

BANK NOTE PRESS DEWAS - 455001 (M.P.)

A Unit of Security Printing and Minting Corporation of India Limited Miniratna Category - I CPSE

Wholly owned by Government of India

Tel : 07272-268253/268468 Fax : 07272-255111

Web : http://bnpdewas.spmcil.com E-Mail : bnpdewas@spmcil.com CIN No. : U22213DL2006GOI144763

ANNEXURE - I

MANDATORY CHECKLIST (To be submitted along with Techno-commercial Bid)

Sr. No.	Description	Yes/No
1.	Tender submitted in two bids i.e. (Techno-Commercial+ Price Bids)	
2.	The Tender should be submitted in English Language. The authenticated copies of the documents in support of the applicant's claims may be submitted in Hindi/English Language.	
3.	i. EMD- Rs.23,000.00 for other firms. ii. Bid Security Declaration for MSME firms: - (As per letter no. F.9/4/2020-PPD Ministry of Finance, Department of Expenditure dated 12.11.2020). In addition to above, firms participating as MSE/NSIC/DIC/Start-up India Campaign, needs to enclose certificates containing validity (including registered category-if any).	
4.	CATEGORY OF MSME FIRMS	
	SC	
	ST	
	GEN	
5.	Owner of the company	
	Male	
	Female	
6.	Provided the Names of Organization(s) / Firm(s) with Addresses & Telephone Numbers, Fax Numbers, E-mail addresses to which they have provided similar type of Items/Services annually during the last five years in Techno-commercial Bid.	
7.	Copy of GST/PAN /TAN number/ TIN number enclosed in Techno-commercial Bid. Please do not fill the prices in Section-X-Tender Form.	
8.	Undertaking/declaration certificate for not suspended/ banned by any Ministry/ Deptt. of Government of India or by any State Govt. must be submitted in technical bid by the bidder.	
9.	Tender validity 120 days given.	
10.	Delivery Schedule accepted as per tender.	
11.	Payment terms accepted as per tender.	
12.	Complete details of firm as per Section VI (List of Requirement)	
13.	Seal and Signed technical specification/scope of work as per Section VII	
14.	Relevant documents to meet eligibility criteria as per Section IX eligibility criteria	
15.	Manufacturer's Authorization form as per Section XIV (if applicable)	
16.	Undertaking regarding acceptance of all terms and conditions of this tender without any deviation	

NOTE:

- 1. The above check list duly filled must be submitted along with techno-commercial bid.
- 2. No price component has to be mentioned in above checklist, otherwise offer will be rejected.



BANK NOTE PRESS DEWAS - 455001 (M.P.)

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Miniratna Category - I CPSE

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Tel : 07272-255222 / Fax : 07272-255111

Web: http://bnpdewas.spmcil.com E-Mail: bnpdewas@spmcil.com

NOT Transferable

Security Classification: Non Security

TENDER DOCUMENT FOR PROCUREMENT OF: SITCS OF MOBILE NVR AND CCTV CAMERA

TENDER NUMBER: SPMCIL/BANK NOTE PRESS DEWAS/PURCHASE/26/22-23/ET/105

(RFQ no. 6000017598 for internal use only)

This Tender Document Contains 34 Pages.

Tender Document is sold to:

The Bidder, (104573)

INDIA

Details of Contact person in SPMCIL regarding this tender:

Name : DIGANTA KUMAR DEKA

Designation: AGM (MATERIALS)

Address: BNPD (BANK NOTE PRESS, DEWAS)

INDIA



SECTION I: NOTICE INVITING TENDER (NIT)

Tender No. SPMCIL/BANK NOTE PRESS DEWAS/PURCHASE/26/22-23/ET/105

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

S.	Brief Description of Goods	Quantity	Remarks
No.		Required	
1.	SITCS OF MOBILE NVR AND	AS PER TENDER	As per Section VI List of Requirement
	CCTV CAMERA		and detailed Technical Specification
			Mentioned in Section VII.
Туре	Type of Tender		TWO-BID Open Tender
			(E procurement)
Pre l	bid conference		22.07.2022 ; 10:00 AM
Plac	e of sale of tender documents		As per MSTC E-procurement Portal
Closing date and time for receipt of tenders		As per MSTC E-procurement Portal	
Date and Time of opening of tenders		As per MSTC E-procurement Portal	

- 2. Interested tenderers may obtain further information about this requirement from https://www.mstcecommerce.com/eproc/.
- 3. Tenderer may also download the tender documents from the web site http://bnpdewas.spmcil.com or https://www.mstcecommerce.com/eproc/ and submit its tender by utilizing MSTC E-procurement Portal.
- 4. In the event of any of the above mentioned dates being declared as a holiday/ closed day for the Purchase Organization, the tenders will be sold/ received/ opened on the next working day at the Appointed time.
- 6. The tender documents are not transferable.
- 7. The offer submitted by the firm should be valid for **120 Days** from the date of opening of tender Document.
- 8. The bidder has to submit the quotation strictly as per our tender enquiry specification and terms and Conditions only.
- 9. In case the list of requirements contains more than one schedule, the responsive tenders will be Evaluated and compared separately for each schedule.
- 10. RIGHT OF ACCEPTANCE: The Chief General Manager, Bank Note Press, Dewas reserves the right to reject any or all tenders without assigning any reasons thereof.
- 11. The tender / bid / quotation should be submitted in Two Bid separate double sealed envelopes strictly as per SIT: 8 Submission of Tender of Section III: Special Instructions to Tenderers (SIT) and its sub clause Non-Adherence to this shall make tender liable for rejection.

12. SPECIAL INSTRUCTIONS:

i Relaxation of norms for Startups and Micro and Small Enterprises on Prior Experience, Prior Turnover Criteria may be given subject to meeting of quality and technical specifications as per circular no.1(2)(1)2016-MA dt.10.03.2016 issued by Govt. of India, Ministry of Micro, Small & Medium Enterprises, New Delhi.



- ii Order No P-45021/2/2017-B.E.-II Dt:15.06.2017 for Public Procurement (Preference to Make in India) issued by Ministry of Commerce and Industry, Department of Industry and Internal Trade (Public Procurement Section), and Order No 6/18/2019-PPD Dt:23.07.2020 for prior registration on procurement from bidders from a country or countries on ground of Defence of India and national Security, issued by Ministry of Finance, department of Expenditure (Public Procurement Division) will be applicable as per guidelines of Government of India.
- 13. The Chief General Manager, BNP Dewas reserves the right to accept/reject /cancel any or all tender document without assigning any reason thereof. Chief General Manager, BNP Dewas also reserves the right to accept the tender in whole or part. Incomplete documents not submitted in accordance with the directions issued shall be liable for rejection.

Diganta Kumar Deka AGM (Materials) For and on behalf of Chief General Manager Bank Note Press, Dewas Telephone No. 07272-268468/268253 E-mail: bnppurchase@spmcil.com



SECTION II: GENERAL INSTRUCTIONS TO TENDERERS (GIT)

Part I & II: General Instructions Applicable to all Types of Tenders

Please refer to our website for:

http://www.spmcil.com/spmcil/UploadDocument/GIT.pdf



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.

S.No.	GIT Clause No.	Topic	SIT Provision
1	4	Eligible goods/services (Origin of goods)	SIT - 1 (Mentioned below)
2	8	Pre bid Conference	SIT - 2 (Mentioned below)
3	9	Time Limit for receiving request for clarification of Tender Documents	SIT - 3 (Mentioned below)
4	11.2	Tender Currency	SIT - 4 (Mentioned below)
5	12.10	Applicability of Octroi and Local taxes	SIT - 5 (Mentioned below)
6	14	PVC Clause & Formula	SIT - 6 (Mentioned below)
7	19	Tender Validity	SIT - 7 (Mentioned below)
8	20.4	Number of Copies of Tenders to be submitted	SIT - 8 (Mentioned below)
9	21	Submission of Tender	SIT - 9 (Mentioned below)
10	33	Evaluation Criteria	SIT - 10 (Mentioned below)
11	35.3	Additional Factors for Evaluation of Offers	SIT -11 (Mentioned below)
12	43	Parallel Contracts	Not Applicable
13	50.1, 50.3	Tender For rate Contracts	Not Applicable
14	51.1, 51.2	Eligibility Criteria	As Mentioned in Section IX
15	52.1, 52.3, 52.5	Tenders involving Pre-Production Samples	Not Applicable
16	53.4, 53.5, 53.7	EOI Tenders	Not Applicable
17	54.3.1, 54.5.2	Tenders for Disposal of Scrap	Not Applicable
18	55.2, 55.3, 55.7, 55.8	Development/Indigenization Tenders	Not Applicable
19		Site inspection	SIT-12(Mentioned below)
20	18	Earnest Money Deposit	SIT –13 (Mentioned below)

SIT 1: Eligible Goods: All goods to be supplied under the contract shall have their origin in India or Indian Agent in case of imported item, subject to any restriction imposed in this regard in Section III (SIT). The term "origin" used in this clause means the place where the goods are mined, grown, produced, or manufactured or from where the related services are arranged and supplied.

SIT 2: Pre bid Conference- In order to clarify any concerns bidders may have with the tender documents, scope of work and other details of the requirement; pre bid conference shall be organized on **Dt:22.07.2022** at **10:00 AM**. Bidders are requested to send advance copy (in word format) of their concerns along with their representative details with their ID Proofs to Purchase Dept. over email – bnppurchase@spmcil.com;bhogoju.chary@spmcil.com;mangesh.kasvekar@spmcil.com; diganta.deka@spmcil.com.



Installation Site visit- Bidders can visit the site the day of pre-bid conference. There will be a common site visit schedule and all prospective bidders are advised to plan their schedule accordingly. No Date change request will be entertained in this regard.

SIT 3: Clarification of Tender Documents: A Tenderer requiring any clarification or elucidation on any issue of the tender documents may take up the same with BNP DEWAS in writing or by fax / e-mail/ post. BNP DEWAS will respond in writing to such request provided the same is received by BNP DEWAS not later than 21 Days prior to the prescribed date of submission of tender. In case the clarifications are not given by BNP Dewas in stipulated time frame then the bidder must strictly follow the tender terms & conditions.

SIT 4 Tender currencies: The tenderer shall quote only in **Indian rupees**. Supplier is requested to quote price within 2 decimal place. Quotation with price quote beyond 2 decimal place will be ignored.

SIT 5: Wherever GST is applicable, the following may be noted:

- i The tenderer should quote the exact percentage of GST that they will be charging extra.
- ii While quoting the rates, tenderer should pass on (by way of reduction in prices) the set off/input tax credit that would become available to them by switching over to the system of GST from the erstwhile system of sales tax, duly stating the quantum of such credit per unit of the item quoted for.
- iii The tenderer while quoting for tenders should give the following declaration:
 "We agree to pass on such additional set off/input tax credit as may become available in future in respect of all the inputs used in the manufacture of the final product on the date of supply under the GST scheme by way of reduction in price and advise the purchaser accordingly."
- iv The supplier while claiming the payment shall furnish the following certificate to the paying authorities: "We hereby declare that additional set offs/input tax credit to the tune of Rs.

 _____ has accrued and accordingly the same is being passed on to the purchaser and to that effect the payable amount may be adjusted.

SIT 6: Price Variation Clause: The prices should be firm & fixed during the entire currency of the contract

SIT 7: Tender Validity

- The tenders shall remain valid for acceptance for a period of 120 days after the date of tender opening prescribed in the tender document. Any tender valid for a shorter period shall be treated as unresponsive and rejected.
- In exceptional cases, the tenderers may be requested by BNP DEWAS to extend the validity of their tenders upto a specified period. Such request(s) and responses thereto shall be conveyed by surface mail or by fax/e-mail followed by surface mail. The tenderers, who agree to extend the tender validity, are to extend the same without any change or modification of their original tender and they are also to extend the validity period of the EMD (If applicable) accordingly. A tenderer, however, may not agree to extend its tender validity without forfeiting its EMD.
- ➤ In case the day upto which the tenders are to remain valid falls on/ subsequently declared a holiday or closed day for BNP DEWAS, the tender validity shall automatically be extended upto the next working day.
- ➤ Compliance with the Clauses of this Tender Document: Tenderer must comply with all the clauses of this Tender Document. In case there are any deviations, these should be listed in a chart form without any ambiguity along with justification.



SIT 8 : Number of Copies of Tenders to be submitted : Through MSTC e-procurement portal https://www.mstcecommerce.com/eproc/.

SIT 9: Submission of Tender:

<u>Techno-commercial Bid and Financial Bid</u> are to be submitted separately through MSTC e-procurement portal https://www.mstcecommerce.com/eproc/ on or before the due date of the submission of the tender.

<u>Part-I</u>: Techno-commercial bid [First Envelope]

I. Mandatory Check List

II.

- **1.** <u>EMD-</u> **23,000/-** must be valid for at least 45 days beyond the validity of tender. i.e. 120 days +45 days= 165 days. EMD must be submitted along with the tender in form of DD/FDR/Bankers Cheque only in favor of "The General Manager, Bank Note Press, Dewas" Payable at Dewas, failing which the offer will be ignored.
- 2. The firm who are registered under NSIC, Micro & Small Enterprises (MSE)/ Startups may be exempted from submitting the EMD on producing valid certificate Traders/resellers/distributors/authorized agents will not be considered for availing benefits under PP Policy 2012 for MSEs as per MSE guidelines issued by MoMSME.
- 3. <u>Bid Security Declaration:</u> Against EMD, bidder firm have to submit a seal & sign "Bid Security Declaration" accepting that if the firm withdraw or modify their bid during the period of bid validity after opening of tender they will be suspended for a period of 3 years from the date of opening of tender. (As per letter no. F.9/4/2020-PPD Ministry of Finance, Department of Expenditure dated 12.11.2020).
 - In addition to above, firms participating as MSE/NSIC/DIC/Start-up India Campaign, needs to enclose certificates containing validity (including registered category-if any).
- **4.** Relaxation of norms for Startups and Micro and Small Enterprises on Prior Experience, Prior Turnover Criteria may be given subject to meeting of quality and technical specifications as per circular no.1(2)(1)2016-MA dt.10.03.2016 issued by Govt. of India, Ministry of Micro, Small & Medium Enterprises, New Delhi.
- 5. Relaxation may be given under Order No. P-45021/2/2017-B.E.-II Dt:15.06.2017 for Public Procurement (Preference to Make in India) issued by Ministry of Commerce and Industry, Department of Industry and Internal Trade (Public Procurement Section), and Order No 6/18/2019-PPD Dt:23.07.2020 for prior registration on procurement from bidders from a country or countries on ground of Defence of India and national Security, issued by Ministry of Finance, department of Expenditure (Public Procurement Division).
- III. **Manufacturer authorization Form: -** Wherever Authorized Distributors are submitting the bid, Manufacturers Authorization Form (MAF)/Certificate with OEM details such as name, designation, address, e-mail id and Phone No. required to be furnished along with the bid.
- IV. The bidder should not be suspended/ banned by any Ministry/ Deptt. of Government of India or by any State Govt. Undertaking/declaration certificate for the same must be submitted in Technical bid.
- V. The bidder have to submit all the documents & relevant proof in support of relevant clauses mentioned in Section VI: List of Requirement and Section VII: Technical Specification, Section IX: Eligibility criteria.



