



SECURITY PAPER MILL,
HOSHANGABAD - 461005 (M.P), INDIA
(A Unit of Security Printing and Minting Corporation of India Limited)(Wholly
owned by Government of India)
(Miniratna Category-I CPSE & ISO 9001:2008 & ISO 14001:2004 CERTIFIED)
Website:<http://spmhoshangabad.spmcil.com>
E-Mail:gm.spm@spmCIL.com CIN: U22213DL2006GOI144763
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GSTIN: 23AAJCS6111J3ZE

PR Number	PR Date	Indenter	Department
11006617	13.11.2018	PM5 E&I	PM5 E&I

Not Transferable

Security Classification:NON SECURITY

TENDER DOCUMENT FOR PURCHASE OF: COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR FIRE DETECTION AND ALARM SYSTEM

Tender Number: 6000012250/PM5/E&I/CAMC, Dated: 23.01.2019

This Tender Document Contains _____ Pages.

Details of Contact person in SPMCIL regarding this tender:

Name: KISHOR MANE
Designation: ASSTT. MANAGER(MATERIAL)
Address: SPMH (Security Paper Mill,Hoshangabd)
India

Section1: Notice Inviting Tender (NIT)

6000012250 /PM5/E&I/CAMC

19.01.2019

(SPMCIL's Tender SI No.)

(Date)

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

Sch d. No.	Brief Description of Goods/services	Quantity (with unit)	Earnest Money (In Rupee)	Remarks
1	CAMC For Fire Detection & Alarm System	1.000 AU	31000.00INR 0.00INR	EMD RS. 31,000/-
1	CAMC For Fire Detection & Alarm System	1.000EA		
Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)			TWO-BID National Competetive Bid	
Dates of sale of tender documents:			From 23.01.2019 to 21.02.2019 during office hours.	
Place of sale of tender documents			ADMIN OFFICE, SPM, HOSHANGABAD MP	
Closing date and time for receipt of tenders			22.02.2019 11:00:00	
Place of receipt of tenders			ADMIN OFFICE, SPM, HOSHANGABAD MP	
Time and date of opening of tenders			22.02.2019 15:00:00	
Place of opening of tenders			ADMIN OFFICE, SPM, HOSHANGABAD MP	
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.21.1 of GIT)			KISHOR MANE ASSTT. MANAGER (MATERIAL	

Abbreviation :-

"AU" MEANS ACTIVITY UNIT

2. Interested tenderers may obtain further information about this requirement from the above office selling the documents. They may also visit our website mentioned above for further details.

3. Tender documents may be purchased on payment of non-refundable fee of per set in the form of account payee demand draft of Rs280/- (Rs.250+12%GST) cashier's cheque/ certified cheque, drawn on a scheduled commercial bank in India, in favour of SECURITY PAPER MILL payable at HOSHANGABAD.

4. Tenderer may also download the tender documents from the web site <http://spmshoshangabad.spmcil.com> and <http://eprecure.gov.in> and submit its tender by utilizing the downloaded document, along with the required non-refundable fee.

5. If requested, the tender documents will be mailed by registered post/ speed post to the domestic tenderers, for which extra expenditure per set will be Rs.100/- for domestic post. The tenderer is to add the applicable postage cost in the non-refundable fee mentioned in Para 3 above.

6. 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.

7. SUBMISSION OF TENDER: The bid is to be submitted in two parts :-

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

(ii) The bid is to be submitted in two part i.e. Techno-commercial bid & price bid in sealed envelopes duly super scribed with EMD, Tender document fee & mention our NIT reference No. with date and Due date on the top of the



sealed envelope and be addressed to the General Manager, Security Paper Mill, Hoshangabad- 461005 (M.P.)

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

(iv) EARNEST MONEY DEPOSIT : Rs.31,000/- only

The earnest money Rs. 31,000/- shall be furnished in one of the following forms.

- (a) Account Payee Demand Draft or
- (b) Fixed Deposit Receipt or
- (c) Banker's cheque.

The demand draft, fixed deposited receipt or banker's cheque shall be drawn on any scheduled commercial bank in India, in favour of SECURITY PAPER MILL PAYABLE AT HOSHANGABAD. The earnest money shall be valid for a period of forty five days beyond the validity period of the tender.

(8) In case of order material in your favour for Rs. 1,50,000/- or above, the supplier shall furnish the performance security amount/ Security Deposit(S.D) (10% of the ordered value) before supply of material after issue of Purchase order by SPM, Hoshangabad in favour of The Security Paper Mill payable at Hoshangabad. The performance security will be return back without any interest to successful tenderer after the completion of all contractual obligations.

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

(10) EXEMPTION WILL BE GIVEN DEPOSITING OF ONLY TENDER FEE & EMD TO ANY DIC/SSI/MSME/NSIC REGISTERED FIRM

Special Instruction: -

(I) Micro and Small Enterprises firm are exempted from submitting Tender fees. Please send the copy of valid registration certificate of Micro and Small Enterprises along with your bid / quotation otherwise your offer will not be considered for above exemption.

