



**SECURITY PAPER MILL,
NARMADAPURAM - 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 9001:2015 & ISO 14001:2015 CERTIFIED)
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CIN: U22213DL2006GOI144763
Ph.No:91-7574-255259,

GSTIN: 23AAJCS6111J3ZE
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| PR Number | PR Date | Indenter | Department |
|-----------|------------|-----------|------------|
| 11009565 | 28.01.2022 | FIN & ACC | AM (F&A) |

Not Transferable

Security Classification:

TENDER DOCUMENT FOR: HIRING OF CA AND 4 ACCOUNT ASSISTANT

Tender No : 6000017367/FIN/CA/22-23/312 Dated: 03.06.2022

This Tender Document Contains __136__ Pages.

Tender Documents is issued to:

| |
|-------------------|
| M/s..... |
|-------------------|

Details of Contact person in SPMCIL regarding this tender:

Name, Designation: Vikas Kumar, Manager (Material)

Address: SPM5 (PM5, Security Paper Mill, Narmadapuram)

Phone, Fax, email: 07574-286842

Email: vikas.kumar@spmCIL.com



Section I: Notice Inviting Tender (NIT)

Tender Sl. No. **6000017367/FIN/CA/312**Dated: **03.06.2022**

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

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

GEM/GARPTS/27012022/4LABT0ED1NLY

| Schedule No. | Brief Description of Goods/ services | Quantity (with unit) | Earnest Money (in Rs.) | Remarks |
|--------------|--|----------------------|------------------------|---------|
| 01 | Engagement of 1 CA and 4 Account Assistant | 1.000 AU | Rs.28,000/- | |
| 1 | Engagement of 1 CA and 4 Account Assistant | 1.000 EA | | |

| | |
|--|---|
| Type Of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.) | TWO-BID NATIONAL COMPETITIVE BID (E - PROCUREMENT) |
| Dates of sale of tender documents: | As per MSTC E-procurement Portal. |
| Place of sale of tender documents | As per MSTC E-procurement Portal. |
| Closing date and time for receipt of tenders | As per e-procurement on MSTC. |
| Place of receipt of tenders | On MSTC E-procurement Portal. |
| Time and date of opening of tenders | As per E-procurement on MSTC. |
| Place of opening of tenders | ADMINISTRATION BLOCK, SPM, NARMADAPURAM |
| Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.21.1 of GIT) | Vikas Kumar , Manager Material |

- 2 Eligibility to participate as per Government of India's Public Procurement (Preference to Make in India) Order 2017 (as amended/ revised) and Ministry of Finance, Department of Expenditure, Public Procurement Division's Orders (Public Procurement 1, 2 and 3) F.No.6/18/2019-PPD dated 23rd/ 24th July 2020 (or any further amendments thereof) regarding eligibility of bidders from neighboring countries shall apply to this tender.
- 3 Please note that SPMCIL reserves its right to grant Purchase preferences in accordance with Government of India's Public Procurement (Preference to Make in India) Order 2017 (as amended/ revised) and Public Procurement Policy for Micro and Small Enterprises (MSEs) Amendment Order, 2018 (as amended/ revised).
- 4 Interested tenderers may obtain further information about this requirement from <https://www.mstcecommerce.com/eproc/>.
- 5 Tenderer may also download the tender documents from the web site



<https://spmarmadapuram.spmcil.com/> or <https://www.mstcecommerce.com/eproc/> and submit its tender by utilizing MSTC E-procurement Portal.

- 6 Tenderer may also download the tender documents from the web site mentioned above and submit its tender by utilizing the downloaded document; the bidder must not make any changes to the contents of the documents, except for filling the required information. A certificate to this effect must be submitted by the bidder in the Tender Form (Section X).
- 7 Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are to be submitted on MSTC Govt. e-procurement portal and the website is <https://www.mstcecommerce.com/eproc/>.
- 8 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.
- 9 The tender documents are not transferable.
- 10 The bidder, their affiliates, or subsidiaries – including subcontractors or suppliers for any part of the contract – should not stand declared ineligible/ blacklisted/ banned/ debarred by any Government Agency anywhere in the world, for participating in its tenders, under that country's laws or official regulations. A declaration to this effect shall be submitted by the bidder in the Tender Form (Section X).
10. Undersigned confirms that the required goods mentioned above are not available on GeM as per "GeM - Availability Report and Past Transaction Summary" (GeM – AR & PTS). This unique ID is GEM/GARPTS/27012022/4LABT0ED1NLY.
11. EMD amount mentioned in Section VI – List of Requirements shall be furnished in any one of the following forms:
 - a) Account Payee Demand Draft
 - b) Fixed Deposit Receipt
 - c) Banker's cheque
 - d) Bank Guarantee

In acceptable form, otherwise the tender will not be accepted in any case. The demand draft, fixed deposit receipt or banker's cheque shall be drawn on any scheduled commercial bank in India, in favour of account and place of payment specified in the para 1 above. In case of bank guarantee, the same is to be provided from/confirmed by any scheduled commercial bank in India as per the format specified under section XIII in these documents.