Part-II: - Price Bid [Second Envelope]

The tenderer shall quote their prices strictly as per the the e-procurement portal.

SIT 10: Evaluation Criteria:

In the first instance, the **Techno-commercial Bid (The Techno-commercial part)** of the tender document will be considered for the evaluation. These offers/bids will be scrutinized & evaluated by the committee/authority with reference to the parameters prescribed in the **Section - VI: List of Requirement**, **Section -VII: Technical Specification**, **Section - IX: Eligibility criteria Section** of the tender document .If the clarifications required by the purchaser the bidder have to submit their reply within stipulated time period by fax /email/courier/speed post accordingly the offers submitted by the firms would be scrutinized & evaluated.

➤ In the Second stage, the **Price Bid** of only eligible/the techno-commercial acceptable offers (as mentioned in first stage) will be opened for further scrutiny & evaluation. The evaluation criteria for awarding the contract shall be given to L1 Bidder.

SIT 11: Additional Factors for Evaluation of Offers:

Since the work is not splitable MSE quoting price within price band of L1+15% shall be allowed the total quantity by bringing down their price to L1 price where L1 is non MSEs.

SIT 12: Site Inspection:

BNP reserves the right for site inspection for assessment of capacity, capability by the BNP officials.

SIT 13: Earnest Money Deposit:

For MSE firm:

Against EMD, bidder firm have to submit a seal & sign "Bid Security Declaration" accepting that if the firm withdraw or modify their bid during the period of bid validity after opening of tender they will be suspended for a period of 3 years from the date of opening of tender. (As per letter no. F.9/4/2020-PPD Ministry of Finance, Department of Expenditure dated 12.11.2020)

In addition to above, firms participating as MSE/NSIC/DIC/Start-up India Campaign, needs to enclosed certificates containing validity (including registered category-if any).

For other firm:

EMD of Rs.23,000/- must be valid for at least 45 days beyond the validity of tender. i.e. 120 days +45 days= 165 days. EMD must be submitted along with the tender in form of DD/FDR/Bankers Cheque only in favor of "**The General Manager, Bank Note Press, Dewas**" Payable at **Dewas**, failing which the offer will be ignored.



SECTION IV: GENERAL CONDITIONS OF CONTRACT (GCC)

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

Please refer to our website for:

http://www.spmcil.com/spmcil/UploadDocument/GCC.pdf



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.

S.	GCC Clause No.	Topic	SCC Provision
No			
1	8.2	Packing and Marking	SCC - 1 (Mentioned below)
2	11.2	Transportation of Domestic Goods	SCC - 2 (Mentioned below)
3	12.	Insurance	SCC - 3 (Mentioned below)
4	14.1	Incidental Services	Not Applicable
5	15	Distribution of Dispatch Documents for clearance/ Receipt of Goods	SCC - 4 (Mentioned below)
6	16.2,16.4	Warrantee Clause	SCC - 5(Mentioned below)
7	19.3	Option Clause	SCC - 6 (Mentioned below)
8	20.1	Price Adjustment Clause	Not Applicable
9	21.	Taxes and Duties	SCC - 7 (Mentioned below)
10	22	Terms and Mode of payments	SCC - 8 (Mentioned below)
11	24.1	Quantum of LD	SCC - 9 (Mentioned below)
12	25.1	Bank Guarantee and Insurance for Material Loaned to Contractor	Not Applicable
13	33.1	Resolution of Disputes	SCC - 10 (Mentioned below)
14		Disposal/ Sale of Scrap by Tender	Not Applicable
15	36.3.2,36.3.9	Arbitration Clause	SCC -11 (Mentioned below
16		Failure & Termination Clause	SCC -12 (Mentioned below
17		Force Majeure Clause	SCC -13 (Mentioned below

SCC - 1: Packing and Marking:

The supplier shall arrange for adequate protection and packing of the stores so as to avoid any loss or damage during the transit.

The quality of packing, the manner of marking within & outside the packages and provision of accompanying documentation shall strictly comply with the requirements as provided in Technical Specifications and Quality Control Requirements under Sections VII and VIII and in SCC under Section V. In case the packing requirements are amended due to issue of any amendment to the contract, the same shall also be taken care of by the supplier accordingly.

- **SCC 2: Transportation of Domestic Goods**: The transportation of the goods to be procured will be done by the supplier on FOR BNP Dewas Basis. The total cost of the transportation should also be indicated in the price bid of the item to be procured.
- **SCC 3: Insurance:** As the supplier has to deliver the material on FOR BNP Dewas Basis therefore the cost of the insurance will also the part of the total cost of the material born by the supplier. The insurance charges should also be indicated in the price bid of the material/item.
- **SCC 4: Distribution of Despatch Documents for Clearance/ Receipt of Goods :** The supplier shall send all the relevant despatch documents well in time to BNP DEWAS to enable BNP DEWAS to clear or receive (as the case may be) the goods in terms of the contract.



SCC-5: Warranty Clause: As per scope of work.

SCC-6: Option Clause: The Purchaser reserves the right to increase the ordered quantity by 25% at any time, 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 Delivery Period.

SCC-7: Taxes and Duties: Supplier shall be entirely responsible for all taxes, fees, levies etc. incurred until delivery of the contracted goods to BNP DEWAS.

SCC-8: Terms and Mode of Payment: Payment will be as follows:

100% payment shall be released after receipt/acceptance of the goods and services at BNP, Dewas. The payment will be done through RTGS Only. Therefore, the suppliers have to produce all the Bank details such as - Name of Bank, Account No., IFSC Code No., MICR No. along with the Tender Document.

SCC-9: Quantum of Liquidated damages: 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, BNP DEWAS shall, without prejudice to other rights and remedies available to BNP DEWAS under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the ½% (0.5%) percent+ 18% GST (or any other percentage if prescribed in the SCC) of the delivered price of the delayed goods and/ or services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 10% percent+ 18% GST (or any other percentage if prescribed in the SCC) of the delayed goods' or services' contract price(s). During the above mentioned delayed period of supply and / or performance, the conditions incorporated under GCC sub-clause 23.4 shall also apply.

SCC-10: Resolution of disputes:

If dispute or difference of any kind shall arise between BNP DEWAS and the supplier in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within twenty one days of its occurrence, then, unless otherwise provided in the SCC, either BNP DEWAS or the supplier may seek recourse to settlement of disputes through arbitration as per The Arbitration and conciliation Act 1996 as per following clause.

SCC-11: Arbitration Clause: All disputes & differences arising out of or in any way touching or concerning this agreement (except those for which specific provision has been made therein) shall be referred to Sole Arbitrator to be appointed by CMD, SPMCIL. This contract has to be interpreted in accordance with the laws of the Union of India and arbitration proceedings shall be conducted in India under the Arbitration and conciliation Act 1996. The Arbitrator so appointed shall be an SPMCIL Officer who had not dealt with matters to which this agreement relates and in course of his duties had not expressed views on all or any of the matter in dispute or differences. The Award of the Sole Arbitrator shall be final and binding on the parties.

SCC-12: 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 supplier, by written notice of default sent to the supplier, the contract may be terminated in whole or in part:
- (i) If the supplier fails to provide any or all the goods within the time period (s) specified in the contract, or any extension thereof granted
- (ii) If the supplier 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: Bank Note Press, Dewas (M.P.) may at any time terminate the Contract by giving you one month's prior notice in writing to that effect and shall have the liberty to appoint any other agency to carry out your obligations under this Contract.

SCC-13: Force Majeure:

13.1 In the event of any unforeseen event directly interfering with the supply of stores arising during the currency of the contract, such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, guarantine restrictions, strikes, within lockouts. acts of God. the Contractor shall. week from commencement thereof, notify the same in writing to the Purchaser with reasonable evidence thereof. Unless otherwise directed by in writing, the supplier shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

If the force majeure condition(s) mentioned above be in force for a period of 90 days or more at any time, either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days' notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other, save and except those which had occurred under any other clause of this contract prior to such termination.

- 13.2 Notwithstanding the provisions contained in GCC clauses 23, 24 and 26, the supplier shall not be liable for imposition of any such sanction so long the delay and/ or failure of the supplier in fulfilling its obligations under the contract is the result of an event of Force Majeure.
- 13.3 In case due to a Force Majeure event is unable to fulfill its contractual commitment and responsibility, BNP Dewas will notify the supplier accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.



SECTION VI: LIST OF REQUIREMENTS

S. No.	Brief description of goods (Related specifications etc. are in Section-VII)	Quantity
1.	SITCS OF MOBILE NVR AND CCTV CAMERA	As Per Tender

- 1. Required Terms of Delivery & Destination: FOR BNP Dewas.
- 2. **Replacement**: If the material is rejected for any reason the supplier have to replace the material at firms own cost and risk from our press.
- **3. Preferred mode of Transportation**: As desired by the bidder which should be in safe and secured manner.
- **4. Delivery Schedule:** The firm has to supply the material **within 30 days** from the date of Purchase Order.
- 5. Security Deposit: If the value of the purchase order will exceed Rs. 2,50,000/- then the firm on whom purchase order will be placed will have to submit 3% of the total cost of the purchase order against security deposit in form of DD/ FDR/ Banker's cheque drawn on any scheduled commercial bank in India only in the favour of "The General Manager, BNP Dewas" payable at Dewas within 21 Days from the date of issuance of NAC(Notification of Award of Contract). The Security Deposit should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the contractor, including warranty obligations, and will be refunded to the contractor without any interest, whatsoever, after it duly performs and completes the contract in all respects but not later than 60 days of completion of all such obligations under the contract. (As per letter no. F.9/4/2020-PPD Ministry of Finance, Department of Expenditure dated 12.11.2020).

Note: Purchase order will be issued to the successful bidder only after receipt of SD in original form.

6. Other requirements for the Bidders:-

- (a) The bidder shall provide names of organization(s)/firm(s) with addresses & telephone numbers, fax numbers, email addresses to which they have provided similar type of items annually during the last five years.
- **(b)** The application should be submitted in Hindi/English Language. The authenticated copies of the documents in support of the applicant's claims may be submitted in Hindi/English Language.
- **(c)** The bidder shall indicate that authorized signatory is competent & legally authorized to submit the tender and / or to enter into legally binding contract.
- (d) The bidder must have to enclosed the copy of PAN /GSTIN certificate.

 Note: Tenderer's attention is drawn to GIT clause 17 and GIT sub-clause 10.1
- 7. The tenderer is to provide the required details, information, confirmations, etc accordingly, failing which it's tender is liable to be ignored. Following details may also be provided. (Mandatory)



i	Name of Firm:			
ii	Name of the Proprietor	/ Owner / Director :		
iii	Complete address of the	e firm :		
iv	Contact of firm :			
	Phone No Mobile No FAX No E-mail No			
V	GST Registration No. (Copy of certificate e	nclosed. If appl	icable) :
vi	Income Tax P.A.N. No.	(Copy enclosed) : _		
vii	For transaction through 1. Name of Bank	RTGS/NEFT :		
	2. Account No	:		
	3. MICR No	:		
	4. IFSC Code	:		
viii	Details of ITCC / NSIC	/ DGS&D Registration	on. Please encl	ose Photostat copies.
	Whether the firm is locumentary proof. Category (SC/ST/GEN):		yes, please end	close the copy of relevant GEN
xi.	Name of the owner of the	e company:		
xii	: Gender of the owner (M	Male/Female) : Male	Fem	ale
Da	te:			Name & Signature

Seal of the Firm & Address



SECTION VII: TECHNICAL SPECIFICATION

1. INTRODUCTION

Bank Note Press, Dewas intends to install portable plug n play kind of Mobile NVR with HDD along with CCTV Cameras in Truck Containers carrying high value items of national importance. The proposed system shall run in power supply available in Container Trucks. Complete solution shall be plug n play type which can be mounted and unmounted from Container Truck easily. The system shall work even when trucks ignition is in off condition.

2. SCOPE, TECHNICAL REQUIREMENT & SPECIFICATION FOR Mobile CCTV System for Trailer's Container

- **2.1.** The scope of work includes supply, one-time installation demo in one truck, mount demount training and onsite warranty for 3 years.
- 2.2. Complete solution shall work in power environment available in Truck Containers.
- 2.3. CCTV system will be installed in Truck Containers. System (both NVR & camera) shall be of rugged type, which is ideal for high level vehicle surveillance solution under bumpy/road trip condition. System shall have feature of -
 - 2.3.1. Anti-shock and anti-vibration for steady image capture.
 - 2.3.2.Dual streams for local recording and wireless transmission (Central Monitoring at BNP Site when vehicle is in transit).
 - 2.3.3.File protection technologies to enhance data reliability and data recovery for bumpy conditions (Truck movement).
 - 2.3.4. CCTV Monitoring to be done from locally and shall have capability for remote monitoring from centralized command and controlled room of BNP. SIM/Data Connection required for the same would be provided by BNP.
- 2.4. Mobile NVR and CCTV Cameras to be installed at Trucks Container (40 feet/20 feet trailer).
- 2.5. One set of system for each Trucks Container consisting of -
 - 2.5.1.Mobile NVR 4 Channel or more 1 no.
 - 2.5.2.CCTV Dome type Camera with night vision feature—Min 2 Nos. & Max 4 Nos.
- 2.6. The Complete system installed shall be plug n play type and can be removed and reinstall on the trailer's container as per requirement. The devices i.e. Camera, NVR will not be permanently fitted into the vehicle. Hence the solution design should be such that device/equipment mounting and unmounting from the vehicle (Wagon/Truck) should be easy and quick.
- 2.7. Supplier & offered system has to adhere to the Company IT Policy.
- **2.8.** Bidders are advised to visit the site before quoting in order to completely understand the scope, requirement & site condition before quoting.
- 2.9. The successful firm will have to give the escalation matrix for their service personnel.
- 2.10. The System is required to be fully operational round the clock during consignment period.
- 2.11. All cables and accessories required for plug n play connection and connection have to be provided.
- 2.12. Following declaration have to be given by OEM of Camera and MNVR-



- **2.12.1.** a) "No Malicious Code" undertaking letter. The OEM must not be barred by any Global CERT organization for malicious code or security threats.
- 2.12.2. b) The quoted equipment should neither support any interconnection / communication
- 2.12.3. protocol, (such as the GB/T 28181 protocol), that requires sharing of information or data with any
- 2.12.4. foreign government or agency. Documentary certification from OEM need to be given.
- 2.12.5. c) MAC address of IP cameras must be registered in the same name of OEM supplying the cameras.
- 2.12.6. d) CCTV Camera OEM should not be blacklisted by ONVIF.

2.13. Technical Specifications & BOM:

Sl No.	Item	Qty
1	Mobile NVR with GPS, 3G/4G, HDD and SD Card	06 Nos.
2	Vandal Proof Dome Type Fixed CCTV Camera	20 Nos.
3	Central Workstation	01 Nos.
4	One installation & accessories for Connection	01 Nos.