(II) Price quotation in tenders:

(a) In tender, participating Micro and Small Enterprises quoting price within price band of L1 + 15 per cent shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprise and such Micro and Small Enterprise shall be allowed to supply up to 25 per cent of total tendered value.

(b) In case of more than one such Micro and Small Enterprise, the supply shall be shared proportionately (to tendered quantity).

(c) In case of tender item have non-split able or non-dividable, etc. MSE quoting price within price band L1+15% may be awarded for full/ complete supply/service of total tendered value to MSE.

(d) Minimum 3 per cent reservation for Women owned MSEs within 25 percent mentioned above (i.e. 3 percent out of 25 percent).

(III) Special provisions for micro and small enterprises owned by SC or ST:

Out of 25 per cent allowed for procurement from Micro and Small Enterprises, a sub-target of 25 per cent (i.e., 4 per cent out of 25 per cent) shall be allowed for procurement from Micro and Small Enterprises owned by the Scheduled Caste or the Scheduled Tribe entrepreneurs. Provided that, in event of failure of such Micro and Small Enterprises to participate in tender process or meet tender requirements and L1 price, 4 per cent sub-target for procurement



earmarked for Micro and Small Enterprises owned by Scheduled Caste or Scheduled Tribe entrepreneurs shall be met from other Micro and Small Enterprises.

(IV) Tender Fee and Earnest Money Deposit (EMD) is exempted for firms having NSIC registration for the tendered stores. A copy of valid NSIC is to be submitted alongwith bid.

(V) Relaxation of Norms for startups and Micro & Small Enterprises on prior experience and prior experience an prior turnover criteria. In exercise of Para 16 of Public Procurement Policy for Micro and Small Enterprises Order 2012. Security Paper Mill, Hoshangabad has relaxed the condition of prior turnover and prior experience with respect to Micro and Small Enterprises subject to meeting of quality and technical specifications.

Note :

(1) All other terms and conditions of NIT (including GIT, SIT, GCC & SCC) shall be remain as per our procurement manual.

(2) General instructions to tenderer (GIT) and General conditions of contract (GCC) shall also form a part of this tender document. For details regarding GIT and GCC please refer links as below:

<http://spmhoshangabad.spmcil.com/spmcil/uploaddocument/GIT.pdf>
<http://spmhoshangabad.spmcil.com/spmcil/uploaddocument/GCC.pdf>

SECTION - II to XIX : APPLICABLE, EXCEPT SECTION : XIII & XVIII.
SECTION -XIII BANK GUARANTEE FORM FOR EMD : NOT APPLICABLE
SECTION XVIII SHIPPING ARRANGEMENTS FOR LINER CARGOES : NOT APPLICABLE

IMPORTANT NOTE:-

(1) The tender documents are not transferable.

(2) SPMs Right to Accept any Tender and to Reject any or All Tenders SPM reserves the right to accept in part or in full any tender or reject any tender without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of contract, without incurring any liability, what so ever to the affected tenderer or tenderers.

(3) #BIDDER TO FURNISH STIPULATED DOCUMENTS ALONG WITH TENDER IN SUPPORT OF FULFILLMENT OF TENDER CRITERIA. FURTHER CORRESPONDENCE IN THIS REGARD WILL NOT BE ENTERTAINED FOR ANY REASON. NON-SUBMISSION OR INCOMPLETE SUBMISSION OF DOCUMENTS MAY LEAD TO REJECTION OF OFFER.#

FIRM SHOULD STRICTLY FOLLOW SAFETY CONDITONS AS BELOW :-

I) Safety Conditions

(1) The work has to be carried out under proper supervision and all safety rules and regulations should be followed and also as per direction of our officials.

(2) You have follows all safety norms and labour law act police verification of your employees, insurance, without which your employees can not permitted for work in our premises.

(3) It will be sole responsibility of the contractor to insure yours workmen against risks of accident and injury while at work as required by the relevant rules and to pay compensation, if any to them as per workmen#s compensation act. the work will be carried out in a protected area and all the rules and regulations of S.P.M. in that area that are in



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force from time to time will have to be followed by the contractor.

(4) The contractor shall assign to his workmen task commensurate with their experience and state health condition.

Encl.:1. Annexure-I (checklist)

(KISHOR MANE)
ASSTT. MANAGER(MATERIAL)
For General Manager
E-mail :Kishor.Mane@spmCIL.com, purchase.spm@spmCIL.com
PHONE :- (07574) 286847 & 286587

CORRESPONDING ADDRESS

THE GENERAL MANAGER,
SECURITY PAPER MILL,
HOSHANGABAD-461 005 (M.P.)
Website: <http://spmHoshangabad.spmCIL.com>
E-MAIL:- gmspm@spmCIL.com PHONE :- (07574)-255259
FAX :- (07574)-255170

SIGNATURE OF BIDDER WITH NAME,

DESIGNATION & SEAL

COPY TO : AM(T)(E&I)

.....