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



12. Enclosed: BIDDER'S CHECK LIST BEFORE TENDER SUBMISSION

1. Check list (Annexure-I)
2. Declaration (Annexure-II)
3. Declaration (Annexure-III)
4. Declaration (Annexure-IV)
5. Confidentiality and non-disclosure agreement.

Yours faithfully,

(Vikas Kumar)
Manager(Material)
For Chief General Manager
E-mail : vikas.kumar@spmci.com
PHONE :- (07574) 286842 & 286588

CORRESPONDING ADDRESS

THE CHIEF GENERAL MANAGER
SECURITY PAPER MILL
NARMADAPURAM – 461005 (M.P.)

SIGNATURE OF BIDDER WITH NAME ,
DESIGNATION & SEAL

.....

.....

[Name, designation, address, tel. No etc. of the officer signing the document]

For and on behalf of

.....



Section II: General Instructions to Tenderer (GIT)

Part I: General Instructions Applicable to all Types of Tenders

Kindly refer <https://spmCIL.com/uploaddocument/GIT/new.pdf> for further details (GIT contains 61 pages)

SIGNATURE OF BIDDER WITH NAME,
DESIGNATION & SEAL



Section II: General Instructions to Tenderer (GIT)
Part II: General Instructions Applicable to all Types of Tenders

Kindly refer <https://spmCIL.com/uploaddocument/GIT/new.pdf> for further details (GIT contains 61 pages)

SIGNATURE OF BIDDER WITH NAME,
DESIGNATION & SEAL



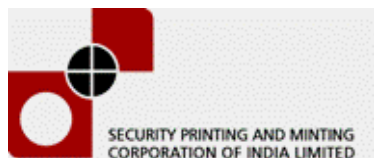
Section III: Special Instructions to Tenderers (SIT)

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

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

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

| Sl. No. | GIT Clause No. | Topic | SIT Provision |
|---------|----------------|---|--|
| 1 | 3. | Eligible Tenderers | Applicable |
| 2 | 3.4 | Eligible Goods and Services (Origin of Goods) | Applicable |
| 3 | 6.1 | The tender documents includes: | Applicable |
| 4 | 8 | Pre-bid Conference | Not Applicable |
| 5 | 9 | Time Limit for receiving request for clarification of Tender Documents | A Tenderer requiring any clarification or elucidation on any issue of the tender documents may take up the same with SPMH in writing or by fax/e-mail/telex. SPMH will respond in writing to such request provided the same is received before 14 days prior to the prescribed date of submission of tender. |
| 6 | 10.1 | The Technical bid to be submitted by Tenderer shall contain the following documents, duly filled in, as required: | Applicable |
| 7 | 11.2 | Tender Currency | Supplier is requested to quote price in INR within 2 Decimal place. Quotation with price quote beyond 2 decimal place is ignored. |
| 8 | 12.1 | Tender Prices | Applicable |
| 9 | 12.2,33,36.1 | Schedule wise evaluation | Not Applicable |
| 10 | 12.6 | GST details | Applicable |
| 11 | 14 | PVC Clause & Formula | Not Applicable |
| 12 | 14.4 to 14.7 | Exchange Rate Variation (ERV) | Not Applicable |
| 13 | 16.1 a) to c) | Documents Establishing Tenderer's Eligibility and Qualifications | Applicable |