	Mobile NVR with GPS, 3G/4G, HDD and SD Card			
S1. N	o. Parameter	Specifications		
1	Model	* (To be quoted by bidder		
2	Make	Panasonic/Axis/Pelco/Bosch/Honeywell/Flir or equivalent		
3	No. of channels	4 channels or more for camera		
4	In-built facilities required	Vibration absorber with high accuracy GPS & 4G/3G Connectivity		
5	Monitoring	On-line Local monitoring and Remotely from BNP Command and Control Room over 4G/3G		
6	Data Transfer	Data Transfer through Ethernet Port and wi-fi mode		
7	Recording	Continuous recording of CCTV video and events logs		
8	Recording duration	Up to 15 days		
9	Play back	Play back of the recorded videos		
10	Video Out	One video out port VGA/HDMI to display the live feed to monitors		
11	Network	Ethernet, 4G/3G		
12	Storage	Minimum 4TB+4TB in RAID I Mode		
13	Operating Temp	0 to 60°C		
14	Operating Humidity	10 to 90%		
15	Interoperability	ONVIF Profile S		
16	Power Input	DC from vehicle by battery/UPS		



		Required connecting cables for connecting the Mobile NVR to
17	Connecting Cables	the accessories.
	Video/Audio	H.265/H.264/MPEG4/MJPEG or better
18	Compression Format	
	Video recording	Full HD.
19	resolution	
	Recording Mode	24X7, General/schedule/alarm (Sensor trigger, speed, video loss,
20		acceleration, temperature)
21	Playback & Backup	Yes
	Playback Channel	1 CH by local playback, 1/4/8 channels by playback software
22		
23	Search Mode	Date/time, channel, Event
24	Backup Mode	USB, HDD, Ethernet Port Network
25	Certification	CE / BIS
26	Warranty	3 years Onsite
27	Misc. Items	With all connectors, enclosures, cables.

Vanda	Vandal Proof Dome Type Fixed CCTV Camera			
Sl. No.	Parameter	Specifications		
1	Model	*		
2	Make	Panasonic/Axis/Pelco/Bosch/Honeywell or equivalent		
3	Image Sensor	1/3" CMOS Progressive Scan or better		
4	Camera Type	Rugged Type Dome Camera Fixed Focal Manual Tilt and Rotation		
5	Resolution	Full HD or more		
6	Lens Type	Fixed 2.8mm/3mm/4mm		
7	Min. Illumination	Color: 0.01 Lux, 0 lux with IR		
8	S/N Ratio	≥40 db		
9	Power supply	DC12V (±10%) with suitable connectors /PoE		
10	Interoperability	ONVIF Profile S		
11	IR Feature	Yes, Inbuilt		
12	IR Distance	20 Mtr or more.		
13	IR cut filter	Yes		



14	WDR	120 dB or better
15	On board Storage	Yes with 256 GB capacity memory card
16	Operating	0°C to 60°C
17	Rating	IP65 or better, vandal proof
18	White balance	Auto
19	Mounting	Wall mount
21	Camera housing and fixture and accessories	Yes, along with all suitable connectors and enclosures.
22	Certification	BIS
23	Onsite warranty	3 Years
24	Misc. Items	With all connectors, enclosures, cables.

1 no.	1 no. Central Workstation for live view over Internet Connection			
S1.	Parameter	Specifications		
No.				
1	Offered Make and	HP/Dell		
	Model	Model to be quoted by bidder		
2	Display Panel Type	LED. screen size - 24 inch or more		
3	Processor	i7 or better		
4	RAM	8 Gb or more		
5	Ports	VGA/HDMI, RJ45, Audio in/out, USB, Gigabit Ethernet		
6	Storage	SSD (256GB or more)		
7	Office Software	MS Office 2019		
8	Input device	With Wireless Keyboard and Mouse		
9	HDMI/VGA	Cable of length 15 feet or more		
10	OS	Win 10 Professional		
11	Warranty	Onsite 3 years		

Special Note: Special note applicable for all items Delivery of equipment "made in china" is not acceptable. The bidder & OEM's should provide undertaking for GFR restrictions on procurement under rule 144(xi) as per F.No.6/18/2019-PPD Dt:23.07.2021.



SECTION VIII: QUALITY CONTROL REQUIREMENTS

(As per technical specification mentioned in section VII)



SECTION IX: ELIGIBILITY CRITERIA FOR

- i. The Bidder firm should meet following eligibility criteria to qualify:-
- (a) For MSE / Start-up Firm: Capability-Equipment & Manufacturing Facilities: The bidder firm must have capability to Manufacture and supply the tendered item.
- (b) For Other Firm: Experience and past performance:

The bidder firm may be Manufacturer/ Proven supplier/ Authorized dealer or distributor of tendered item or bidder may participate with manufacturing authorization form (issued by manufacturer of tendered item).

Note:- Participating bidder needs to be submit all related documents along with the bid.



SECTION X: TENDER FORM ACCEPTANCE OF TERMS & CONDITIONS

	ACCEPTANCE OF TERMS & CONDITIONS	
	To Date	
	The Chief General Manager, Bank Note Press, (A unit of Security Printing and Minting Corporation of India Limited) Dewas, Madhya Pradesh – INDIA	
	Ref: Your Tender document Nodateddated	
	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 of to supply and deliver (Description of goods and services) in conformity with your above referr document for the sum ofxxxxx (To be mentioned in the Price Bid only & not to be mentioned PQB & Techno Commercial Bid) (total tender amount in figures and words), as shown in the preschedule(s), attached herewith and made part of this tender.	fer red I in
	If our tender is accepted, we undertake to supply the goods and perform the services as mention 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 secur of required amount in an acceptable form in terms of GCC clause 6, read with modification, if any, Section V – "Special Conditions of Contract", for due performance of the contract.	rity
	We agree to keep our tender valid for acceptance for a period up to, as required in the Clause 19, read with modification, if any in Section-III – "Special Instructions to Tenderers" or subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by t tender up to the aforesaid period and this tender may be accepted any time before the expiry of t aforesaid period. We further confirm that, until a formal contract is executed, this tender read w your written acceptance thereof within the aforesaid period shall constitute a binding contrabetween us. We further understand that you are not bound to accept the lowest or any tender you may receivagainst your above-referred tender enquiry.	for this the rith act
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):	

(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:

- o 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. Prices should be on FOR BANK NOTE PRESS, DEWAS basis.
- 2. Price Schedule as per MSTC e-Procurement portal.



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)
(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 XIII: Bank Guarantee Form for EMD

(ON BANK'S LETTERHEAD WITH ADHESIVE STAMP)

Ref		Date
	Bank C	Guarantee No
To,		
(Insert Name & Address of t	he Purchaser)	
Dear Sir,		
submitted its bid numbere called the "tender") against tender enquiry No presents that we	d	of(Hereinafte er called as the 'Purchaser' Know all persons by thes er called the "Bank") having Purchaser, in the sum o y be made forthwith, o
The conditions of this obligation (1) If the Tenderer withdraw period of validity of this tender (2) If the Tenderer or any knowledge of the Tenderer) (3) If the Tenderer having be its validity:-	vs or amends, impairs, or derogates from the tendeder. one employed by it or acting on its behalf (who breaches any of the provisions of the pre-bid/ Pre-een notified of the acceptance of his tender by Purthe performance security for the due performance	er, in any respect within the ether with or without the contract Integrity Clause. In the contract during the period of
Purchaser having to substant amount claimed by it, is due specifying the occurred cond	aser up to the above amount, upon receipt of its firstiate its demand, provided that in its demand Purcle to it owing to the occurrence of one or more or all dition(s). We agree that the decision of the Purchas hall be final and binding on us.	haser will note that the the above conditions,
words and figures) days after	n force for a period of	
Date Place		Signatur <i>(Printed Name</i>
Witnesses	(Bank's Common Seal)	(Designation)



Section XIV: Manufacturer's Authorization Form

То
(Name and address of SPMCIL)
Dear Sirs,
Ref. Your Tender document No, dated,
We,, who are proven and reputable manufacturers of
We further confirm that no supplier or firm or individual other than Messrs
We also hereby extend our full warranty, as applicable as per clause 16 of the General Conditions of Contract read with modification, if any, in the Special Conditions of Contract for the goods and services offered for supply by the above firm against this tender document.
Yours faithfully,
[Signature with date, name, and designation] for and on behalf of Messrs
[Name & address of the manufacturers]

Note: This letter of authorization should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.



Section 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 Purchase	er)
Dear Sir,	
entered into between the	or Award of the Tender No
remain in full force and effect, for sixty days a to the complete satisfaction of both the BIDD later, i.e. till, (her or arises against us	further agree that, the guarantee herein contained, shall fter the complete conclusion of the contractual obligations ER and the BUYER, including warranty period whichever is reinafter called the 'said date') and that if any claim accrues time of the bank), by virtue of this guarantee before the said summer contains after the said date, provided that,
•	is effective from the date of the said contract and that we bank), undertake not to revoke this guarantee during its
currency, without the consent in writing of the	



4. We undertake to pay to the Purchaser, any money so demain disputes raised by the Contractor, in any suit or proceeding pending thereto, our liability under this present, being absolute and unequinder this bond, shall be a valid discharge of our liability for pay shall have no claim against us, for making such payments.	g before any Court or Tribunal, relating uivocal. The payments so made by us
5. We	any of the terms and conditions of the from time to time, or to postpone for e by the Purchaser, against the said tions relating to the said contracts and e released from our liability under this nted to the said Contractor, or for any indulgence by the Purchaser towards hich under the law relating to sureties, nour liability under this guarantee.
Date	
Place	
(Pri	Signature inted Name) esignation)
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 document mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed a 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;

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.

(viii) Manufacturers' Authorization Form (if applicable for this tender);

(ix) SPMCIL's Notification of Award

- 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:
(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 Chief General Manager	•	,
Unit Address		
Subject: Authorization for atte	ending bid opening on	(date) in the Tender of
behalf of		opening for the tender mentioned above on (Bidder) in order of preference given below.
Order of Preference	Name	Specimen Signatures
1.		
II.		
Alternate Representative	е	
Signatures of bidder or Officer authorized to sig bid Documents on behalf		

Note:

the bidder.

- 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)

		(Nei	ei Clause 22.0	or dee,			
	d Address of the Fir						
	order						
lame and	d address of the co	nsignee					
S. No. Authority for Description Number or Rate Price per Amou							
3. 140.	purchase	of Stores	quantity	Rs. P.	Rs. P.	Amount	
	paremee	01 010100	quariersy		110000		
Total							
4. Packin 5. Others 6. PVC Ar 7. (-) ded 8. Net an Dispatch Dated	Duty (if applicable) g and Forwarding of (Please specify) mount (with calcula luction/Discount nount payable (in volume detail RR No. otherward Certificate No	charges (if application sheet enclowords Rs.)	osed) tch		(enclosed)		
Rupees). We solen a. Goods	nnly certify that: and Services Tax (or of the relevant Ac	GST) charged or	this Bill is not	more than		under the	
b. Goods made the of that A c. We are	s on which GST ha ere under and the ct or the Rules mad e registered with a or the purpose of O	s been charged charges on acco de there under. bove indicated (have not bee ount of GST on	n exempte these good	s are correct und	der the provision	
d. This b requirem consigne e. that th	ill form / invoice in the interior in the inte	is not a replace has been sent laimed is strictly	to the Purcha y in terms of th	ser as and ne contract	when deliveries	are made to to	
Revenu	ue stamp		Siį	gnature and	l of Stamp Suppl	ier	
	****	******	****End****	******	*****		

MSTC registration Guide for Vendors

Vendor Registration Procedure for Common Portal(V3) e-Procurement

System Requirements:

- 1. OS Windows 10 and above, browser Internet Explorer 10 and above
- 2. Digital Signature Class 3 and above (both signing and encrypting)

STEPS:

- 1. Please visit https://www.mstcecommerce.com
- 2. Scroll onto e-Procurement tab and click on "Common Portal"
- 3. In the **Vendor Login**, please click on "**Register**"
- 4. Please fill all the details and follow the onscreen form to get registered.
- 5. Click on Submit button.
- 6. After the successful registration, an automated confirmation e-mail is sent to the provided email address.

Post Submission Login using your Digital Signature **Class 3**(both signing and encryption)

For System Settings:

MSTC Help Desk Ph. 033 23400020, 23400021, 23400022

For System Settings Video Tutorial open link: bit.ly/v3mstcvid

Bidding Guide to Vendor

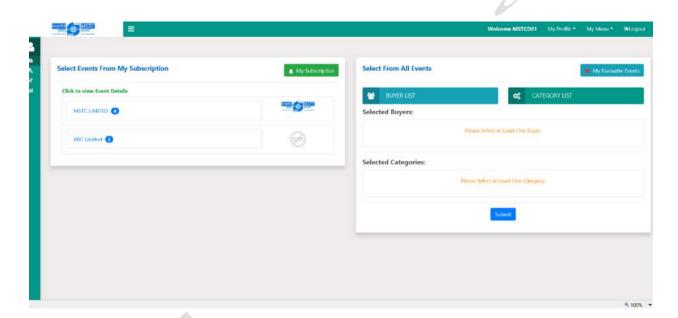
www.mstcecommerce.com/eproc

The following section is meant only to provide guidance to bidders about the Bidding process on the website of MSTC. This guideline is subject to change from time to time depending on the development of the portal. Vendors are advised to keep checking the latest guidelines from the website to keep themselves updated. They may also contact the Helpdesk to seek clarification on any point. MSTC shall not be responsible for any mistake committed by any bidder or for any consequent loss to the bidder due to misunderstanding anything written hereunder.

A vendor shall be able to participate in event through Dashboard, My Favourite Events and Bid Floor.

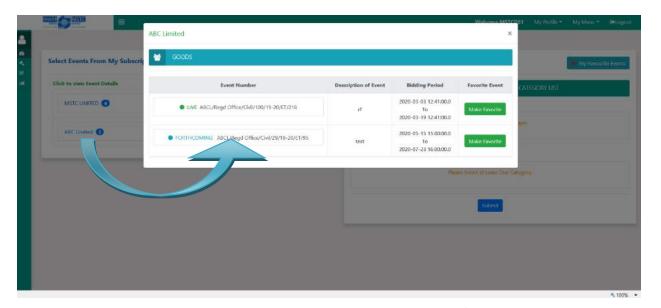
Dashboard provides two options to vendors-

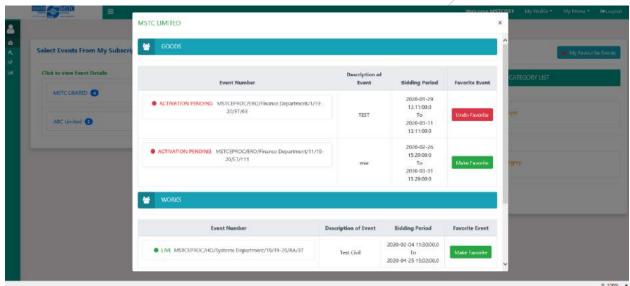
- Select Events From My Subscription
- Select From All Events



Select Events From My Subscription

System provides the list of buyers for which vendor has subscribed. Under each buyer the total count of events LIVE/ Forthcoming and Activation Pending gets displayed. In case an event is limited tender or Reverse Auction, vendors who are eligible to participate shall be able to participate in the bidding.