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

For and on behalf of

.....



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Section II: General Instructions to Tenderers (GIT)

Part 1: General Instructions Applicable to all type of Tenderers

Kindly refer <http://spmhoshangabad.spmcil.com/spmcil/uploaddocument/GIT.pdf> for further details.
(GIT Contains 32 pages)

SIGNATURE OF BIDDER WITH NAME,
DESIGNATION & SEAL



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Section II: General Instructions to Tenderers (GIT)

Part II: Additional General Instructions Applicable to Specific type of Tenderers

Kindly refer <http://spmhoshangabad.spmcil.com/spmcil/uploaddocument/GIT.pdf> for further details.

(GIT Contains 32 pages)

SIGNATURE OF BIDDER WITH NAME,
DESIGNATION & SEAL

Section III: Specific Instructions to Tenderers (SIT)

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

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

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

Sr No	GIT Clause No.	Topic	SIT Provision
01	11.2	Tender Currency	Supplier is requested to quote price within 2 Decimal place.Quotation with price quote beyond 2 decimal place is ignored.
02	12.10	Applicability of Octroi and Local taxes	Applicable -bear by tenderer
03	19	Tender Validity	120 days from opening date of quotation
04	20.4	Number of Copies of Tenders to be submitted	Single copy
05	28.1	Discrepancy in Prices- (Page No. 273)	If, in the price structure quoted by a tenderer, there is discrepancy between the unit price and the total price. (which is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the total price corrected accordingly, unness SPMH feels that the tenderer has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected.
06	28.2	Discrepancy in Prices-B (Page No. 273)	If there is an error in a total price, which has been worked out thorough addition and /or subtraction of subtotals, the subtotals shall prevail and the total corrected.
07	28.3	Discrepancy in Prices-C (Page No. 273)	If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail if, as per the judgement of SPMH., there is any such arithmetical discrepancy in a tender, the same will be suitably conveyed to the tenderer by regisered/speed post. If the tenderer does not agree to the observation of SPMH, the tender is liable to be ignored.
09	special	GST	Supplier should file the GST returns for outward supplies in time. In case of any Input Credit Loss to SPM by way of their failure to file GST Returns in time, SPM reserves the right of evidence of filing of Returns
11	43	Parallel Contracts	SPMH reserves the right to conclude Parallel contracts, with more than one bidder (for the same tender). If this is foreseen at the time of tendering



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Sr No	GIT Clause No.	Topic	SIT Provision
			a clause would be included in SIT giving further details.



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Section IV: General Conditions of Contract (GCC)

Kindly refer <http://spmhoshangabad.spmcil.com/spmcil/uploaddocument/GCC.pdf> for further details.
(GCC Contains 28 pages)

SIGNATURE OF BIDDER WITH NAME,
DESIGNATION & SEAL

Section V: Special Conditions of Contract (SCC)

The following Special Conditions of Contract (SCC) will apply for this purchase. The corresponding clauses of General Conditions of Contract (GCC) relating to the SCC stipulations have also been incorporated below. These Special Conditions will modify/ substitute/ supplement the corresponding (GCC) clauses.

Whenever there is any conflict between the provision in the GCC and that in the SCC, the provision contained in the SCC shall prevail.

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

SI.No	GCC Clause No.	Topic	SCC Provision
01	14.1	Incidental Services	Applicable
02	15	Distribution of Dispatch Documents for clearance/ Receipt of Goods	Applicable
03	16.2, 16.4	Warrantee Clause	Not Applicable
04	19.3	Option Clause	The General Manager SPM reserves the right to increase the ordered quantity by 25% at any time, till the final delivery date of the contract, by giving reasonable notice even though the quantity ordered initially has been supplied in full before the lastdate of expiry of Delivery period.
05	21.2	Taxes and Duties	Applicable (Henceforth, every supplier has to indicate the break-up of Tax in price schedule/bills. In case Tax is not applicable on supplier, they must enclose relevant Tax Exemption certificate. It is must for availing input tax rebate.
06	22, 22.1, 22.2, 22.4, 22.3, 22.6	Terms and Mode of payments	100% payment of quartely visit-wise (as per price schedule section XI of this tender document) shall be made after maintenance and suitability of each services/visit by the consignee at destination and on production of all required documents.
07	24.1	Quantum of LD	If the contractor fails to deliver the goods and/or services or any installment thereof within the Delivery Period, SPM Hoshangabad shall, without prejudice to other rights and remedies available to SPM, Hoshangabad under the contract, deduct from the contractor price, as Liquidated damages, a sum equivalent to the rate of 0.5 % of the delivered price of the delayed goods and/or services along with applicable GST of 18% on the LD amount, for each week of delay or part thereof until actual delivery or
08	24.1	Quantum of LD	performance, subject to a maximum deduction of the 10% (plus GST on the LD amount) of the delayed goods or services.
09	33.1	Resolution of Disputes	If dispute or difference of any kind shall arise between SPMH and the supplier in connection



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Sl.No	GCC Clause No.	Topic	SCC Provision
			with or relating the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within 21 days of its occurrence, then, unless otherwise provided in the SCC, either SPMH or the supplier may seek recourse to settlement of disputes through arbitration act 33.2.