| | | | |
|----|-------------------|--|--|
| 14 | 18.4, 18.5 | Earnest Money Deposit (EMD) | Applicable. |
| 15 | 19 | Tender Validity | 120 DAYS FROM THE DATE OF OPENING OF QUOTATION |
| 16 | 20.4 | Number of Copies of Tenders to be submitted | Upload on MSTC E-Procurement Portal. |
| 17 | 20.8 | Two Bid System | Applicable. |
| 18 | 20.9 | E-Procurement | Applicable |
| 19 | 34. and 35.1 | Comparison on CIF Destination Basis | Not Applicable |
| 20 | 35.2 to 35.6 | Additional Factors for Evaluation of Offers and Preferential schemes | Not Applicable |
| 21 | 43 | Parallel Contracts | Not Applicable |
| 22 | 44.1 | Serious Misdemeanors | Applicable |
| 23 | 44.3 | Integrity Pact | Not Applicable |
| 24 | 45.1 | Notification of Award | Applicable |
| 25 | 50. | Applicability of additional GIT for rate Contracts | Not Applicable |
| 26 | 51. | Applicability of additional GIT for PQB Tenders | Not Applicable |
| 27 | 52. | Applicability of additional GIT for Tenders involving Samples | Not Applicable |
| 28 | 53. | Applicability of additional GIT for EOI Tenders | Not Applicable |
| 29 | 54. | Applicability of additional GIT for Tenders for Disposal of Scrap | Not Applicable |
| 30 | 55. | Applicability of additional GIT for Development/Indigenization Tenders | Not Applicable |
| 31 | Special Condition | GST Returns | 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 files GST Returns in time, SPM reserves the right to withhold the payment of further supplies till production of evidence of filling of Returns. |
| 32 | Special Condition | TCS u/s 206C (1H) read with TDS u/s 194Q: | SPM (as Buyer) is liable to deduct TDS u/s 194Q @ applicable rate on goods purchases (if applicable). In case of deduction of TDS under section 194Q; the Supplier (Vendor) need not to charge TCS u/s 206C (1H) on invoicing on or after 01.07.2021. |
| 33 | Special Condition | Sec. 206AB of IT Act: | Vendor has to submit declaration in specified format for the compliance of Section 206AB of Income Tax Act, 1961. In case of non-submission of declaration; TDS will be deducted at higher rates (as applicable) as per section 206AB. |



Section IV: General Conditions of Contract (GCC)
Part I: General Conditions of Contract applicable to all types of Tenders

Kindly refer <https://spmCIL.com/uploaddocument/GCC/new.pdf> for further details (GIT contains 36 pages).

SIGNATURE OF BIDDER WITH NAME,
DESIGNATION & SEAL

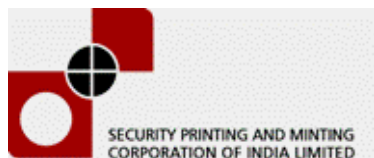


Section IV: General Conditions of Contract (GCC)

Part II: Additional General Conditions of Contract applicable to all types of Tenders

Kindly refer <https://spmCIL.com/uploaddocument/GCC/new.pdf> for further details (GIT contains 36 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)

| S. No. | GCC Clause No. | Topic | SCC Provision |
|--------|----------------|--|--|
| 1 | 1.2 | Abbreviations: | APPLICABLE |
| 2 | 6.1, 6.3 & 6.5 | Performance Bond/ Security | REFER SECTION-VI, CLAUSE NO.5 OF THE TENDER ENQUIRY) |
| 3 | 8.2 | Packing and Marking | NOT APPLICABLE |
| 4 | 9 | Inspection and Quality Control | APPLICABLE |
| 5 | 11.2 | Transportation of Domestic Goods | NOT APPLICABLE |
| 6 | 12. | Insurance | NOT APPLICABLE |
| 7 | 15 | Distribution of Documents for Dispatch clearance/ Receipt of Goods | NOT APPLICABLE |
| 8 | 16.2, 16.4 | Warrantee Clause | Not Applicable |
| 9 | 19.3 | Option Clause | The General Manager Security Paper Mill Narmadapuram may reserve 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. |
| 10 | 20.1 | Price Adjustment Clause | Not Applicable |
| 11 | 21. | Taxes and Duties | APPLICABLE |
| 12 | 22. | Terms and Mode of payments | REFER SECTION-VI, Clause No. Technical Bid. Point No.vi OF THE TENDER ENQUIRY) |
| 13 | 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 Narmadapuram shall, without prejudice to other rights and remedies available to SPM, Narmadapuram 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 performance, subject to a maximum deduction of the 10% (plus GST on the LD amount) of the delayed goods or services. |
| 14 | 25.1 | Bank Guarantee and Insurance for Material Loaned to Contractor | Not Applicable |
| 15 | 33.1 | Resolution of Disputes | APPLICABLE |
| 16 | 36.3.2, | Disposal/ Sale of Scrap by Tender | Not Applicable |