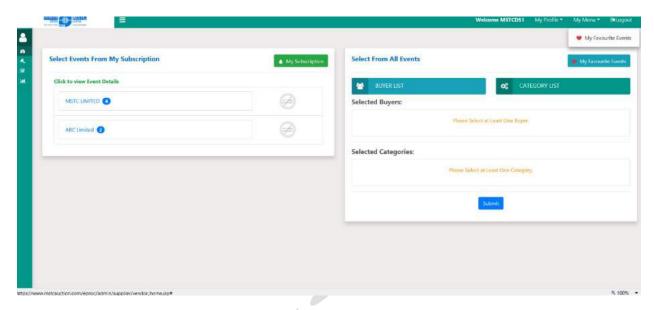




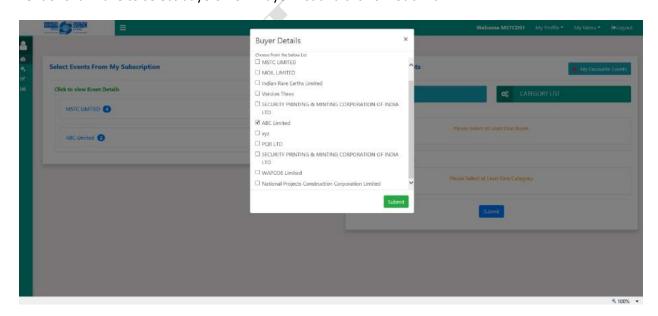
- **♣** On clicking the LIVE event, system leads the vendor to the bid floor.
- ♣ A vendor shall be having the provision to add any event to the list of 'My Favourite Events' by clicking on 'Make Favorite'. To remove any event from the list, vendor shall have to click on 'Undo Favorite'.

Select From All Events

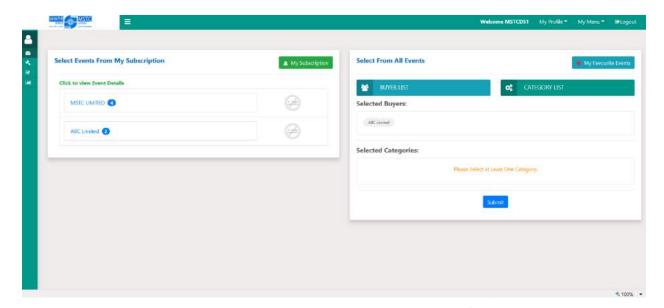
System provides the list of all the events (LIVE/Forthcoming) created in the portal based on the selection of buyers and category by vendors. Under each buyer the total count of events LIVE and Forthcoming shall be displayed. In case an event is limited tender or Reverse Auction, vendors who are eligible to participate shall be able to participate in the bidding.



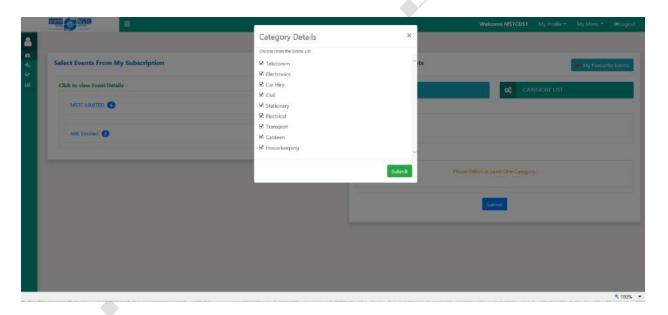
Vendor shall have to select buyers from Buyer List and click on 'Submit'.



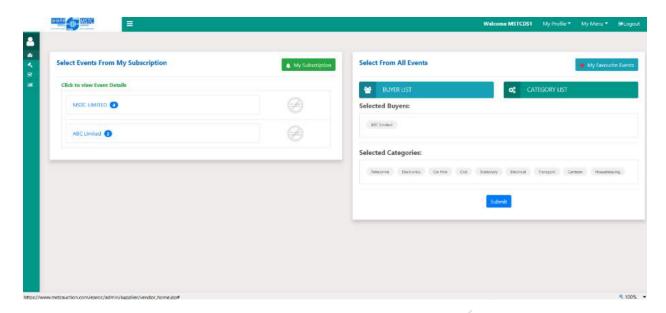
On clicking 'Submit' button, the selected buyers shall be displayed in the 'Selected Buyers' list.



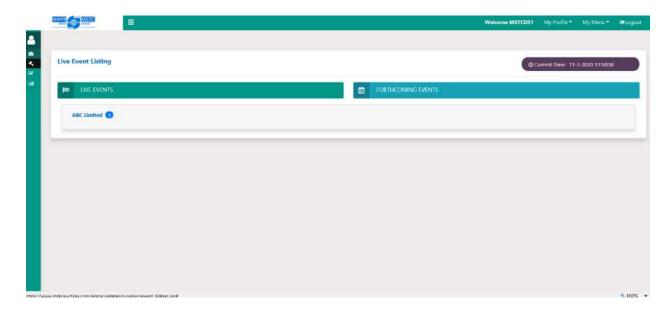
Vendor shall have to select category from Category List and click on 'Submit'.



On clicking 'Submit' button, the selected categories shall be displayed in the 'Selected Categories' list.



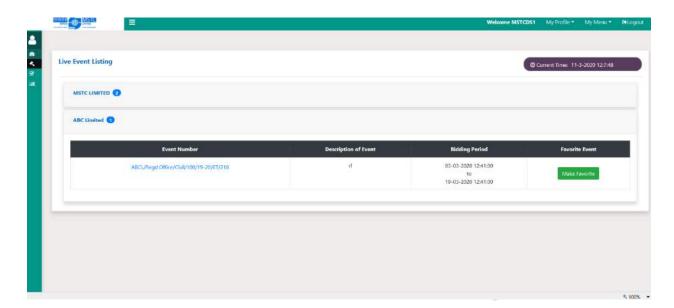
On clicking 'Submit', system shall display each buyer along with the total count of events under 'LIVE Events'.



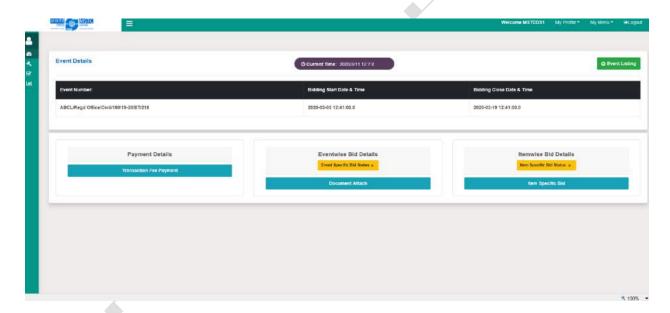
LIVE Event Listing

On clicking a particular buyer's name, system enlists the LIVE events.

A vendor shall have the provision to add any event to the list of 'My Favourite Events' by clicking on 'Make Favorite'. To remove any event from the list, vendor shall have to click on 'Undo Favorite'.



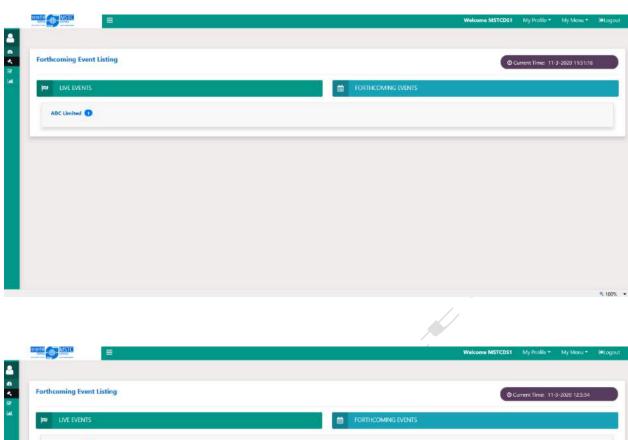
On selecting an event, system leads a vendor to the bid floor.

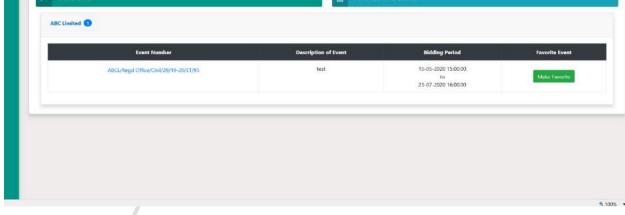


Forthcoming Event Listing

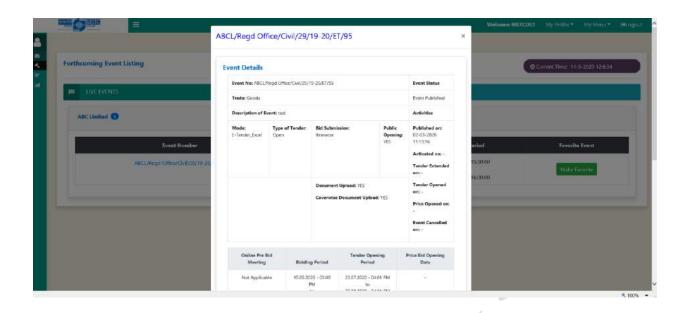
On clicking a particular buyer's name, system enlists the Forthcoming events.

A vendor shall have the provision to add any event to the list of 'My Favourite Events' by clicking on 'Make Favorite'. To remove any event from the list, vendor shall have to click on 'Undo Favorite'.





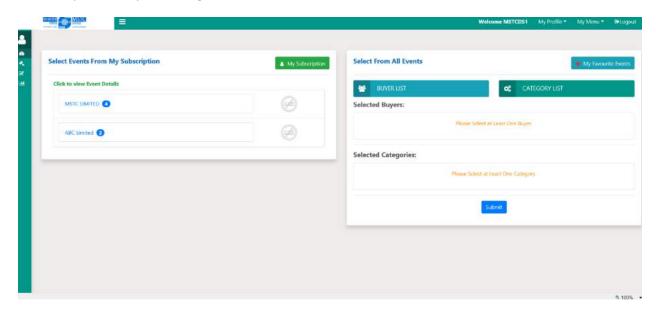
On selecting an event, system displays the catalogue.





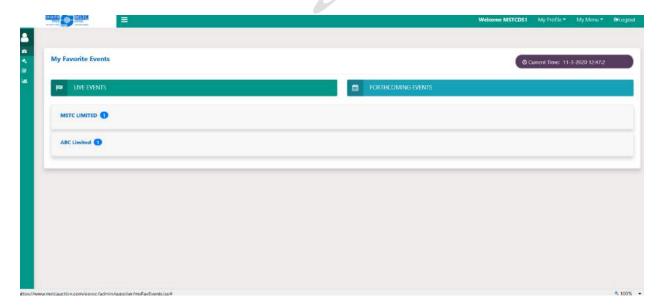
My Favourite Events

On clicking this link, system displays the LIVE and Forthcoming events which have been added to favorites under respective buyers through Dashboard and Bid Floor.

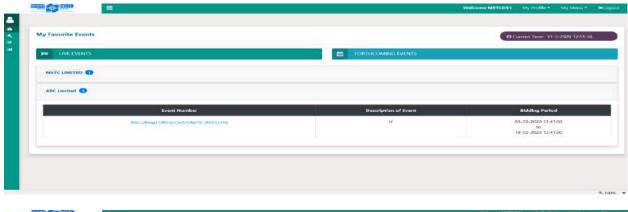


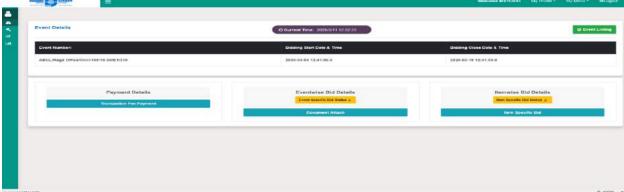
LIVE Events

On clicking a particular buyer's name, system enlists the LIVE events.



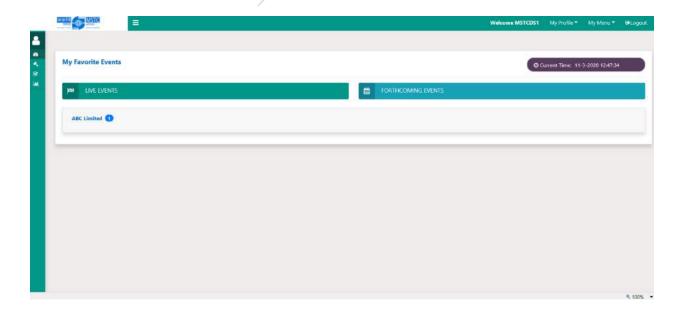
On selecting an event, system leads a vendor to the bid floor.

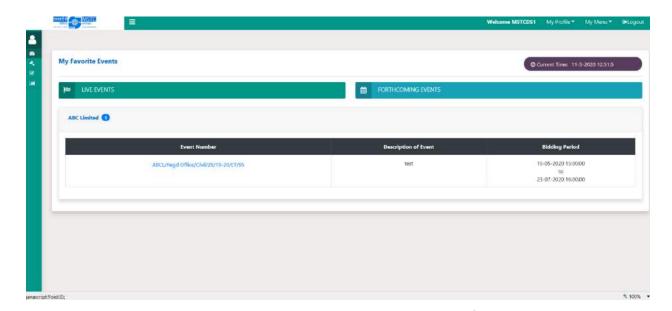




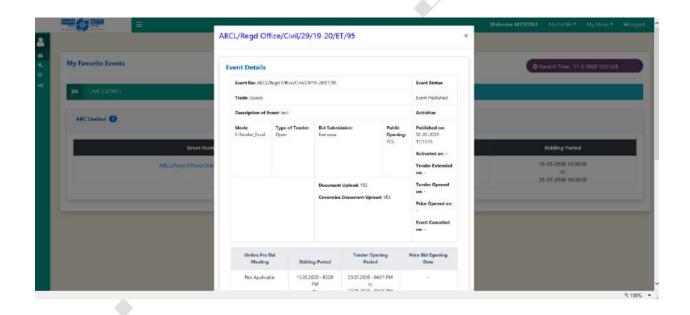
Forthcoming Events

On clicking a particular buyer's name, system enlists the Forthcoming events.



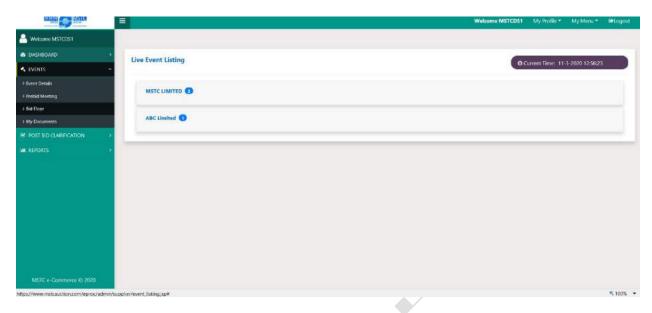


On selecting an event, system displays the catalogue.

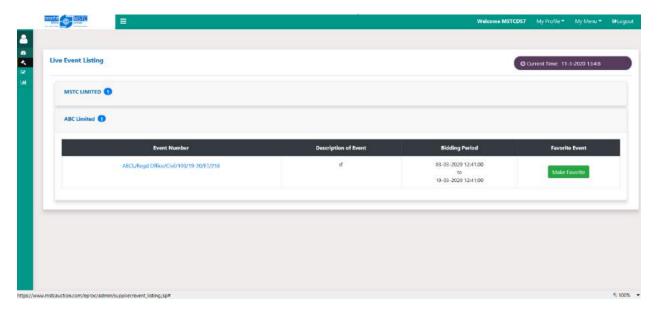


Bid Floor

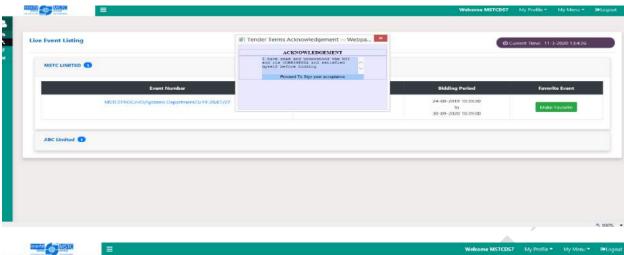
Vendors shall be able to view the buyers list with counts of LIVE events through this link.

