procedure.

3. Contracts on nomination basis : Quarterly 100%

Verification of contract/PO awarded on nomination basis and single tender basis valuing Rs.1.5 lakh and above.

4. Contractors# bills : Quarterly 50%

Checking of running account bills with respect to quantity and quality of work, certification of work, adjustment of advances, application of penalty clause etc. as per the terms of contract.

5. Payroll : Verify whether

(a)Salaries, wages and other deductions are authorized and recorded on a timely basis and payroll deductions are determined in accordance with legal requirements and are paid to Government and other specified parties as per specified timelines. -Quarterly 100%

(b) All authorized employee benefit plans and related costs are appropriately controlled and administered.- Quarterly 50%

(c) PAO claims are properly administered.-Half Yearly 50%

6. Human Resource & Establishment:

(a) Leave records -Half yearly 50%

(b) Payment of all types of advances to the employees -Quarterly - 100%

(c) Review of sub ledgers and recovery of advances- Quarterly 100%

(d) LTC records -Half yearly 50%

(e) Pay fixation -Half yearly 100%

(f) Training & development -Half yearly 100%

7. Bank reconciliations: Quarterly 100%

Verification of BRS of all the bank accounts including outstanding entries in the previous BRS.

8. Receivables: Quarterly 50%

Periodical age wise/unit wise analysis of all receivables with respect to pricing, tenure of credit and collection.

9. Accounts : - Quarterly 50%

Vouching of all vouchers (cash, bank, JVs)

10. Guest House: -Half yearly 50%

(a) To check the level of utilization i.e. occupation of rooms by guests.

(b)Receipt of revenue

(c) Purchase of consumables

(d) Purchase and use of assets

(e) Repairs and maintenance of assts.

11. Inventories:

(a) Periodical Physical verification of inventories. Yearly 50%

(b) Reporting the variances as per physical verification and as per books of account- Yearly 50%

(c) Valuation in accordance with the applicable accounting policies prescribed by ICAI- Yearly 50%

(d) Identification of slow moving and excess inventories and its

periodical reporting to management with suggesting measures. Quarterly 50%

12. Fixed Assets:

(a) Conduct of the Physical verification of fixed assets in accordance with the applicable Accounting policies.- Yearly 100%

(b) Reporting the variances as per physical verification and as per Books of Account. Yearly 100%

(c) Check whether proper records are maintained including Fixed Assets Register and Depreciation is properly calculated and accounted for in accordance with the applicable Accounting policies. Yearly 100%

13. Provisions: Yearly 100%

To ensure that all the known liabilities have been provided after duly authorization including retirement benefits and claims in respect of employees. To ensure actuarial valuation as per applicable accounting standards.

14. Payables: Quarterly

Periodical age-wise/ party wise analysis of all payables in respect to creditors- Domestics, Imports Capital Projects-EMD, Security Deposit etc.

15. Township- Half Yearly 50%

(a) To check whether the allotment, occupation and vacation of quarters is in accordance with the laid down practices.

(b) Receipt of revenue.

(c) Stores management.

(d) Repair and maintenance of building and roads.

16. Investments:

(a) Periodic physical verification of investment and deposits

(b) To ensure that the booking of income on investments and deposits as per the terms of investment made

(c) Ensure that the DPE guidelines on the subject are duly complied with.

17. Compliance to DPE guidelines : Quarterly 100%

To go through the DPE guidelines and compliance thereof in company and point out any variation /deviation.

18. CSR activities :

(a) Contracts of the value below Rs.10Lacs- Half Yearly 50%

(b) Contracts of the value equal to or more than Rs.10Lacs- Half Yearly 50%

19. IFC:

(a) Perform a diagnostic review of existing internal financial control system from the management's perspective and to identify deficiencies, if any. Provide recommendations to mitigate such deficiencies. -yearly 100%

(b) Identifying significant accounts and mapping with business

processes and sub-processes for identification of financial reporting

risks (materiality, quantitative & qualitative judgment), Recommend on documentation guidelines and Advice on updating the IFC Framework. -yearly 100%

(c) Provide recommendations on ways that the SPMCIL may address control weaknesses.-yearly 100%

(d) Review of risk and control matrices including documentation of controls i.e., entity level controls, pervasive IT controls and process level controls.-yearly 100%

(e) Any other activities/studies/reports if necessary, in connection with development of Internal Financial Control Framework not covered above.-yearly 100%

20. Statutory Compliances : Quarterly 100%

To ensure compliance of all the applicable statutes and laws governing the organization that all the taxes and statutory dues are deposited in time and the required reports and returns have been filed periodically on time.