Section VI: List of Requirements

Schedule No.	Breif Description of goods and services (Related Specifications etc. are in Section-VII)	Accounting Unit	Quantity	Amount of Earnest Money	Remark
1	CAMC For Fire Detection & Alarm System	AU	1.000	31000.00 INR 0.00 INR	EMD RS. 31,000/-

(1) SUBMISSION OF TENDER: TWO BID

Technical bid and financial bid are to be submitted in two separate doubled sealed envelopes on or before the due date of submission of tenders. It may be noted that the price is not to be quoted either in technical bid. It shall only be quoted in price bid. Non-adherence to this shall be making tender liable for rejection. The envelopes containing bids shall be superscribed Technical bid and Price bid. The sealed envelopes shall be again put in another sealed cover and should be superscribed The sealed envelopes shall be again put in another sealed cover and should be superscribed with words # Techno- Commercial Bid & Price Bid against our Tender Document / NIT No., NIT Date & Due date and be addressed to the General Manager, Security Paper Mill, Hoshangabad# 461 005 (M.P.). Late tenders shall not be accepted. Tenderers shall submit their offers only on prescribed forms. Tender by Telegram/Fax/E-mail shall not be accepted. Tender by Post/Hand/courier received on or before the due date and time shall be accepted. Postal delay/delay by courier service etc. shall not be condoned.

Tenders shall be submitted in parts as below:-

PART # I: TECHNO-COMMERCIAL BID

- i) The tenderer shall submit detailed technical offer as per as per Section VII of this tender document.
- ii) Earnest Money Deposit Rs. 31,000/- as per section-1
- iii) Tender document fee Rs.280/-(Rs.250+12%GST)as per section-1.
- vi) Manufacturing/Authorization Certificate :
 - (1) If the bidder firm is manufacturer then firm has to submit the valid registration certificate.
 - (2) If the bidder firm is not the manufacturer then firm has to submit the valid manufacturers authorization certificate as per the standard form duly filled by OEM as per annexure XIV of this tender document.
- v) Containing un-priced tender form as per Section-X.
- vi) One format of blank Price bid to be furnished without price/ price elements to know whether the firm furnished clearly all charges as required in our Price Schedule shown at Section: XI of this document. It should not contain any price element otherwise quotation liable to be rejected.
- (vii) Validity: 120 days from the date of opening of the tender, offer valid for a shorter period shall be treated as unresponsive & rejected.
- (viii) Confirm the payment terms as per section-V sl. no. 06 of this tender document.
- (xi) Period of work: 1 year from the date of issue of Service Purchase Order.



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(x) Place of work: SPM, Hoshangabad

(xi) No. of Visit: 4 visits in one year (quarterly basis).

(xii) Taxes: If any - Please strictly incorporate in our NIT Section - XI.

(xiii) Warranty: //Not Applicable// As per Section - V Sr. No. 03

(xiv). Exemption from Tender fee & EMD: - Firms were having NSIC/MSME/DIC/SSI registration for the tendered stores are only exempted from Tender fee & EMD. Enclosed copy of valid NSIC/MSME/DIC/SSI registration along with bid.

(xv) Submit a document stating "unconditional accepting of all the terms and conditions as per tender enquiry, without any deviations."

NOTE : Bidder should be submitted to fulfillment of above points in the technical bid for qualifying in the tender.

PART- II: PRICE BID:

The bidder shall quote the prices strictly as per the proforma given in Section # XI of the tender document. No additional/extra item with prize should be included other than that of section XI. If any that particular item will not be consider for evaluation.

(2) All Sections & pages of the tender documents strictly should be signed, name and sealed by bidder firm.