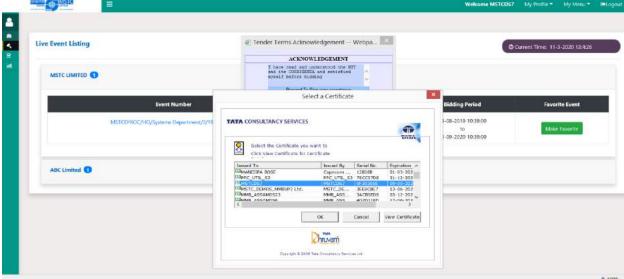


On clicking a buyer, system displays the LIVE events to vendors.



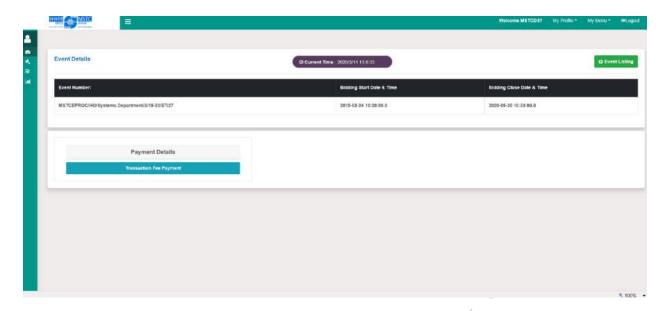
On clicking an event for the first time, the same shall be verified with DSC.



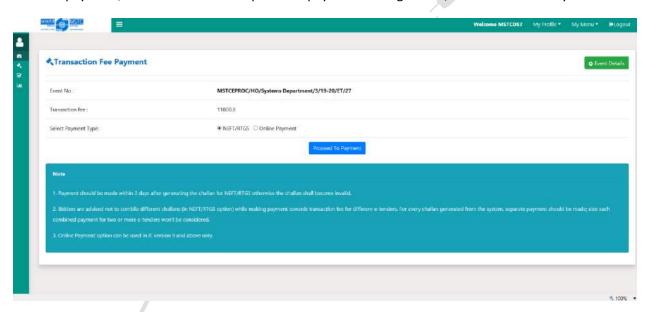


On successful DSC verification, system shall lead the vendor to the bid floor.

In case, there is transaction fee payment mandatory for the selected event, a vendor has to click on Transaction Fee Payment tab.

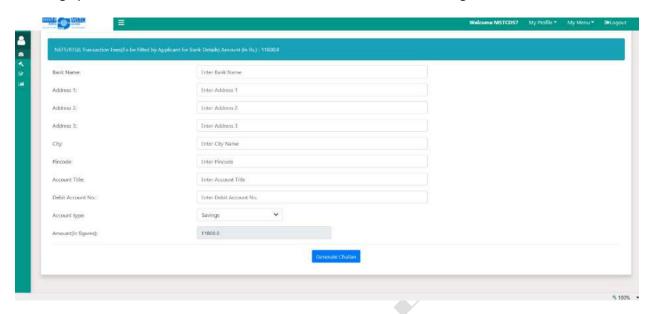


To make payment, a vendor shall have options of payment through NEFT/ RTGS or Online Payment.

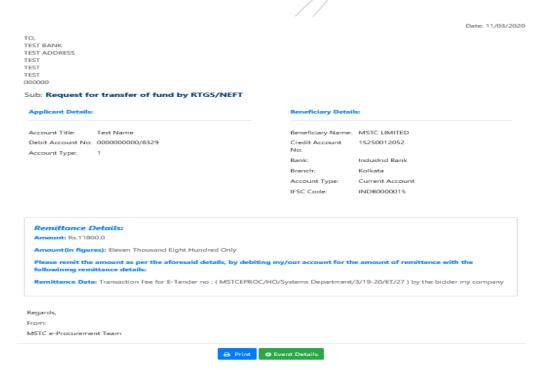


NEFT/RTGS

On filling up the details, vendor shall have to click on 'Generate Challan' to generate the online challan.

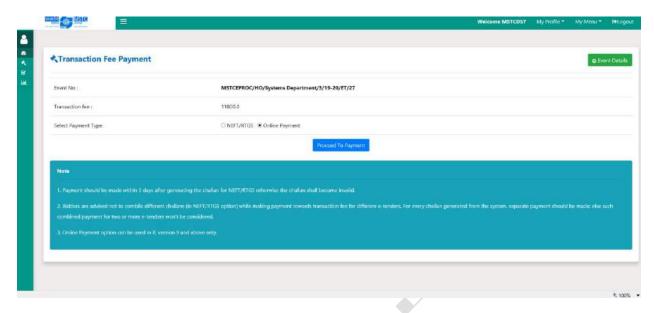


A vendor shall have to click on 'Print' for the offline payment. On clicking 'Event Details', system shall return to bid floor.

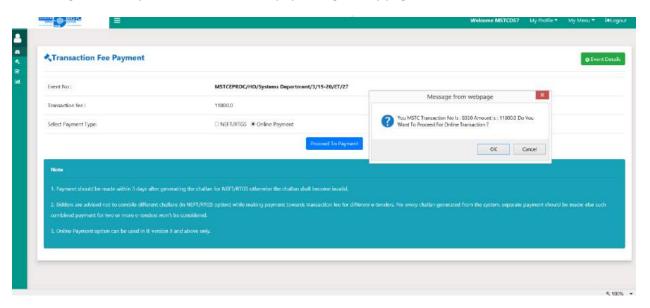


Online Payment

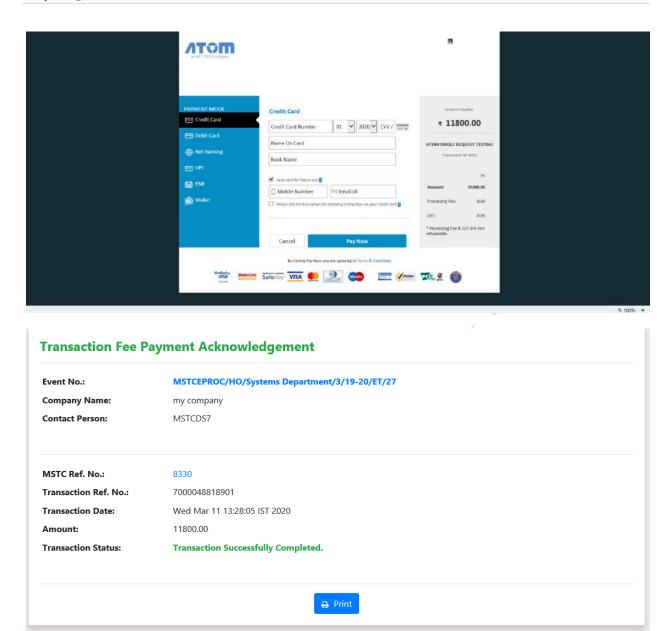
On clicking 'Proceed to Payment' transaction id shall be generated.



On clicking 'Ok', the system shall lead to the payment gateway page.



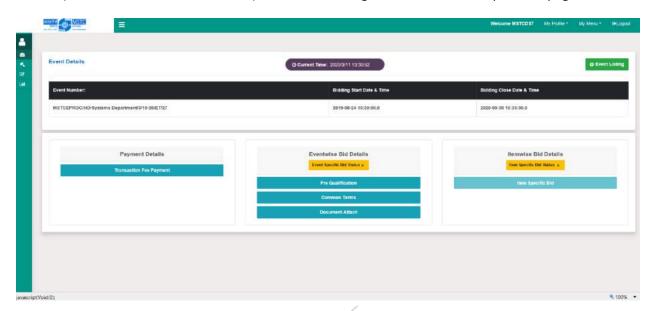
On successful payment, vendor shall receive the transaction acknowledgment mail in the entered e-mail id.



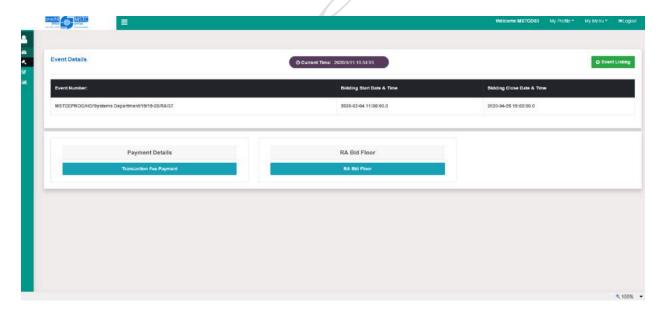
The transaction fee payment shall be auto authorized by the system. A vendor has to click on 'Event Details' of the Transaction Fee Payment page in order to proceed to Bid Floor.

Bid Submission Floor for Tender

System displays the next tabs 'Eventwise Bid Details' and 'Itemwise Bid Details'. Submission of bid is under 'Itemwise Bid Details'. The 'Itemwise Bid Details' shall be enabled only after filling up of 'Eventwise Bid Details' (if there is Eventwise Bid Details). The 'Event Listing' button leads to the previous page.



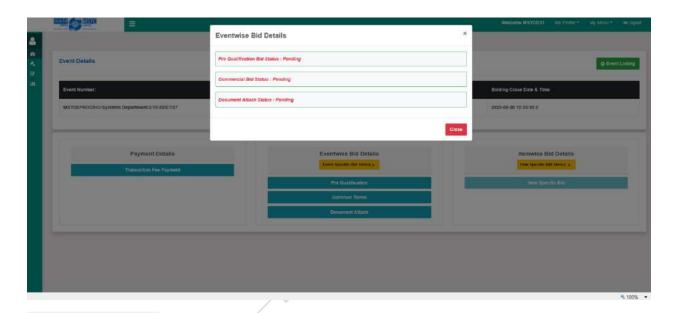
Bid Submission Floor for Reverse Auction



Bid Submission in Tender

Eventwise Bid Details: A vendor shall be able to submit Pre Qualification Bid/ Common Terms of Technical Bid and Attach Documents through individual tabs (based on the requirement of the tender).

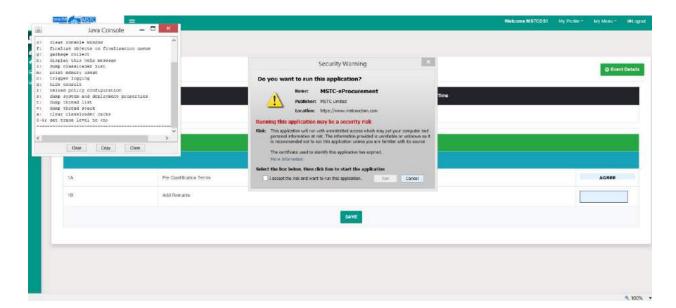
Event Specific Bid Status: A vendor shall be able to view the status of bidding against each tab of 'Event wise Bid Details'.



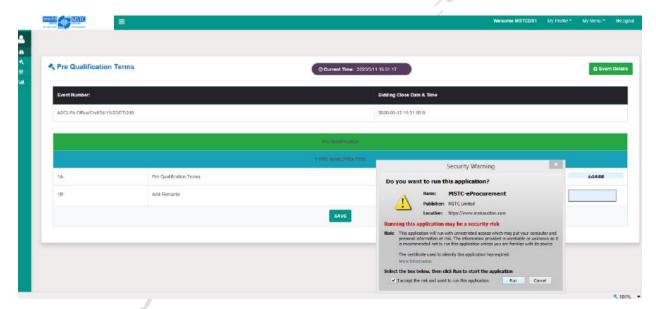
Pre Qualification

On clicking the 'Pre Qualification' tab, system displays the pre qualification form.

At this stage a vendor has to run the JAVA applet before saving the bid.



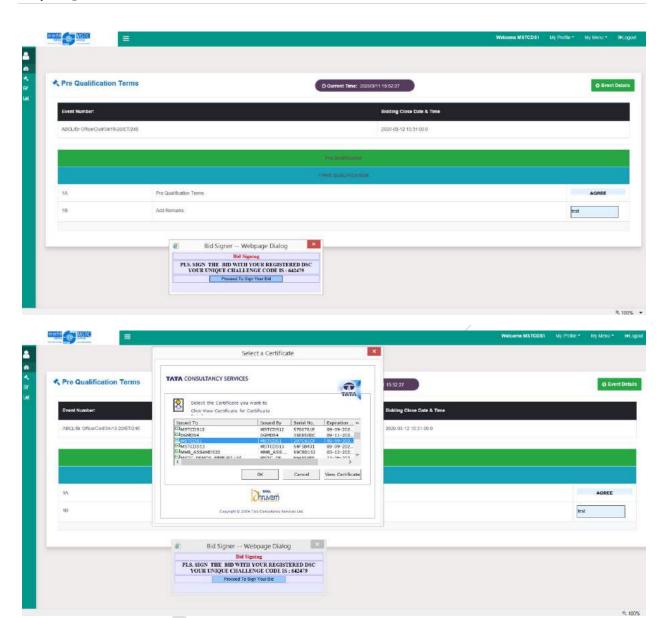
The vendor has to accept and click on 'Run'.

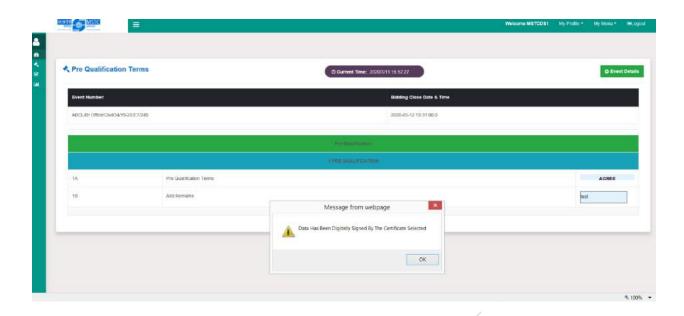


The bid shall be saved with two steps.

1. On clicking 'Save' button, the DSC box shall appear on the screen. The vendor shall have to select the correct DSC and click on 'OK'.

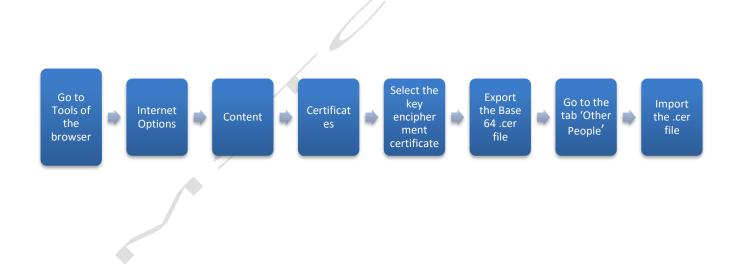
NOTE: If valid DSC doesn't appear in the DSC box, please check if the e-token is inserted in the USB port.