SIGNATURE OF BIDDER WITH NAME,
DESIGNATION & SEAL



Section VI: List of Requirements

| Schedule No. | Brief description of goods and services (Related specifications etc. are in Section-VII) | HSN Code | Accounting unit | Quantity | Amount of Earnest Money (INR) | Place of Delivery for GST purpose |
|--------------|--|----------|-----------------|----------|-------------------------------|-----------------------------------|
| 1 | Engagement of 1 CA and 4 Account Assistant | | AU | 1.00 | Rs.28,000/- | |

SCOPE OF WORK :

A. Experience shall be necessarily related to scope of work as mentioned below:

To hire services of one chartered accountant and 04 account assistants for following tasks:

1. Review of monthly trial balance.
2. To check and verify the correct classification of ledger accounts as per the chart of accounts provided by the Corporate Office.
3. To reconcile different GL balance including Inter Unit Accounts, Bank reconciliation, debtors & creditors.
4. To provide consultancy and preparation of data for compliance of all statutory requirements, statutory tax deposits under the various tax laws.
5. To provide guidance to the staff whenever required regarding maintenance of accounts in SAP and preparation of financial Statements etc.
6. To check and verify the correct classification of the transactions as per various cost centre/cost elements.
7. To Prepare, analyse and update data required and analyses the BOM, RECIEPE, OVERHEAD RATE & ACTIVITY RATE.
8. To analyse monthly cost reports from SAP and review the changes needed on monthly basis.
9. To verify the Raw Material, Consumables, Spares and Finished goods in SAP and assist in COST run in SAP
10. Preparation and finalization of all the financial statements of the Unit as per the prevailing accounting standards.
11. To prepare, maintain and update the Fixed Asset Register as per Prevailing accounting standards.
12. To Attend and resolve query of Internal, Statutory, Tax and Government auditors.

3 OBLIGATION OF CONTRACTOR

3.1 Contractor must provide to its employees their photo identity cards properly displayed during



duty time. No extra

payments shall be claimed by the Contractor or its deployed staff from SPMH for such item.

3.2 Contractor must employ adult and personnel with relevant skill and qualification only. Employment of child labour shall lead to the termination of the contract at the risk and cost of the Contractor. Contractor shall deploy/engage reliable persons at SPMH after proper character and police verification take disciplinary action or reward any person at work etc., at its sole costs, risks and responsibilities. Contractor shall intimate the details like name, age, parentage, address (residential as well as permanent) of all staff to the SPMH and shall also intimate changes in address of the staff as and when they take place.

3.3 In the event of the personnel having been deployed by the Contractor not performing jobs as per expected standards in whatsoever manner or in case the personnel behave in an unacceptable manner, the Contractor shall, remove the said personnel the same day and deploy a suitable substitute in his/ her place of suitable qualifications and experience within seven days failing which the SPMH may get the services performed by other means for which the Contractor shall be liable to bear any extra cost that may be incurred by the SPMH.

3.4 Factory Act 1948 or any modification thereof or any other law relating thereto and rules made hereunder from time to time. SPMH will not own any responsibility in this regard.

3.5 Contractor's staff shall always be disciplined, properly dressed and be presentable all the time during working hours. The persons deployed by Contractor shall be properly trained, have requisite experience and skills for carrying out the multi tasks assigned at SPM's office. The Contractor shall be solely responsible to tackle the matters in case any of its staff deployed under this contract falls sick or is injured or goes on strike/ unfair activities etc. during performance of his/her duty. It shall indemnify SPMH in all respects under this contract.

3.6 Be it private or public areas, the Contractor's employees shall be liable to be frisked checked by the security personnel at SPMH premises or on duty at any time during performance of their duties.

3.7 Contractor's employees shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the government property/person.

3.8 Contractor shall be solely responsible for any indiscipline, theft, loss or damage to any or persons/ property at the premises on account of acts of omission and commission by the staff deployed by him.

3.9 The payments to its employees shall be disbursed through bank transfer by the Contractor in the individual account of the employees and the bank statement showing the amount transferred is to be submitted along with the bill.

4. PENALTIES

4.1 The Contractor shall disburse monthly payment to its deployed manpower latest by 10th of every month, failing which penalty of Rs.1000/- per day will be imposed up to 15th of the month and thereafter the contract shall liable to be terminated. Security Deposit /Performance Bank Guarantee shall be forfeited and Bank guarantee will be encased and in such events SPMH will have the power to appoint any other agency to carry out works as per scope of work under this contract at the risk and cost of the Contractor.