NOTE : #BIDDER TO FURNISH STIPULATED DOCUMENTS ALONG WITH TENDER IN SUPPORT OF FULFILLMENT OF TENDER CRITERIA. FURTHER CORRESPONDENCE IN THIS REGARD WILL NOT BE ENTERTAINED FOR ANY REASON. NON-SUBMISSION OR INCOMPLETE SUBMISSION OF DOCUMENTS MAY LEAD TO REJECTION OF OFFER.#

SIGNATURE OF BIDDER WITH NAME,
DESIGNATION & SEAL

Section VII: Technical Specifications

Comprehensive Annual Maintenance Contract for Fire Detection & Alarm System

The system comprises of:

-
- # Three units of CF3000 Main as well as Repeater Panels,
 - # 260 units of Addressable Detectors,
 - # 70 units of Response Indicators,
 - # 16 units of Manual Call Points and
 - # 16 units of Hooters
-

SCOPE OF WORK:

The complete system must always be maintained in perfect running order as per the standard and requirement of fire safety measures. The maintenance and cleaning works shall include the following -

1. All the control panels and their related components shall be tested once in every quarter (03 months) along with SPM & CISF representatives.
2. All smoke detectors shall be cleaned once in every quarter. Testing shall be carried out for 10% of the randomly selected smoke detectors from each zone along with SPM & CISF representatives every month and a register shall be maintained by the contractor. Testing of smoke detectors shall be done by gas cane (used for smoke detector testing) and contractor shall arrange gas cane for this purpose.
3. Manual call points should be cleaned & tested once in every quarter. Contractor shall replace the defective gaskets, glasses and limit switches. The supply of gaskets, glasses and limit switches shall be in the scope of contractor.
4. If any of the equipments/components are found defective/damaged, contractor shall arrange new spares and install the same. Spares used for replacing the defective/ damaged ones should be of same make and model as the existing one.
5. Contractor shall carryout cleaning & testing of all the talk back stations and hooters once in every quarter. Related defective parts, if any, shall be arranged and replaced by contractor. Record of the same shall be maintained by contractor.
6. Repair/ replacement of defective parts of the panel shall be in the scope of contractor.
7. Defective connectors, wiring, cables, conduit etc. if any, used in the network/panel/control room shall be replaced by contractor. Supply of the same shall be in the scope of contractor.
8. Contractor shall ensure regular check and working of battery backup. Battery charging/ maintenance shall be in the scope of contractor.
9. Contractor shall keep the system in operating and working condition all the time in order to prevent false alarm situation.
10. Maintenance/ up keeping of panels at Fire station Control Room and Main Gate shall also be in the scope of contractor.
11. Document/ Recorded data/ history of maintenance & checking shall be generated every month. Further, contractor shall carry out zone wise numbering job of the detectors . Contractor shall ensure that detectors are numbered by permanent marker or by pasting stickers.
12. Contractor shall post experienced and skilled personnel at site to carry out routine maintenance jobs (details to be furnished along with the bid of the offer). In case, additional manpower is required for maintenance then contractor shall arrange the same and no extra payment shall be made for this.
13. Complete fire detection and alarm system shall be maintained in perfect working condition throughout the contract period.
14. After completion of contract period, all detectors & panels shall be handed over to SPM/ CISF Fire Wing in proper working condition.

SPECIAL TERMS:

- a. There shall be no charges for electricity and water as there are no structural jobs involved. Further contractor can use electricity (free of cost) for small jobs like soldering, cutting, lighting etc. as per the discretion of electrical department.
- b. Contractor can utilize our workshop and crane facility for urgent jobs (free of cost) with prior intimation and permission.
- c. All labour laws, safety guidelines and other statutory obligations applicable in the state of Indian Union, which may come in force from time to time during the contract period, have to be strictly adhered.
- d. Contractor shall be solely responsible for any accident/ damage that might occur during execution of the job and shall be responsible for any financial/ legal implications.
- e. The working duration shall be as per normal working hours (General shift - 0800 Hrs. to 1700 Hrs.) of SPM. However, contractor might have to work on Sundays & Holidays or during night hours, if required, depending on urgency of job.
- f. Rates for all materials required under the provision of contract are inclusive of transport, taxes, profit, interest, insurance, overheads and all other duties etc. that may have to be incurred by the contractor. In case of any revision of taxes, duties etc. by any Govt. agency, contractor has to bear the same without any cost implication to SPM.
- g. Contractor shall make his own arrangements for transportation, boarding and lodging at Hoshangabad.
- h. Contractor shall follow all the standard maintenance practices while carrying out jobs and jobs have to be completed in professional manner.
- i. Contractor shall make his own arrangements for all measuring instruments and accessories required for carrying out jobs.
- j. All tools, tackles, equipments and consumables like cotton waste, stationeries for recording, and any other item required for completion of job, shall be supplied by the contractor. No extra payments shall be made on this account.
- k. Contractor shall strictly adhere to the safety rules formulated by SPM Hoshangabad safety department. Work permit system of SPM shall be followed. Supervisor shall be responsible for taking daily clearances from in charge of the work area.
- l. Jobs have to be completed to the entire satisfaction of Fire Wing In-charge and daily report must be submitted to Fire Wing. This report will form the basis for payment.
- m. Contractor shall provide personnel protective equipment to his workmen at his own cost.
- n. Contractor shall be fully responsible for the conduct of his employees and shall ensure that their behavior in dealing with persons is always good & cordial.
- o. Contractor shall provide suitable insurance cover to his workmen at his own cost.
- p. Contractor shall submit PF numbers, wage sheet, service tax numbers and any other document required for billing.