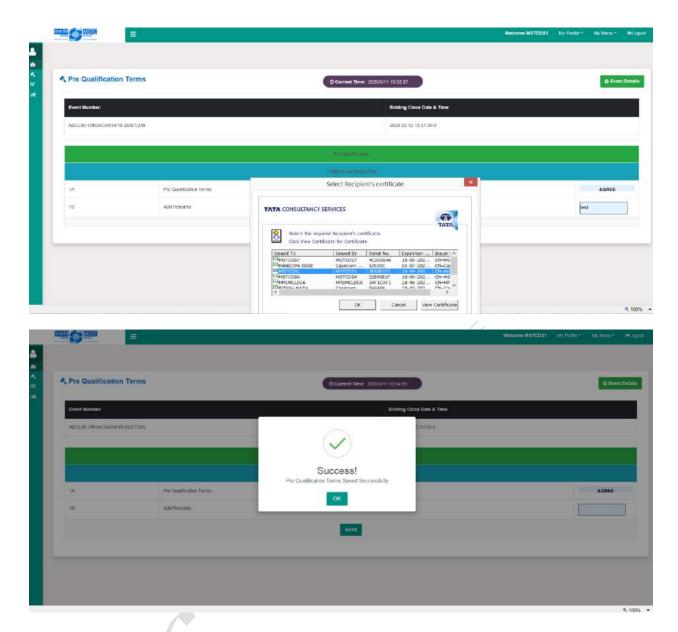




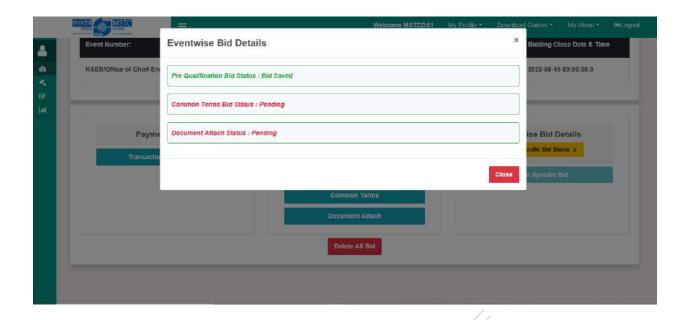
2. The DSC box shall again appear. The vendor shall have to select the correct DSC and click on 'OK'.

NOTE: If valid DSC doesn't appear in the DSC box, the vendor is advised to follow the steps given below.

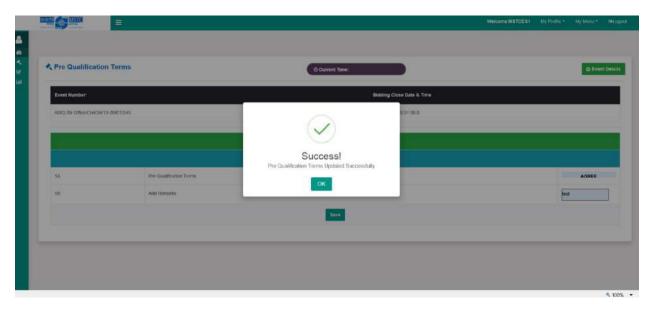




The 'Pre Qualification Bid Status' shall display 'Bid Saved'.



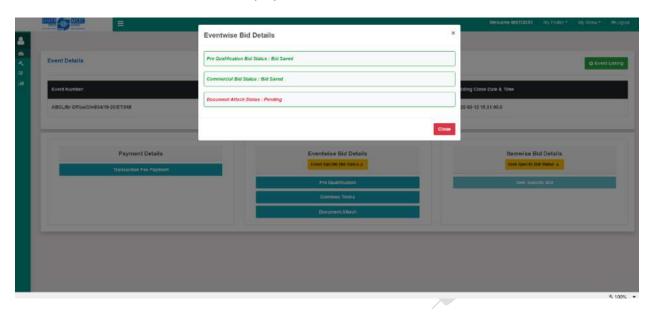
In order to edit the bid, the vendor has to once again click on the 'Pre Qualification' tab and save the bid by clicking 'Save' button.



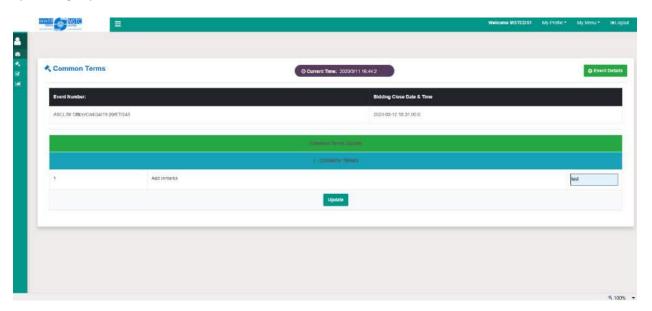
Common Term

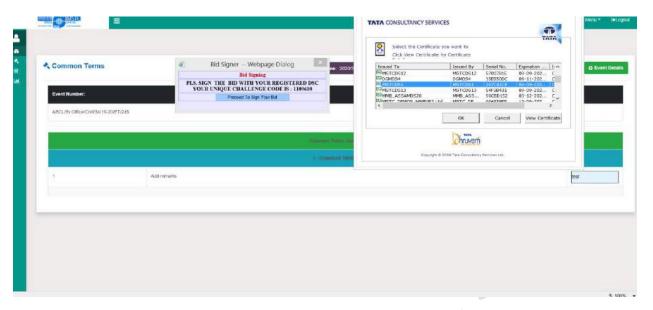
The Common Terms have to saved is similar way as described above for 'Pre Qualification' bid submission.

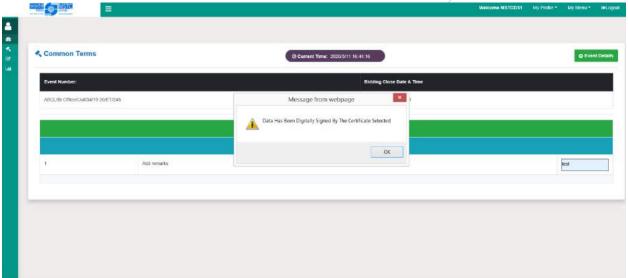
The 'Common Terms Bid Status' shall display 'Bid Saved'.

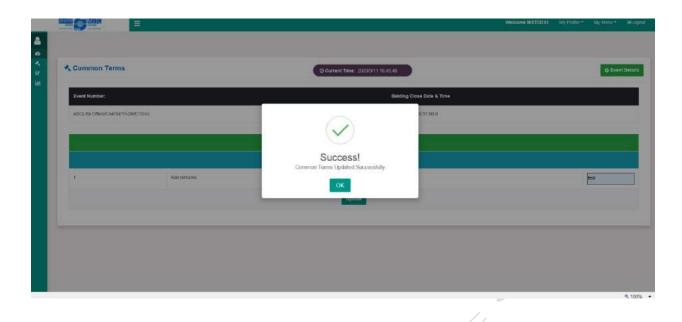


In order to edit the bid, the vendor has to once again click on the 'Pre Qualification' tab and save the bid by clicking 'Update' button.



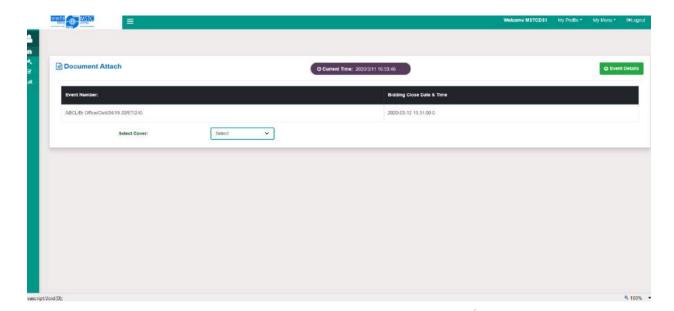






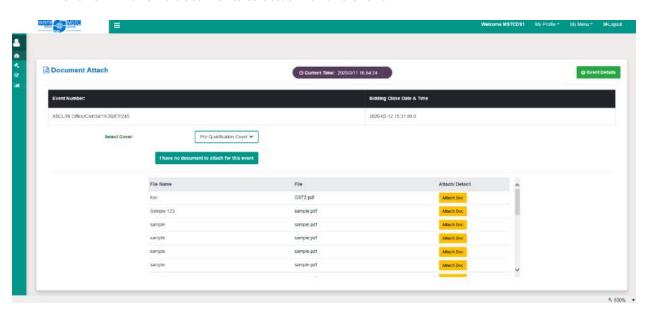
Document Attach

A vendor shall have to select the cover against which document has to be attached in case systems asks for cover wise document. In case documents are pre defined by the buyer, vendor shall have to attach file against that said document.

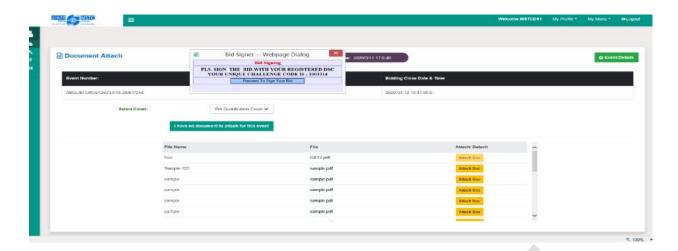


A vendor shall have two options

- To attach the document (from the 'My Documents')
- Click on 'I have no documents to attach for this event'.



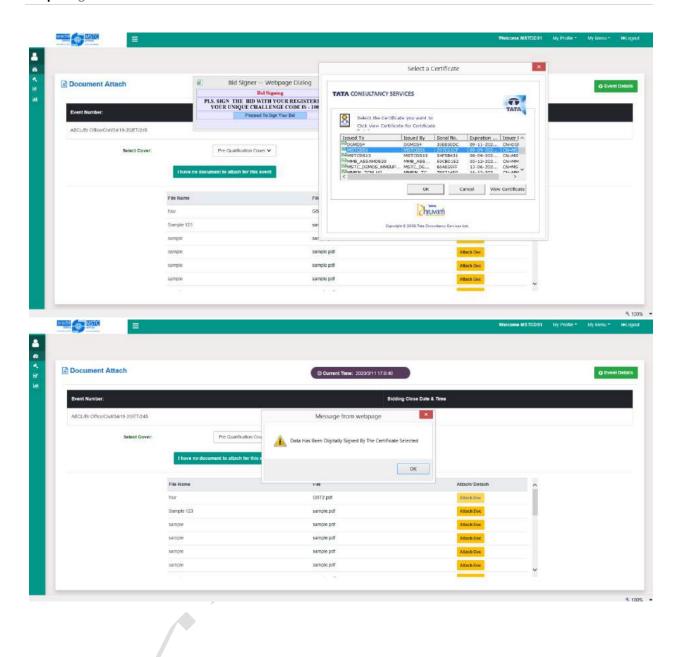
To attach the document (from the 'My Documents')



The file shall be attached in two steps.

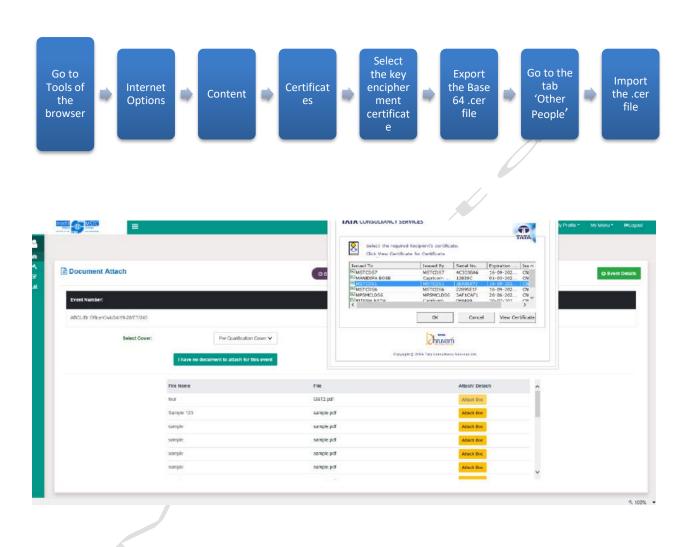
1. On clicking 'Attach Doc' button, the DSC box shall appear on the screen. The vendor shall have to select the correct DSC and click on 'OK'.

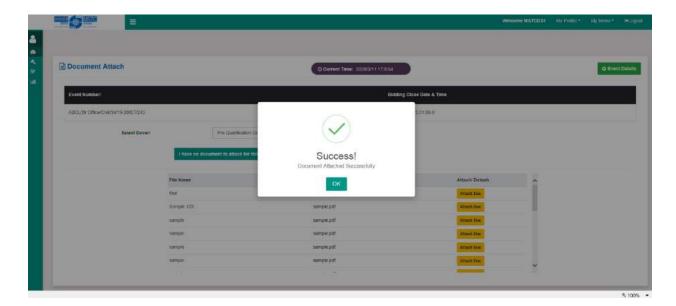
NOTE: If valid DSC doesn't appear in the DSC box, please check if the e-token is inserted in the USB port.



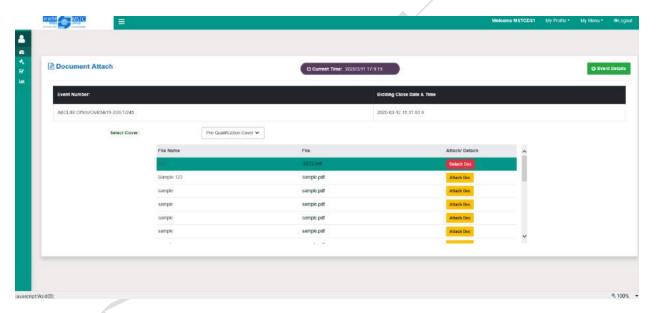
2. The DSC box shall again appear. The vendor shall have to select the correct DSC and click on 'OK'.

NOTE: If valid DSC doesn't appear in the DSC box, the vendor is advised to follow the steps given below.

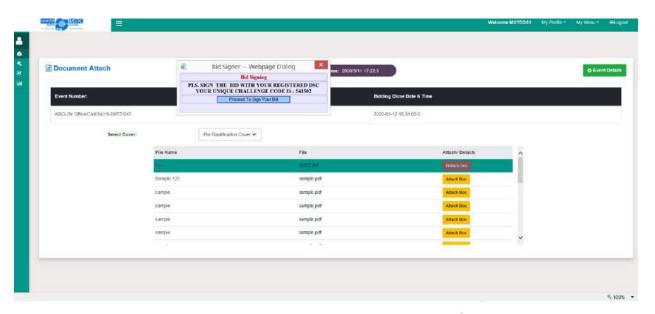


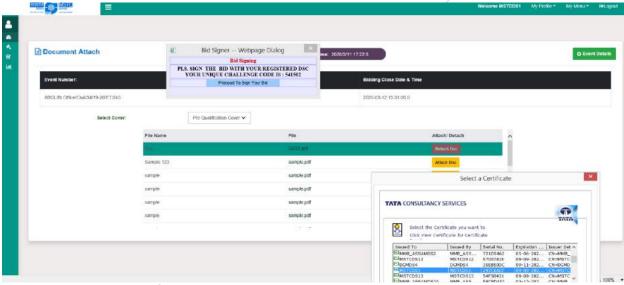


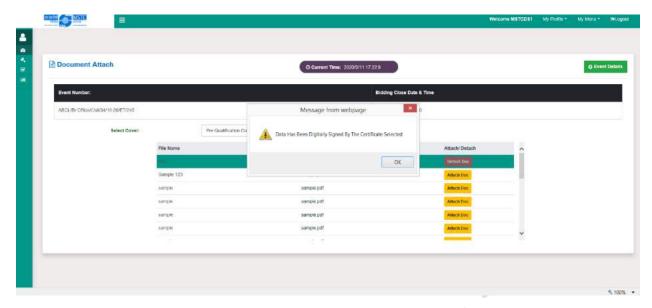
On successful attachment of the file, the button against the said file shall appear as 'Detach Doc'. The attached file shall be highlighted as displayed below.