4.2 Whenever and wherever it is found that the assigned work is not performed up to the entire satisfaction of the SPMH, it will be brought to the notice of Contractor by the SPMH and if no action



is taken immediately, penalty of Rs.1000/- per day from service charges per complaint will be imposed by invoking penalty clause.

4.3 The Contractor has to maintain adequate number of manpower as per this contract and also arrange a pool of standby manpower of requisite qualifications. If the required number of persons is less than the specified number as mentioned in the contract, a penalty of Rs.100/- per absentee per day shall be deducted from the bill(s)

(5) PERFORMANCE SECURITY

1.1) Within twenty-one days after the issue of notification of award Purchase Order by SPMH, the supplier shall furnish performance security of 3% of the order value to SPMH, valid up to sixty days after the date of completion of all contractual obligations by the supplier, including the warranty obligations.

1.2) The performance security shall be denominated in Indian Rupees or in the currency of the contract and shall be in one of the following forms:

- a) Account payee Demand Draft or Fixed Deposit Receipt drawn on any commercial bank in India, in favor of Security Paper Mill, Narmadapuram as indicate in the clause 3 of NIT.
- b) Bank Guarantee issued by a commercial bank in India, in the prescribed form as provided in Section XV of this document.

1.3) In the event of any loss due to supplier's failure to fulfill its obligations in terms of the contract, the amount of the performance security shall be payable to SPM to compensate SPM for the same.

1.4) In the event of any amendment issued to the contract, the supplier shall, within twenty-one days of issue of the amendment, furnish the corresponding amendment to the Performance Security (as necessary), rendering the same valid in all respects in terms of the contract as amended.

1.5) Subject to GCC sub-clause 6.3, SPM will release the performance security without any interest to the supplier on completion of the supplier's all contractual obligations including the warranty obligations.

(6) SUBMISSION OF TWO BID TENDER:

Technical bid and financial bid are to be submitted on the MSTC E-Procurement Portal. It may be noted that the price is not to be quoted either in technical bid(Technical Cover). It shall only be quoted in price bid(Price Cover). Non-adherence to this shall be making tender liable for rejection.

Tenders shall be submitted in parts as below:-

PART – I: TECHNO-COMMERCIAL BID

Note : Confirm the following terms and condition and submit the required documents with your Techno-commercial bid.

(i) Technical Specification/Scope of work: As per Section-VII & firm can also submitted supporting documents/leaflet/catalogue etc.

(ii). Earnest Money Deposit : Applicable and Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.



(iii) Validity: 120 days from the date of opening of the tender, offer valid for a shorter period shall be treated as unresponsive & rejected.

(iv) Destination/work/service place : SPM, Narmadapuram

(v) Required work/service Schedule: Services should be immediately provided by the agency after issue of Purchase Order for one year.

(vi) Payment Terms :

(a) The payment will be made by SPM through RTGS / NEFT to the contractor on the base of actual presence after submission of their bill duly certified by any Officer of finance & Accounts division. The bills should be submitted in three copies. Any deviation as reported by the Officer of Finance will be taken care separately during the next bill.

(b) If GST is applicable, the contractor will make payment to the concerned department and submit the challan copy to SPM for further action.

(c) If income tax is payable then the bill payment will be made after the deduction of such taxes. The TDS certificate will be provided to the Contractor accordingly. The contractor will provide PAN in bills.

(d) Any TDS or surcharge applicable to the contractor then as per rule the deduction from the bill will be made along with surcharge. The copy of the same will be provided accordingly.

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

(viii) Warranty: Not Applicable

(ix) Submit experience certificate as per section-VII.

x) Containing un-priced tender form as per Section-X.

xi) 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.

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

(xiii) Firm Should have experience of Providing Book keeping services in any organization working in SAP.

(xiv) Bidder firm should not have suffered any loss for more than one year during the last three years as per section IX

IMPORTANT CONDITIONS:

1. The firm should provide valid GST registration certificate for required service and also provide SAC Code of Service.



2. Experience certificate with respect to above points should be attached same may be verified.

3.a) Bidder firm should have provided one number of similar services (i.e. services similar in nature to service which is to be procured) in last 5 years to any Central /State Govt. CPSU/State/PSU/autonomous body .

b)Average Annual Turnover of the bidder firm during last 3 year should be more than 30% of the Value of the Service,

c) Bidder firm should not have Suffered any Financial loss more than one year during the last three years.

d) The net worth of the firm should not have eroded by more than 30% in the last three years.