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Section VIII: Quality Control Requirements

//NOT APPLICABLE//



Tender Number:6000012250

Section IX: Qualification/Eligibility Criteria

//NOT APPLICABLE//



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Section X: Tender Form

Date:

To,
Security Paper Mill, Hoshangabad
A Unit of Security Printing & Minting
Corporation of India Limited
(Wholly Owned by Govt. of India)
Hoshangabad

Ref: Your Tender document No.6000012250 /PM5/E&I/CAMC dated 19.01.2019

We, the undersigned have examined the above mentioned tender enquiry document, including amendment No....., dated..... (if any), the receipt of which is hereby confirmed. We now offer to supply and deliver (Description of goods and services) in conformity with your above referred document for the sum of _____ (total tender amount in figures and words), as shown in the price schedule(s), attached herewith and made part of this tender.

If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements.

We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of GCC clause 6, read with modification, if any, in Section V - 'Special Conditions of Contract', for due performance of the contract.

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

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

.....
(Signature with date)

.....
(Name and designation)

Duly authorized to sign tender for and on behalf of

.....

.....



Section XI: Price Schedule

PRICE SCHEDULE

PRICE FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR FIRE DETECTION & ALARM SYSTEM

BLANK PRICE SCHEDULE: SUBMITTED WITH TECHNO-COMMERCIAL BID

The Price bid should clearly indicate the break-up of the price as under:-

S. No. Price Break Up AMOUNT (RS.)

SAC CODE IS 6 DIGITS

1. Basic price for CAMC for Fire Detection & Alarm System per quarter as per Section VII (For complete CAMC) -----Quoted-----

2. GST(%)on 1 -----Quoted-----

TOTAL [1+2] = (A) -----Quoted-----

3. Other taxes/charges (if any) Please specify -----Quoted-----

4. Total Price (of CAMC, at SPM Hoshangabad MP) (in figures only) (A+3) Rs. -----Quoted-----

5. Quantity 4 Quarter

6. Total Price of CAMC, at SPM Hoshangabad MP (in figures only) (4 X 5) Rs. -----Quoted-----

7. Total Price of CAMC at SPM Hoshangbad MP (in words only) Rupees. -----Quoted-----

SIGNATURE OF BIDDER
(WITH NAME, DESIGNATION AND SEAL)

NOTE:

1. Conditional price & Variable Price in Tender are liable to be rejected.
2. Bidder should mention separately regarding Duties/Taxes otherwise tax exemption Certificate may be enclosed.
3. Quote your rates in your quotation as per the given above price schedule format only and accept our condition i.e. F.O.R., VALIDITY, DELIVERY PERIOD, PAYMENT TERMS AND ALL OTHER TERMS AND CONDITION INCLUDING G.C.C. & G.I.T. OF TENDER without any deviation otherwise your offer will be rejected.
4. The basic price/rate of the material/services is not indicated anywhere in Techno-commercial bid.
5. The method of evaluation of L1 criteria for awarding the contract shall be on consolidation offer by the bidder and BE DECIDED TAKING INTO CONSIDERATION OF TOTAL OFFERED PRICE
6. Mode of Payment: Payment will be made through RTGS/ NEFT (Please provide the details as required)

S.No. Details

1. Name of supplier
2. Account No.
3. Account Type
4. Name of the Bank
5. Branch



Tender Number:6000012250

6. City
7. Branch Code
8. MICR Code
9. IFSC Code
10. GSTIN
11. HSN/SAC Code.....
12. Shipping Address
13. Place of Supply
14. Billing Address

NOTE : 'BIDDER TO FURNISH STIPULATED DOCUMENTS ALONG WITH TENDER IN SUPPORT OF FULFILLMENT OF TENDER CRITERIA. FURTHER CORRESPONDENCE IN THIS REGARD WILL NOT BE ENTERTAINED FOR ANY REASON. NON-SUBMISSION OR INCOMPLETE SUBMISSION OF DOCUMENTS MAY LEAD TO REJECTION OF OFFER.#

SIGNATURE OF BIDDER
(WITH NAME, DESIGNATION AND SEAL)

PRICE SCHEDULE : SUBMITTED WITH PRICE BID

The Price bid should clearly indicate the break-up of the price as under:-

S. No. Price Break Up AMOUNT (RS.)

SAC CODE IS 6 DIGITS

1. Basic price for CAMC for Fire Detection & Alarm System
per quarter as per Section VII(For complete CAMC)

2. GST(%)on 1

TOTAL [1+2] = (A)

3. Other taxes/charges (if any) Please specify

4. Total Price (of CAMC, at SPM Hoshangabad MP) (in figures only) (A+3) Rs.

5. Quantity 4 Quarter

6. Total Price (of AMC, at SPM Hoshangabad MP) (in figures only) (4 X 5) Rs.

7. Total Price (of AMC at SPM Hoshangbad MP) (in words only) Rupees.

SIGNATURE OF BIDDER
(WITH NAME, DESIGNATION AND SEAL)

NOTE:

1. Conditional price & Variable Price in Tender are liable to be rejected.
2. Bidder should mention separately regarding Duties/Taxes otherwise tax exemption Certificate may be enclosed.