21. Adjustment of advance given in respect to work orders and their adjustment with work done and adjustment of

advances (CPWD). Quarterly 100%

22. Report on the inter unit reconciliation to be done monthly. Quarterly 100%

23. Other areas which SPMCIL Management may consider necessary in the course of working of the units.

Note: The firm undertaking internal audit has to exercise their discretion and apply their minds & rely on their judgment so as to ensure that all essential and significant areas of checking have been covered by them and no important area of checking has been left out.

Schedule-I:

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Schedule-II:

#####.

#####.

Note: Tenderer's attention is drawn to GIT clause 17 and GIT sub-clause 10.1.

The tenderer is to provide the required details, information, confirmations, etc accordingly, failing which it is tender is liable to be ignored. Prospective bidders shall comply with the feature specifications (including Warrantee Obligations) and submit a #Specification Compliance Certificate# with their Technical Bid.

Section VIII: Quality Control Requirements

Quality of service : 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/service 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.

[to be inserted by the office inviting tender as applicable to specific tender]

Section X: Tender Form

Date:

To,
India Government Mint, Kolkata
A Unit of Security Printing & Minting
Corporation of India Limited
(Wholly Owned by Govt. of India)
Kolkata

Ref: Your Tender document No.6000017451 /FINANCE dated 17.05.2022

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 up to, as required in the GIT clause 19, read with modification, if any in Section-III - 'Special Instructions to Tenderers' or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We 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/ Deptts. 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 ; V 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. Appointment of Internal Auditor for the Financial Year 2022-23 (As per details mentioned in Section VII : Technical Specifications)

Quantity : 1 AU

Basic Price/ 1 AU :

Other charges(if any) / 1 AU :

GST/ 1 AU :

Total Price for 1 Each on CIF basis at I.G. Mint, Kolkata :

Total Price in words:

Abbreviation "CIF" Cost, Insurance and Freight Included, "AU" Activity Unit

NOTE :

1. 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.

2. L1 firm will be declared from valid offers only those who submitted offer as per specification & as per all terms & condition of the tender. If there is any deviation in specification & if the offer is not found as per terms & condition of the tender, their offer will be treated as invalid/unresponsive offer.

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

Section XII: Vendor Details

The tenderer should furnish specific details mentioned below. In case a question / issue does not apply to a tenderer, the same should be answered with the remark #not applicable#.

Wherever necessary and applicable, the tenderer shall enclose certified copy as documentary proof/ evidence to substantiate the corresponding statement.

In case a tenderer furnishes a wrong or misleading answer against any of the under mentioned question/ issues, its tender will be liable to be ignored.

1. Vendor/ Contractor particulars:

- (a) Name of the Company:#####.....
- (b) Corporate Identity No. (CIN): #####.....
- (c) Registration if any with SPMCIL: #####.....
- (d) Complete Postal Address: #####..
- (e) Pin code/ ZIP code: #####.
- (f) Telephone nos. (with country/area codes): #####.....
- (g) Fax No.: (with country/area codes): #####....
- (h) Cell phone Nos.: (with country/area codes): #####.....
- (i) Contact persons /Designation: #####.....
- (j) Email IDs: #####...

2. Taxation Details:

- (a) PAN number: #####.
- (b) Type of GST Registration (Registered, Unregistered, Composition, SEZ, RCM etc.): #..
- (c) GSTIN number: #####..
- (d) Registered Address as per GST registration and Place of Delivery for GST Purpose: #..
- (e) Contact Names, Nos. & email IDs for GST matters (Please mention primary and secondary contacts): #####

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

.....

(Signature with date)

.....

.....