Firm should have experience of providing book keeping services in a Central /State Govt. CPSU/State PSU /Autonomous Body working in SAP having in turnover of more than 200 crore of turnover of the unit.

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.

(1) All Section & 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

Scope of Work: The detailed scope of work to be done by the Firm to be hired and required qualification criteria would be as follows:

1. Review of monthly trial balance.
2. To check and verify the correct classification of ledger accounts as per the chart of accounts provided by the Corporate Office.
3. To reconcile different GL balance including Inter Unit Accounts, Bank reconciliation, debtors & creditors.
4. To provide consultancy and preparation of data for compliance of all statutory requirements, statutory tax deposits (GST) under the various tax laws.
5. To provide guidance to the staff whenever required regarding maintenance of accounts in SAP and preparation of financial Statements etc.
6. To check and verify the correct classification of the transactions as per various cost center/cost elements.
7. To Prepare, analyse and update data required and analyse the BOM, Recipe, Overhead Rate & Activity Rate.
8. To analyse monthly cost reports from SAP and review the changes needed on monthly basis.
9. To verify the Raw Material, Consumables, Spares and Finished goods in SAP and assist in COST run in SAP
10. Preparation and finalization of all the financial statements of the Unit as per the accounting standards & company act 2013.
11. To prepare, maintain and update the Fixed Asset Register as per the Company Act 2013.
12. To Attend and resolve query of Internal, Statutory, Tax (GST) and Government auditors.
13. Tax Returns.

SIGNATURE OF BIDDER WITH NAME,
DESIGNATION & SEAL



Section VIII: Quality Control Requirements

Not Applicable

SIGNATURE OF BIDDER WITH NAME,
DESIGNATION & SEAL



Section IX: Qualification/ Eligibility Criteria

- (1) Firm Should have experience of Providing Book keeping services in any organization working in SAP.
- (2) Bidder firm should not have suffered any loss for more than one year during the last three years.

SIGNATURE OF BIDDER WITH NAME,
DESIGNATION & SEAL



Section X: Tender Form

Date.....

To,

.....

.....

.....

(Complete address of SPMCIL)

Ref: Your Tender document No: **6000017367/FIN/CA/312**

Dated: 03.06.2022

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

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

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

We agree to keep our tender valid for acceptance for a period upto....., as required in the GIT clause19, read with modification, if any in Section-III - “Special Instructions to Tenderers” or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender upto the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We confirm that in case of downloaded Tender Document, we have not changed/ edited its contents. We realise that in case any such change is noticed at any stage including after the award of contract, we would be liable to action under clause 44 of the GIT.

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

We also solemnly declare as under:



1. MSMEs Status:

Having read and understood the Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 (as amended and revised till date), and solemnly declare the following:

- (a) Company/Partnership Firm/Proprietary Concern/Society/Trust /NGO/Others (Please Specify):
- (b) Micro/ Small / Medium Enterprise/ SSI/ Govt. Dep't. / PSU/ Others:
- (c) Name of MSME Registering Body (NSIC/ DIC/ KVIC/KVIB etc.):
- (d) MSME Registration no. (with copy of registration):.....
- (e) Udyog Aadhar Memorandum no.....
- (f) Whether Proprietor/ Partner belongs to SC/ ST or Women category (Please specify names and percentage of shares held by SC/ST Partners):

2. Make in India Status:

Having read and understood the Public Procurement (Preference to Make in India PPP_MII) Order, 2017 (as amended and revised till date) and related notifications from the relevant Nodal Ministry/ Department, and solemnly declare the following:

- (a) Self-Certification for category of supplier:
 - ☐ Class-I Local Supplier/
 - ☐ Class-II Local Supplier/
 - ☐ Non-Local Supplier.
- (b) We also declare that
 - ☐ There is no country whose bidders have been notified as ineligible on reciprocal basis under this order for offered product, or
 - ☐ We do not belong to any Country whose bidders are notified as ineligible on reciprocal basis under this order

3. Restrictions on procurement from bidders from a country or countries, or a class of countries under Rule 144 (xi) of the General Financial Rules 2017

Having read and understood the Order (Public Procurement No. 1) issued vide F.No.6/18/2019-PPD dated 23rd July 2020 (and its amendments if any) by Department of Expenditure, Ministry of Finance under the above provision and solemnly declare the following:

- ☐ We do not belong to any Country whose bidders are notified as ineligible under this order

4. Debarment Status: Please state whether business dealings with you currently stand suspended/ banned by any Ministry/ Depts. of Government of India or by any State Govt:

- ☐ Yes (with period of Ban)
- ☐ No, We, solemnly declare that neither we nor any of our affiliates or subsidiaries – including



subcontractors or suppliers for any part of the contract—do not stand declared ineligible/blacklisted/banned/debarred by any Government Agency anywhere in the world, for participating in its tenders, under that country’s laws or official regulations.

5. Penalties for false or misleading declarations: I/we hereby confirm that the particulars given above are correct and complete and also undertake to advise any future changes to the above details. We understood that any wrong or misleading self-declaration by us would be violation of code of Ethics and would attract penalties as mentioned in this tender document, including debarment.

.....
.....

(Signature with date)

.....
.....

Name and designation

Duly authorized to sign tender for and on behalf of

.....
.....



Section XI: Price Schedule

OFFER FORM for Tender No Date of opening..... Time.....
Hours.....

We..... hereby certify that we are established firm of manufacturers / authorised agents of M/s...with factories atwhich are fitted with modern equipment and where the production methods, quality control and testing of all materials and parts manufactured or used by us are open to inspection by the representative of(Name of Purchaser)..... We hereby offer to supply the following items at the prices indicated below:

(The Price bid should clearly indicate the break-up of the price as under:-
PRICE FOR : Hiring of 1 CA and 4 Account Assistant

| | |
|--|----------|
| (1) Charges Including all out of Pocket expenses for 1 (one) CA (Chartered Accountant) | RS.----- |
| (2) Charges Including all out of Pocket expenses for each Account assistants, Rs.----x 4 = | RS.----- |
| (3) GST% or any other taxes/charges(if applicable)----- | Rs.----- |
| (4)Grand Total Per Month (In figures)(1+2+3) | Rs.----- |
| (5)Grand Total per month (In Words) | Rs.----- |
| (6)Total for 12 Months (In figures) | Rs.----- |
| (7)Total for 12 Months (In Words) | |
| | |
| | |

1. **Scope of Work** : Hiring of 1 CA and 4 Account Assistant as per Section-VII.

2. **Taxation Details:**

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

3. It is hereby certified that we have understood the General and Special Instructions to Tenderers (GIT and SIT), and also the General and Special Conditions of Contract (GCC and SCC) attached to the tender and have thoroughly examined specifications/ Quality Control Requirements and other stipulations in Section VII & VIII – Technical Specifications and Quality Control Requirements; and are thoroughly aware of the nature of stores required and our offer is to supply stores strictly in accordance with the requirements and according to the terms of the tender. We agree to abide solely by the General and Special Conditions of Contract and other conditions of the tender in accordance with the tender documents if the contract is awarded to us..



4. We hereby offer to supply the stores detailed above or such portion thereof, as you may specify in the acceptance of tender at the price quoted and agree to hold this offer open for acceptance for a period of _____ days from the date of opening of tender (i.e., upto _____), We shall be bound by the communication of acceptance despatched.
5. Earnests Money/Bid Guarantee for an amount equal to _____ is enclosed in form of _____ (form and reference number, date) as per the Tender Documents.
6. 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
7. TCS (u/s 206C (1 H) of IT Act is not applicable, as SPM will deduct TDS u/s 194Q.

Dated

Signature and seal of *Manufacturer/Bidder*

Note:

- (i) The Bidder may prepare their own offer forms as per this proforma.
- (ii) No change in the proforma is permissible.
- (iii) No erasures or alternations in the text of the offer are permitted. Any correction made in the offer shall be initialled by the bidder.
- (iv) Figures in Columns 5 to 7 (both inclusive) and in Break-up of price in column 6, should be in both figures and words.
- (v) This Section should not bring in any new Technical Parameter that has not been mentioned in the Technical Bid.

SIGNATURE OF BIDDER
(WITH NAME, DESIGNATION AND SEAL)



Section XII Vendor Details

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

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

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

1. Vendor/ Contractor particulars:

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

2. Taxation Details:

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



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

.....

(Signature with date)

.....

.....

(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 XIV: Manufacturer's Authorization Form

To

.....

.....

