

Bid Document

Bid Details	
Bid End Date/Time	04-06-2022 14:00:00
Bid Opening Date/Time	04-06-2022 14:30:00
Bid Offer Validity (From End Date)	65 (Days)
Ministry/State Name	Ministry Of Finance
Department Name	Department Of Economic Affairs
Organisation Name	Security Printing And Minting Corporation Of India Limited (spmci)
Office Name	Janpath
Total Quantity	3350
Item Category	LINE ITEM 1 PRESSURE SENSITIVE SELF ADHESIVE PAPER TAPE WIDTH 32 MM LENGTH 250 METER , LINE ITEM 2 PRESSURE SENSITIVE SELF ADHESIVE PAPER TAPE WIDTH 38 MM LENGTH 250 METER
BOQ Title	Pressure Sensitive Self Adhesive paper Tape
Minimum Average Annual Turnover of the bidder (For 3 Years)	5 Lakh (s)
OEM Average Turnover (Last 3 Years)	5 Lakh (s)
Years of Past Experience Required for same/similar service	1 Year (s)
MSE Exemption for Years Of Experience and Turnover	Yes
Startup Exemption for Years Of Experience and Turnover	Yes
Document required from seller	Experience Criteria,Past Performance,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Compliance of BoQ specification and supporting document *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Past Performance	40 %
Bid to RA enabled	No
Primary product category	LINE ITEM 1 PRESSURE SENSITIVE SELF ADHESIVE PAPER TAPE WIDTH 32 MM LENGTH 250 METER
Time allowed for Technical Clarifications during technical evaluation	2 Days
Evaluation Method	Total value wise evaluation

EMD Detail

Advisory Bank	Indusind bank
EMD Percentage(%)	2.00
EMD Amount	22261

ePBG Detail

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

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

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

Beneficiary:

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

Splitting

Bid splitting not applied.

MII Purchase Preference

MII Purchase Preference	Yes
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MSE Purchase Preference

MSE Purchase Preference	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the

completed financial years after the date of constitution shall be taken into account for this criteria.

4. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.

5. OEM Turn Over Criteria: The minimum average annual financial turnover of the OEM of the offered product during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the OEM is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

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

7. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% (Selected by Buyer)of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for 25%(selected by Buyer) percentage of total QUANTITY.

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

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

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

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

Brand Type	Unbranded
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Technical Specifications

Specification Document	View File
BOQ Detail Document	View File

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

Consignees/Reporting Officer and Quantity

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

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

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

Brand Type	Unbranded
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Technical Specifications

Specification Document	View File
BOQ Detail Document	View File

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

Consignees/Reporting Officer and Quantity

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

Buyer Added Bid Specific Terms and Conditions

1. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of India Security Press, a Unit of SPMCIL payable at Nashik.

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

2. Forms of EMD and PBG

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C (Name of the Buyer). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

3. Forms of EMD and PBG

Bidders can also submit the EMD with Banker's Cheque in favour of India Security Press, a Unit of SPMCIL payable at Nashik.

Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

4. Forms of EMD and PBG

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

5. Forms of EMD and PBG

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

6. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

A. MINIMUM QUALIFICATION CRITERIA

1. Experience: The bidder firm should have experience in supplying at least 1340 Rolls (at least 250 Meter Length of each Roll) of similar type of Adhesive Paper Tape in any one year during last five years i.e. from 01st April 2016 to 31st March 2021.

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

2. Capability, equipment and manufacturing facilities:-

a) The Bidder firm must have an annual capacity to manufacture and supply at least 1340 Rolls (at least 250 Meter Length of each Roll) of Adhesive Paper Tape. Undertaking regarding this requirement shall

be submitted by the bidder on their Letter Head.

b) The bidder has to submit the following details along with the bid.

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

3. Financial Standing:

a) The average annual turnover of the bidder during the last three years, ending on 31.03.2021 should be at least Rs.4,45,214/- as per the annual report (Audited Balance sheet and Profit & Loss Account) of Financial Year 2018-2019, 2019-2020 & 2020-2021, duly authenticated by a chartered Accountant/Cost Accountant in India or equivalent in relevant countries

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

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

- (i) The net worth of the Bidder should not be negative on '31.03.2021' and also
- (ii) Should not have eroded by more than 30% in the last three years, ending on '31.03.2021'.