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3.Quote your rates in your quotation as per the given above price schedule format only and accept our condition i.e. F.O.R., VALIDITY, DELIVERY PERIOD, PAYMENT TERMS AND ALL OTHER TERMS AND CONDITION INCLUDING G.C.C. & G.I.T. OF TENDER without any deviation otherwise your offer will be rejected.

4. The basic price/rate of the material/services is not indicated anywhere in Techno-commercial bid.

5. The method of evaluation of L1 criteria for awarding the contract shall be on consolidation offer by the bidder and BE DECIDED TAKING INTO CONSIDERATION OF TOTAL OFFERED PRICE

6. Mode of Payment: Payment will be made through RTGS/ NEFT (Please provide the details as required)

S.No. Details

1. Name of supplier
2. Account No.
3. Account Type
4. Name of the Bank
5. Branch
6. City
7. Branch Code
8. MICR Code
9. IFSC Code
10. GSTIN
11. HSN/SAC Code.....
12. Shipping Address
13. Place of Supply
14. Billing Address

NOTE : 'BIDDER TO FURNISH STIPULATED DOCUMENTS ALONG WITH TENDER IN SUPPORT OF FULFILLMENT OF TENDER CRITERIA. FURTHER CORRESPONDENCE IN THIS REGARD WILL NOT BE ENTERTAINED FOR ANY REASON. NON-SUBMISSION OR INCOMPLETE SUBMISSION OF DOCUMENTS MAY LEAD TO REJECTION OF OFFER.#

SIGNATURE OF BIDDER
(WITH NAME, DESIGNATION AND SEAL)



Section XII: Questionnaire

The tenderer should furnish specific answers to all the questions / issues 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 evasive answer against any of the under mentioned question/ issues, its tender will be liable to be ignored.

1. Brief description and of goods and services offered:
2. Offer is valid for acceptance up to
3. Your permanent Income Tax A/ C No. as allotted by the Income Tax Authority of Government of India:
Please attach certified copy of your latest/ current Income Tax clearance certificate issued by the above authority.

4. Status :

a) Are you currently registered with the Directorate General of Supplies & Disposals (DGS&D), New Delhi, and / or the National Small Industries Corporation (NSIC), New Delhi, and / or the present SPMCIL and / or the Directorate of Industries of the concerned State Government for the goods quoted ? If so, indicate the date up to which you are registered and whether there is any monetary limit imposed on your registration.

b) Are you currently registered under the Indian Companies Act, 1956 or any other similar Act?

Please attach certified copy(s) of your registration status etc. in case your answer(s) to above queries is in affirmative.

5. Please indicate name & full address of your Banker(s) :

6. Please state whether business dealings with you currently stand suspended/ banned by any Ministry/ Deptt. of Government of India or by any State Govt.

.....
(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)



Tender Number:6000012250

Section XIV: Manufacturer's Authorization FORM

To,
Security Paper Mill, Hoshangabad
A Unit of Security Printing & Minting
Corporation of India Limited
(Wholly Owned by Govt. of India)
Hoshangabad

Dear Sirs,

Ref.: Your Tender document No..... dated.....

We..... who are proven and reputable manufacturers of
..... (name and description of the goods offered in the tender) having factories at
..... here by authorize Messrs..... (name and address of the agent) to
submit a

tender, process the same further and enter into a contract with you against your requirement as contained in the
above referred tender enquiry documents for the above goods manufactured by us.

We further confirm that no supplier or firm or individual other than Messrs..... (name and address
of the above agent) is authorized to submit a tender, process the same further and enter into a contract with you
against your requirement as contained in the above referred tender enquiry documents for the above goods
manufactured by us.

We also hereby extend our full warranty, as applicable 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]

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

.....[insert: Bank's Name, and Address of issuing Branch or Office]

Beneficiary: [insert: Name and Address of SPMCIL]

Date:.....

PERFORMANCE GUARANTEE No.:

WHEREAS..... (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no..... datedto supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

We undertake to pay SPCMIL up to the above amount upon receipt of its first written demand, without SPMCIL having to substantiate its demand.

This guarantee will remain in force for a period of forty five days after the currency of this contract and any demand in respect thereof should reach the bank note later than the above date.

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

.....

.....
Name and designation of the officer

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

.....
Name and designation of the officer

.....

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



Section XVI: Contract Form

Contract No.....dated.....