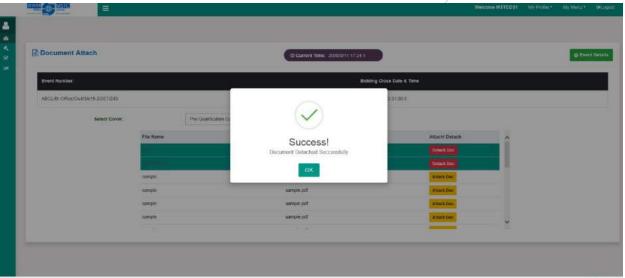


In order to remove the attachment from the event, the vendor has to click on 'Detach Doc' button.



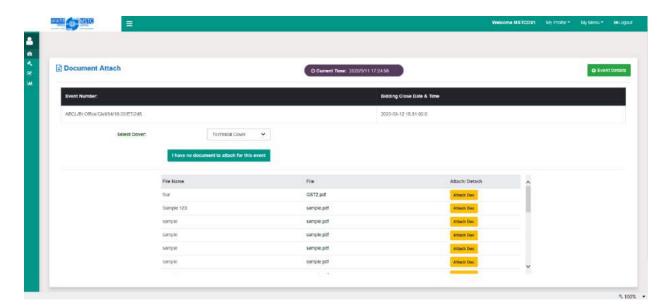




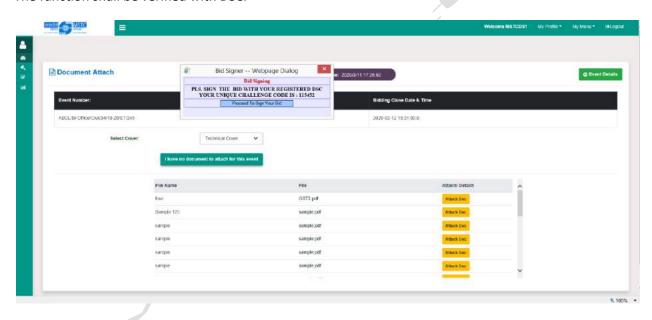


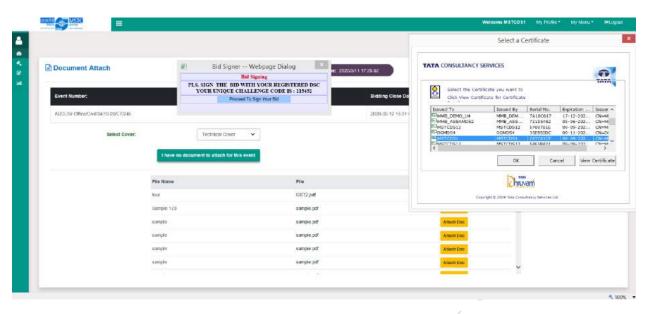
I have no Documents to Attach

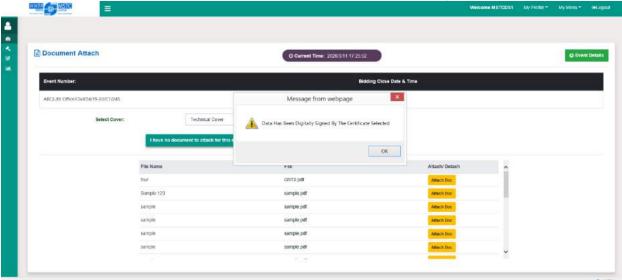
In case a vendor wishes not to attach any document against the event, the button 'I have no Documents to Attach'.

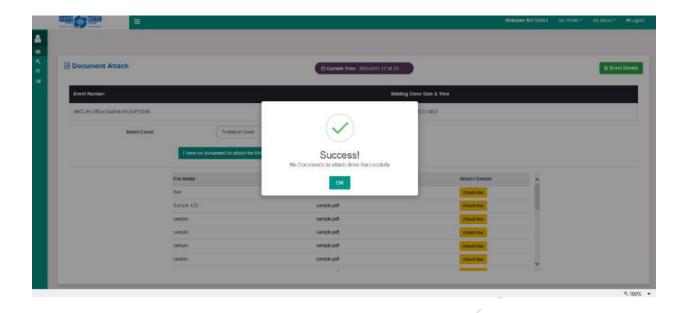


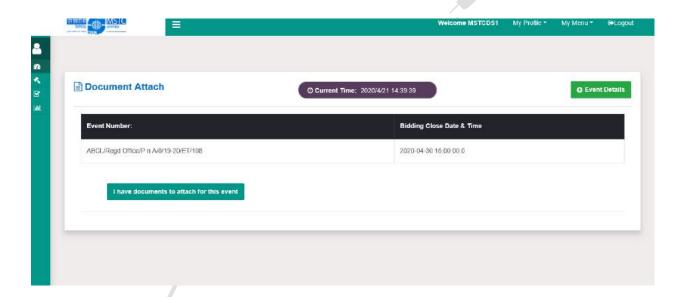
The function shall be verified with DSC.



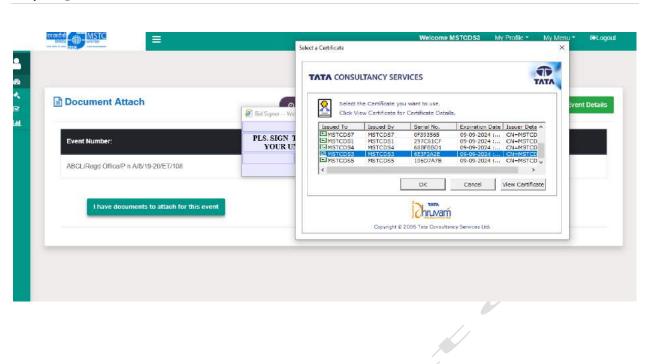


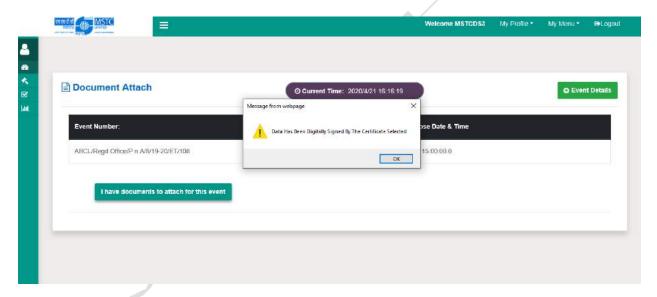


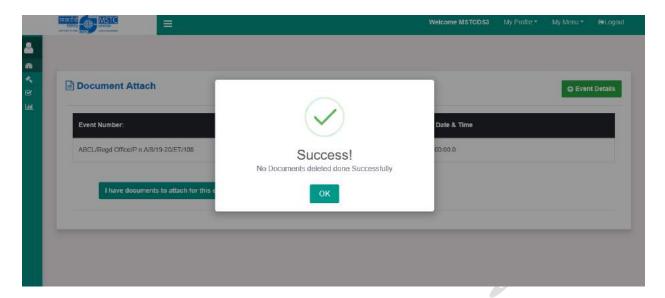




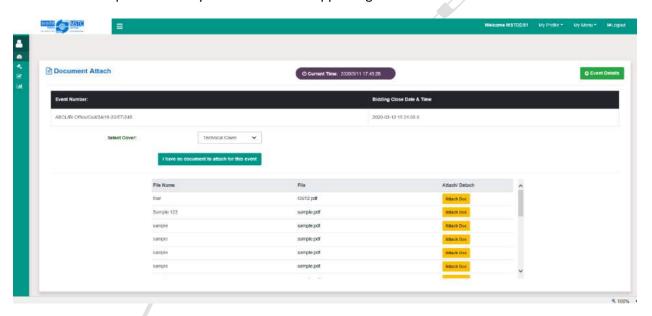
In order to attach document after the above case, the button 'I have documents to attach for this event' has to be clicked.



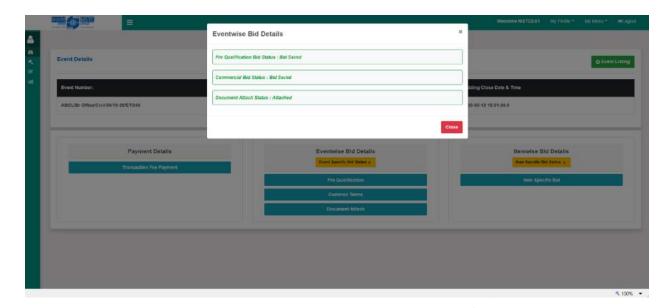




The Documents uploaded in 'My Documents' shall appear again in this link.



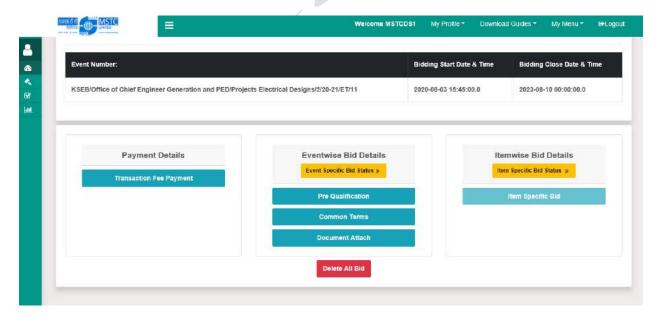
The 'Document Attach Status' shall display 'Attached'.



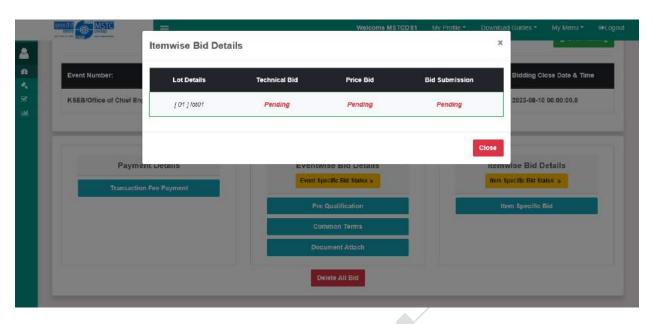
On saving the event specific bid along with attaching documents, system shall enable the 'Item Specific Bid Details'.

Itemwise Bid Details: A vendor shall be able to submit Technical Bid and / or Price Bid against individual tabs (based on the requirement of the tender).

Item Specific Bid Status: A vendor shall be able to view the status of bidding against each tab of 'Item wise Bid Details'.

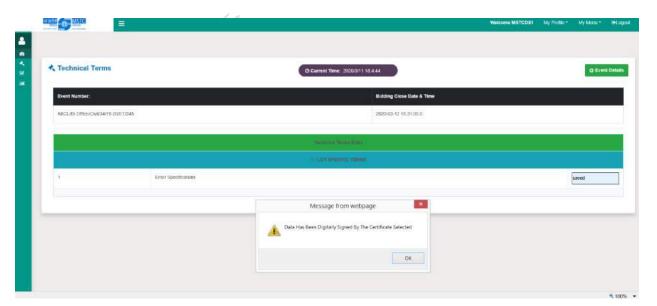


Initially, the Item specific bid status shall display 'Pending' against the required 'Technical Bid'/ 'Price Bid' and 'Bid Submission'.



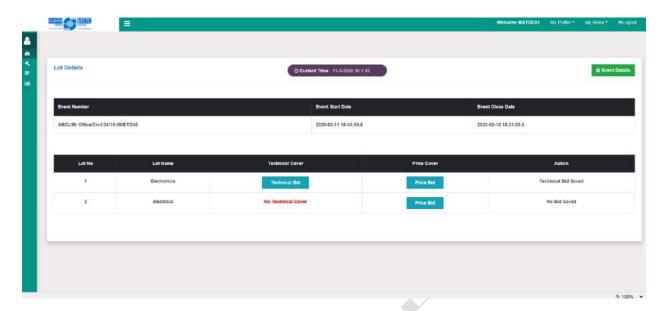
Technical Bid

The Technical Bid shall have to be saved as described for 'Pre Qualification' above.

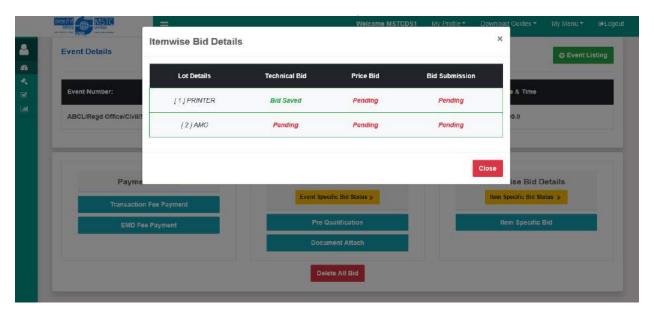


The column 'Action' shall display 'Technical Bid Saved' and the button to save 'Price Bid' shall appear.

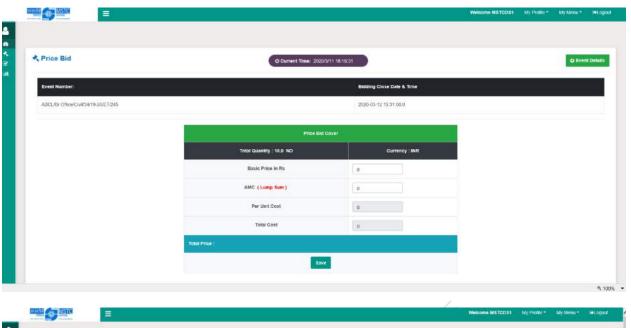
In order to modify the above bid, vendor has to click on 'Technical Bid' and update the bid.

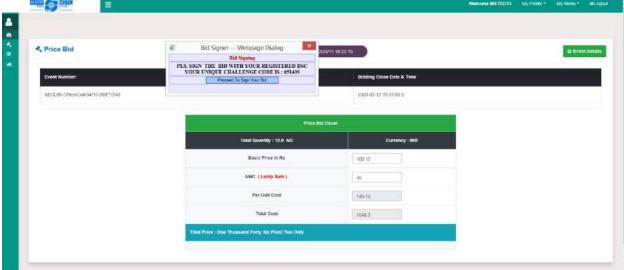


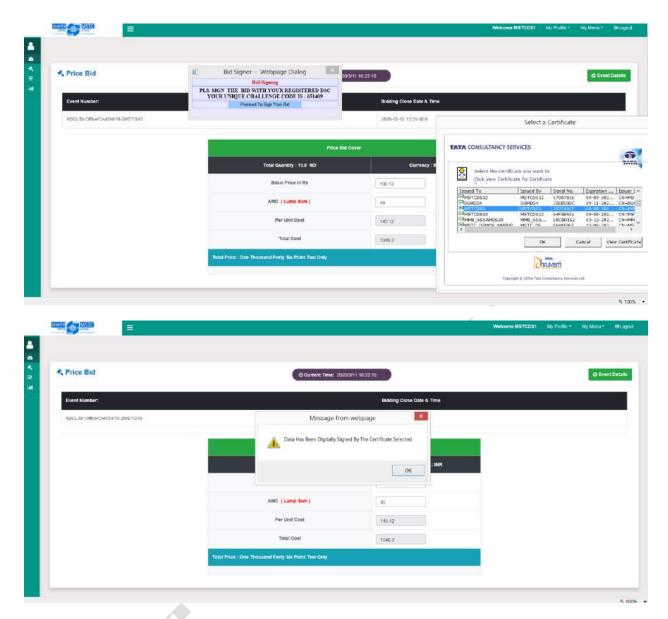
The 'Itemwise Bid Status' shall display 'Bid Saved' under 'Technical Bid' column.