(Name, address, and stamp of the tendering firm)

Section XIII: Bank Guarantee FORM for EMD

BANK GUARANTEE FOR BID GUARANTEE (ON BANK'S LETTERHEAD WITH ADHESIVE STAMP)

Ref

Date

Bank Guarantee No #####

To,
(Insert Name & Address of the Purchaser)

Dear Sir,

Whereas #..... (Hereinafter called the #Tenderer#) has submitted its bid numbered ##### dated ##### for the supply of ###.....#(Hereinafter called the #tender#) against #####s (insert name of Purchaser) (hereinafter called as the #Purchaser#) tender enquiry

No. #####. opened on #####. Know all persons by these presents that we #####. of #####. (hereinafter called the #Bank#) having our registered office at##### are bound unto the Purchaser, in the sum

of #####. for which payment will and truly be made forthwith, on demand by the Purchaser, without demure to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this#.....# day of #.....##20#

The conditions of this obligation are #

(1) If the Tenderer withdraws or amends, impairs, or derogates from the tender, in any respect within the period of validity of this tender.

(2) If the Tenderer or anyone employed by it or acting on its behalf (whether with or without the knowledge of the Tenderer) breaches any of the provisions of the pre-bid/ Pre-contract Integrity Clause.

(3) If the Tenderer having been notified of the acceptance of his tender by Purchaser during the period of its validity:-

a) Fails or refuses to furnish the performance security for the due performance of the contract.

b) Fails or refuses to accept/ execute the contract.

We undertake to pay Purchaser up to the above amount, upon receipt of its first written demand, without Purchaser having to substantiate its demand, provided that in its demand Purchaser will note that the amount claimed by it, is due to it owing to the occurrence of one or more or all the above conditions, specifying the occurred condition(s). We agree that the decision of the Purchaser, whether above conditions have occurred, shall be final and binding on us. This guarantee will remain in force for a period of #####. (insert the period of validity plus 45 days, in words and figures) days after the date of #####.(insert date of tender opening) and any demand in respect thereof should reach the Bank not later than the above date.

.....
(Signature of the authorized officer of the Bank)

.....

.....
Name and designation of the officer

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



Section XV: Bank Guarantee Form for Performance Security

PROFORMA OF BANK GUARANTEE FOR CONTRACT PERFORMANCE
GUARANTEE BOND
(ON BANK'S LETTERHEAD WITH ADHESIVE STAMP)

Ref

Date

Bank Guarantee No #####.

To,
(Insert Name & Address of the Purchaser)

Dear Sir,

1. Against contract vide Notification for Award of the Tender No dated covering supply of (herein after called the #contract#) entered into between the #####(insert name of Purchaser) (herein after called as the Purchaser) and M/s., (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 form, time to time, any of the powers exercisable by the Purchaser, against the said Contractor and to for bear or enforce any of the terms and conditions relating to the said contracts and we..... (name of the bank), shall not be released from our liability under 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.

.....
(Signature with date of the authorized officer of the Bank)

.....

.....
Name and designation of the officer

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

.....
Name and designation of the officer

.....

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

Section XVI: Contract Form

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' Authorization Form (if applicable for this tender);
- (ix) SPMCIL's Notification of Award

Note: The words and expressions used in this contract shall have the same meanings as are respectively assigned to them in the conditions of contract referred to above. Further, the definitions and abbreviations incorporated under clause 0 of 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:
- (ii) Delivery schedule
- (iii) Details of Performance Security
- (iv) Quality Control
 - (a) Mode(s), stage(s) and place(s) of conducting inspections and tests.
 - (b) Designation and address of SPMCIL's inspecting officer
- (v) Destination and dispatch instructions
- (vi) Consignee, including port consignee, if any
- (vii) Warranty clause
- (viii) Payment terms
- (ix) Paying authority

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

For and on behalf of.....

Received and accepted this contract.....

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

For and on behalf of

.....



(Name and address of the supplier)

.....

(Seal of the supplier)

Date:

Place:

Section XVII: Letter of authority for attending a Pre-bid Conference/ Bid opening

(REFER to Clause 24.2 of GIT)

The General Manager,
India Government Mint, Kolkata.

Subject: Authorization for attending bid opening on 14.06.2022 in the Tender of APPOINTMENT OF INTERNAL AUDITOR FOR THE FINANCIAL YEAR 2022-23.

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 to 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	No.or qty.	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