This is in continuation to this office' Notification of Award No..... dated

1. Name & address of the Supplier:
2. SPMCIL's Tender document No..... dated.....and subsequent Amendment No..... dated..... (If any), issued by SPMCIL
3. Supplier's Tender No..... dated.....and subsequent communication(s) No..... dated..... (If any), exchanged between the supplier and SPMCIL in connection with this tender.
4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as part of this contract:
 - (i) General Conditions of Contract;
 - (ii) Special Conditions of Contract;
 - (iii) List of Requirements;
 - (iv) Technical Specifications;
 - (v) Quality Control Requirements;
 - (vi) Tender Form furnished by the supplier;
 - (vii) Price Schedule(s) furnished by the supplier in its tender;
 - (viii) Manufacturers' Authorization Form (if applicable for this tender);
 - (ix) SPMCIL's Notification of Award

Note: The words and expressions used in this contract shall have the same meanings as are respectively assigned to them in the conditions of contract referred to above. Further, the definitions and abbreviations incorporated under clause 0 of Section - V - 'General Conditions of Contract' of SPMCIL's Tender document shall also apply to this contract.

5. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:

- (i) Brief particulars of the goods and services which shall be supplied/provided by the supplier are as under:
- (ii) Delivery schedule
- (iii) Details of Performance Security
- (iv) Quality Control
 - (a) Mode(s), stage(s) and place(s) of conducting inspections and tests.
 - (b) Designation and address of SPMCIL's inspecting officer
 - (v) Destination and dispatch instructions
 - (vi) Consignee, including port consignee, if any
 - (vii) Warranty clause
 - (viii) Payment terms
 - (ix) Paying authority

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

For and on behalf of.....

Received and accepted this contract.....

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

For and on behalf of

.....
(Name and address of the supplier)

.....
(Seal of the supplier)

Date:

Place:



Tender Number:6000012250

Section XVII: Letter of authority for attending a Bid opening

The General Manger,
Security Paper Mill, Hoshangabad.

Subject: Authorization for attending bid opening on 22.02.2019 in the Tender of COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR FIRE DETECTION AND ALARM SYSTEM.

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of _____ (Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signatures
1.		
1.		
Alternate representative		
Signatures of bidder or Officer authorized to sign the bid Documents on behalf of the bidder.		

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.



Tender Number 6000012250

Section XIX: Proforma of Bills for Payments

(Refer to Clause 22.6 of GCC)

Name and Address of the Firm.....

Bill No.....Dated.....

Purchase order.....No.....Dated.....

Name and address of the consignee.....

S.No	Authority for Purchase	Description of Stores	No.or qty.	Rate Rs. P.	Price per Rs. P	Amount

1. GST% and amount, both.

2. Freight (if applicable)

3.GSTIN No. of Vendor

4.Packing and Forwarding charges(if applicable)

5.Others (Please specify)

6. PVC Amount (with calculation sheet enclosed)

7. (-) deduction/Discount

8. Net amount payable (in words Rs.)

9.. Billing Address of the firm

9. Shipping Address of the firm

10. HSN Code of Material / SAC of service

11..Place of supply

12. GST Status

13. E-way bill no.

Dispatch detail RR No. other proof of dispatch.....
Dated.....(enclosed)



Tender Number: 6000012250

Inspection Certificate No.....Dated.....(enclosed)

Income Tax Clearance Certificate No.....Dated.....(enclosed)

Place and Date

Received Rs.....(Rupees).....

I hereby certify that the payment being claimed is strictly in terms of the contract and all the obligations on the part of the supplier for claiming that payment has been fulfilled as required under the contract.

Revenue Stamp

Signature and of Stamp Supplier

TWO BID, SINGLE STAGE (TWO PACKET) TENDER
BIDDER'S CHECK LIST BEFORE TENDER SUBMISSION

Part I: - TECHNO-COMMERCIAL BID

S.No.	Tender Submission Check Points As per Techno-Commercial bid	Check before submission Tick (<input checked="" type="checkbox"/>)
1	Tender Fee Rs.280(Rs.250+12%GST)	
	Earnest Money Deposited Rs. 31000/-	
3	Tender Document duly Seal & Signed in two separate packets	
4	Place of Work :- FOR, SPM Hoshangabad .	
5	Blank Price Bid as per Section XI (Without Price but mention the taxes & other charges)	
6	Tender Validity 120 days as per the tender	
7	Technical Specification –Section VII as per tender	
8	Warranty clause as per Section-V Sr.No.03 (If Applicable)	
9	Submission of the documents as per Qualification / Eligibility criteria – Section IX (If Applicable)	
10	Fill Tender Form – Section X duly seal & sign (Without mentioning price)	
11	Delivery Period: Acceptance of delivery period as per tender document	

Part II: - PRICE BID

S.No.	Tender Submission Check Points	Check before submission Tick (<input checked="" type="checkbox"/>)
1	Price Bid as per Section XI (Price including all taxes & other charges)	

.....
(Bidder's Seal & Sign)