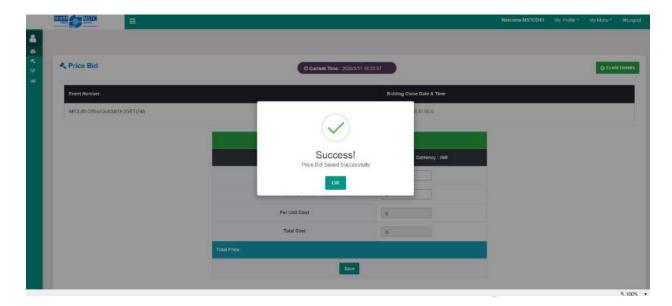
On saving the Technical Bid, a bidder has to save Price Bid.



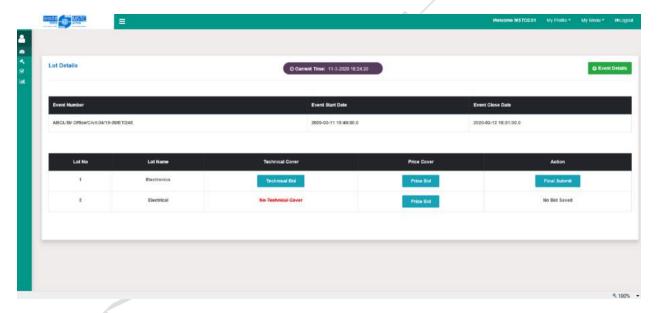




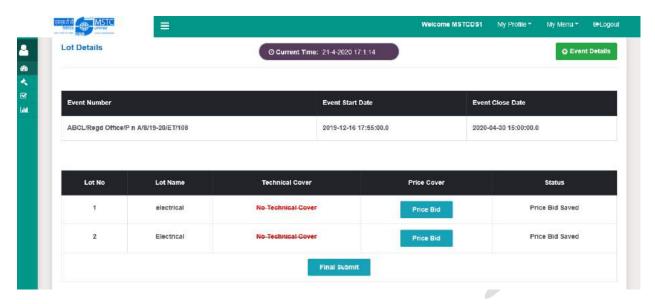
On saving Price Bid with DSC, system shall display the following message.



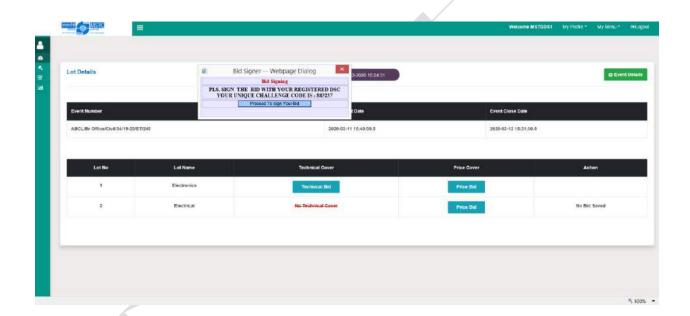
Once 'Price Bid' is saved, the button 'Final Submit' under column 'Action' shall appear against each lot (for item wise tender).

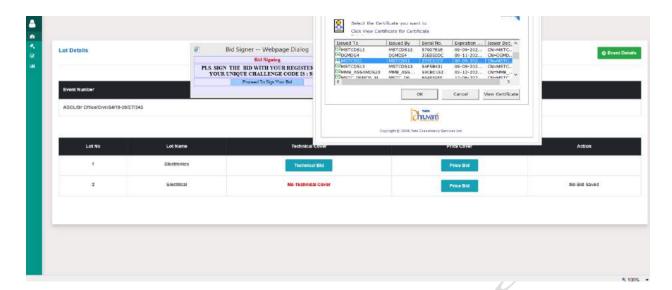


Once 'Price Bid' is saved for all the lots, the button 'Final Submit' shall appear (for event wise tender).

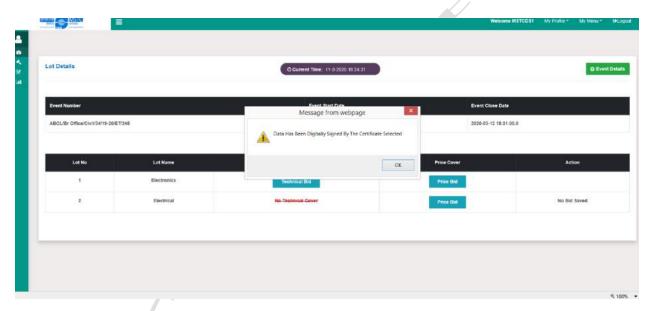


Once the button 'Final Submit' is clicked, the bid shall be verified with DSC.



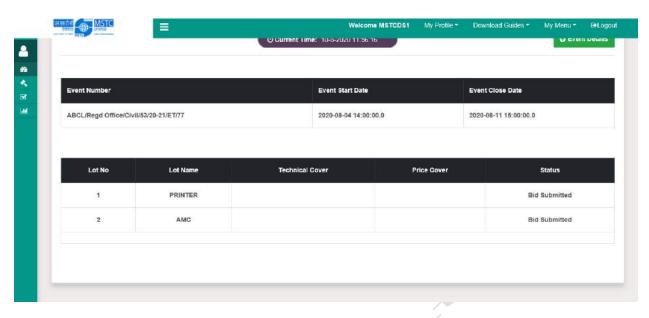


The final submission is verified with valid DSC.

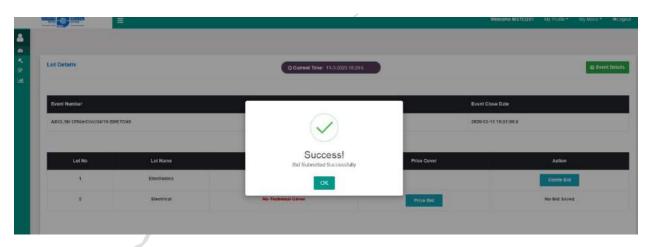


Once final submission is done, system displays the pop up message as given below. The column 'Technical Cover' & 'Price Cover' shall display 'Bid Submitted' for item wise tender. The 'Status' column shall display 'Bid Submitted' for event wise tender. Bidders shall receive system generated confirmation mail.

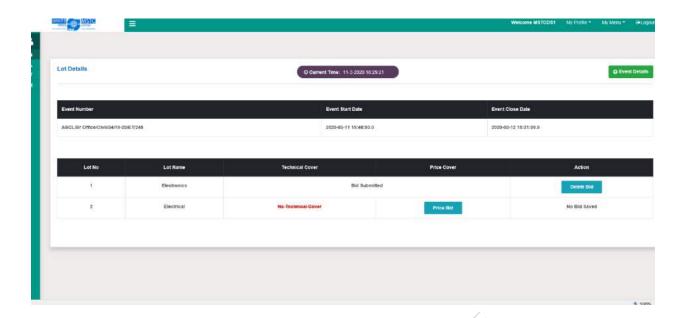
Event wise Tender on Final Submission



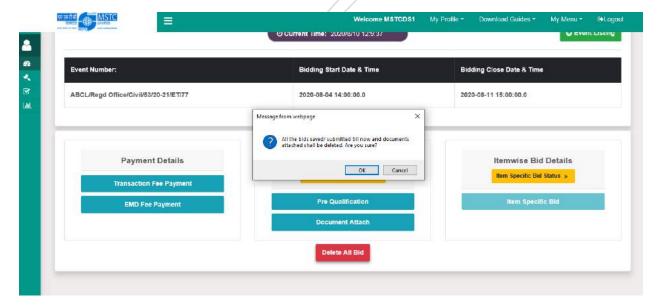
Item wise Tender on Final Submission for one of the lots

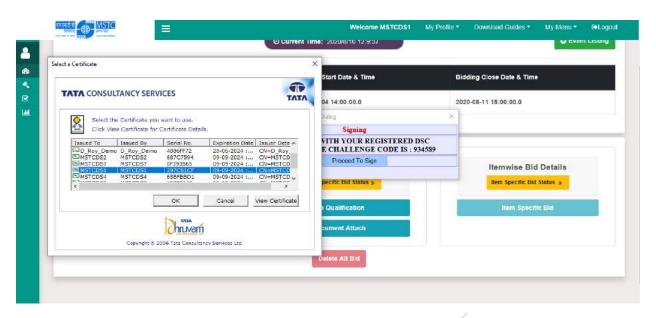


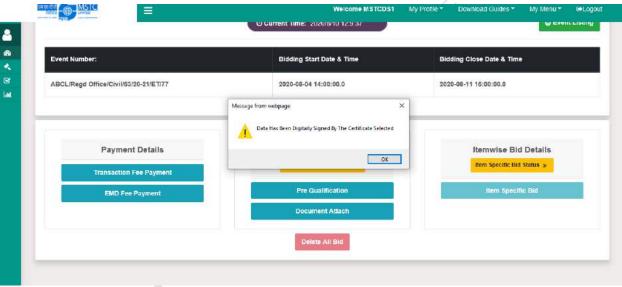
In order to change any lot specific bid after final submission, the 'Delete Bid' has to be clicked. Once bid is deleted for item wise tender, the 'Action' column shall display 'No Bid Saved' for respective lot. Once bid is deleted, the 'Status' column shall display 'No Bid Saved'. Bidders shall receive system generated confirmation mail of bid deletion.

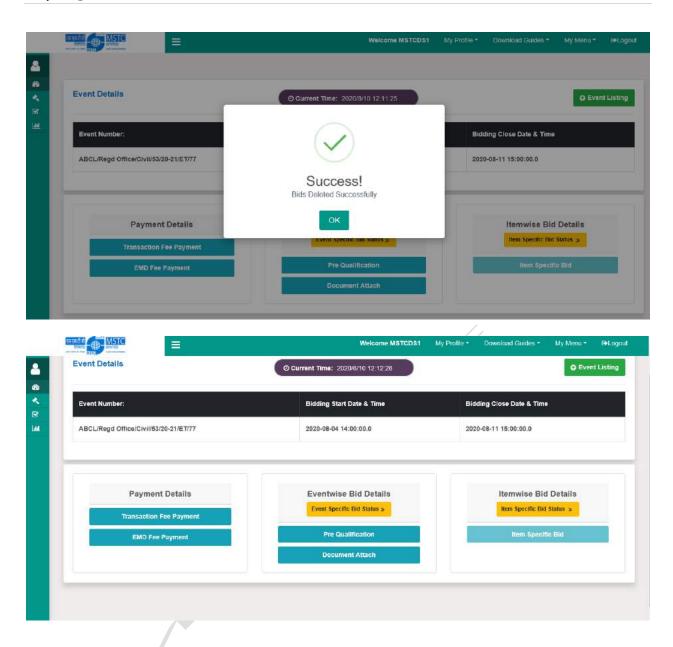


NOTE: On saving any of the covers of the tender, a button 'Delete All Bid' shall appear on the bid floor. On clicking the button followed by signing with valid DSC, system shall delete all the bid saved/ submitted and documents attached. A confirmation mail shall be forwarded to the registered mail id. This functionality is common for both Item wise and Event wise tenders.



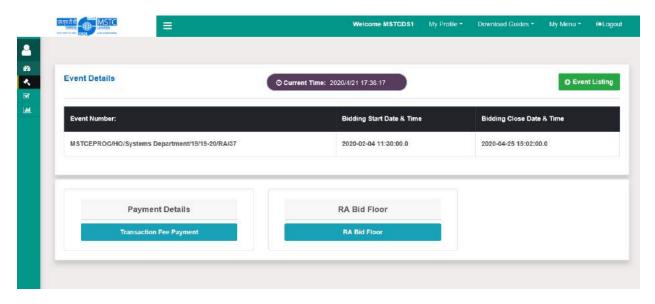




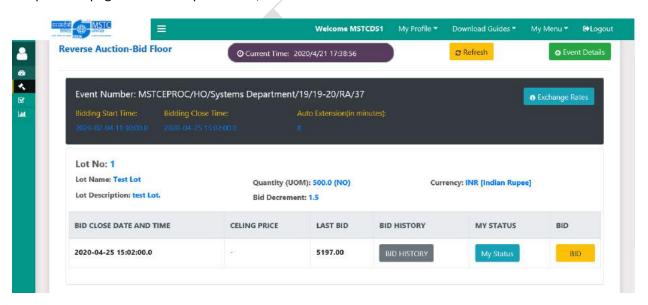


Bid Submission in Reverse Auction

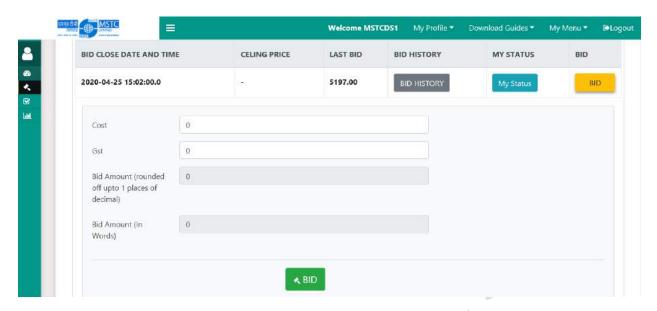
Once Transaction fee is paid (if any), the tab 'RA Bid Floor' shall appear.



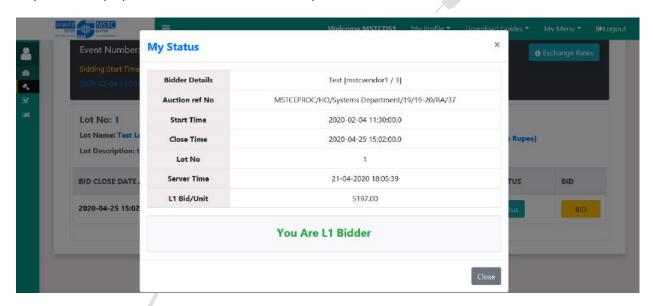
The bid floor shall have all the necessary information related to bidding for a lot. The 'Refresh' button reloads the bidding page. 'My Status' provides the latest status of the bidder for a particular lot. 'Bid History' provides the information about last few bids and the bidding trend. The 'Event Details' leads to the previous page. In order to place a bid, the button 'Bid' has to be clicked.



On entering the respective values against the price fileds, the system calculates the 'Bid Amount' based on the predefined formula. On clicking 'Bid', the DSC gets verified and bid is placed.



'My Status' displays the bidder's own status for a particular lot of an event.



'Bid History' displays the bid trend for the particular lot of an event.