4. The Bidder shall give following undertakings on their Letter Head regarding this requirement.

a) The firm should give a declaration that they have not been black-listed/debarred for dealing by Government of India/PSU/Reputed Organisation in the Past.

b) **Agree to withdraw all deviations:** The declaration that "We agree to withdraw all the deviations, if any, unconditionally and accept all the terms and conditions of the tender document including the technical specifications".

B. TECHNICAL SPECIFICATIONS

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

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

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

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

IV. PHYSICAL PARAMETERS:-

Line Item 1: PRESSURE SENSITIVE SELF-ADHESIVE PAPER TAPE WIDTH 32 MM (+/- 1.5 MM), LENGTH 250 METER		
1.	Paper substance	70 ± 05 GSM
2.	Tensile Strength	60.5 N/10 MM Width
3.	Bursting Strength	28.5 (Minimum)

4.	Coated Paper substance	110 (Minimum) GSTM
5.	Tape width	32 MM (+/- 1.5 MM)
6.	Tape Length	250 Mtrs.
7.	Adhesion performance	When the adhesive Tape is separated from the Buff Pulp board of 170 GSM to 210 GSM, after fixing the fiber of the Buff pulp board (Cover Sheet) will be released along with the fibers of the Pulp board.

Line Item 2: PRESSURE SENSITIVE SELF-ADHESIVE PAPER TAPE WIDTH 38 MM (+/- 1.5 MM), LENGTH 250 METER		
1.	Paper substance	70 ± 05 GSM
2.	Tensile Strength	60.5 N/10 MM Width
3.	Bursting Strength	28.5 (Minimum)
4.	Coated Paper substance	110 (Minimum) GSTM
5.	Tape width	38 MM (+/- 1.5 MM)
6.	Tape Length	250 Mtrs.
7.	Adhesion performance	When the adhesive Tape is separated from the Buff Pulp board of 170 GSM to 210 GSM, after fixing the fiber of the Buff pulp board (Cover Sheet) will be released along with the fibers of the Pulp board.

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

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

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

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

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

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

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

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

3) Quality Control Requirement:-

(i) The material supplied by the successful bidder will be accepted on all parameters as per specification provided in the Bid Document. The purchaser reserves the right to get the material supplied tested from

in-house laboratory or any other laboratory of repute and in case the material is found not meeting the specification, the purchaser shall be entitled to cancel the contract, and if so desired, purchase or otherwise the purchase of the stores at the risk and cost of the contractor.

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

D. Special Conditions of Contract (SCC)

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

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

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

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

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

NOTE:

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

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

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

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

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

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

BIDDER MUST SUBMIT REQUIRED DOCUMENTS ALONG WITH BELOW MENTIONED CHECKLIST-

Sr. No.	Description	Submitted /Not Submitted	Page No.
1.	Documentary evidence towards Experience as per clause A. 1. mentioned under Buyer Added Bid Specific ATC		
2.	Undertaking towards Capability, equipment and manufacturing facilities as per clause A. 2. mentioned under Buyer Added Bid Specific ATC		

3.	Documentary evidence towards Financial Standings data as per clause A.3. mentioned under Buyer Added Bid Specific ATC		
4.	Undertaking/Declaration as per Clause A.4. mentioned under Buyer Added Bid Specific ATC		
5.	Adherence to the Technical Specification on firm's Letter Head, as per Clause B mentioned under Buyer Added Bid Specific ATC		
6.	Adherence to the Pre-Dispatch Sample and Delivery Schedule & Quality Control Requirement, as per Clause C mentioned under Buyer Added Bid Specific ATC		
7.	Adherence to the Special Conditions of Contract (SCC) as per Clause D mentioned under Buyer Added Bid Specific ATC		
8.	Certificate of Local Content (refer Clause No. 6)		
9.	Copy of GeM bid documents duly sealed & Signed by authorised signatory of bid document		

7. **Certificates**

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

8. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

9. **Scope of Supply**

Scope of supply (Bid price to include all cost components) : Only supply of Goods

10. **Generic**

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

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent

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

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

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

---Thank You---