(Name and address of SPMCIL)

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, hereby 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]

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 Purchaser)

Dear Sir,

1. Against contract vide Notification for Award of the Tender No..... dated covering supply of (herein after called the 'contract') entered into between the (insert name of Purchaser) (herein after called as the Purchaser) and M/s (herein after called the 'Contractor'), this is to certify that, at the request of the Contractor, we (name of the bank), are holding in trust in favour of the Purchaser, the amount of (write the sum here in words), to indemnify and keep indemnified the Purchaser, against any loss or damage that may be caused to, or suffered by the Purchaser, by reason of any breach by the Contractor of any of the terms and conditions of the said contract and/or in the performance thereof. We agree that the decision of the Purchaser, whether any breach of any of the terms and conditions of the said contract and/or in the performance thereof has been committed by the Contractor; and the amount of loss or damage that has been caused or suffered by the Purchaser, shall be final and binding on us, and the amount of the said loss or damage shall be paid by us,
2. We (name of the bank), further agree that, the guarantee herein contained, shall remain in full force and effect, for sixty days after the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period whichever is later, i.e. till....., (hereinafter called the 'said date') and that if any claim accrues or arises against us.....(name of the bank), by virtue of this guarantee before the said date, the same shall be enforceable against us..... (name of the bank), notwithstanding the fact that the same is enforced within six months after the said date, provided that notice of any such claim has been given to us, ... (name of the bank), by the Purchaser, before the said date. Payment under this bond of guarantee shall be made promptly, upon our receipt of notice to that effect, from the Purchaser.
3. It is fully understood that this guarantee is effective from the date of the said contract and that we..... (name of the bank), undertake not to revoke this guarantee during its currency, without the consent in writing of the Purchaser.



4. We undertake to pay to the Purchaser, any money so demanded, notwithstanding any dispute or disputes raised by the Contractor, in any suit or proceeding pending before any Court or Tribunal, relating thereto, our liability under this present, being absolute and unequivocal. The payments so made by us under this bond, shall be a valid discharge of our liability for payment thereunder, and the Contractor shall have no claim against us, for making such payments.
5. We..... (name of the bank), further agree that the Purchaser shall have the fullest liberty, without affecting in any manner our obligations hereunder, to vary any of the terms and conditions of the said contract, or to extend time of performance by the Contractor, from time to time, or to postpone for any time or form, time to time, any of the powers exercisable by the Purchaser, against the said Contractor and to for bear or enforce any of the terms and conditions relating to the said contracts and we
(name of the bank), shall not be released from our liability under **(name of the bank)**, shall not be released from our liability under this guarantee, by reason of any such variation or extension being granted to the said Contractor, or for any forbearance and/or omission on the part of the Purchaser, or any indulgence by the Purchaser towards the said Contractor, or by any other matter or thing whatsoever, which under the law relating to sureties, would, but for this provision, have the effect of so releasing us from our liability under this guarantee.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor.

Date:

Place:

Signature.....

(Printed Name).....

(Designation).....

Witnesses

(Bank's Common Seal)



Section XVI: Contract Form

(Address of SPMCIL's office issuing the contract)

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

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

1. Name & address of the Supplier
2. SPMCIL's Tender document No datedand 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 Section – V - 'General Conditions of Contract' of SPMCIL's Tender document shall also apply to this contract.

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

- (i) Brief particulars of the goods and services which shall be supplied/ provided by the supplier are as under:

| Schedule No. | Brief description of goods/ services | Accounting unit | Quantity to be supplied | Unit Price (in Rs.) | Total price |
|--------------|--------------------------------------|-----------------|-------------------------|---------------------|-------------|
| | | | | | |
| | | | | | |



Any other additional services (if applicable) and cost there of:

Total value (in figure) _____ (In words) _____

- (ii) Delivery schedule
- (iii) Details of Performance Security
- (iv) Quality Control
 - (a) Mode(s), stage(s), and place(s) of conducting inspections and tests.
 - (b) Designation and address of SPMCIL's inspecting officer
- (v) Destination and 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 / Bid Opening (Refer to clause 24.2 of GIT)

The General Manager

Unit Address

Subject: Authorization for attending bid opening on _____ (date) in the Tender of _____.

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

| Order of Preference | Name | Specimen Signatures |
|---|------|---------------------|
| I. | | |
| II. | | |
| Alternate Representative | | |
| Signatures of bidder or Officer authorized to sign the bid Documents on behalf of the bidder | | |

NOTE

1. Maximum of two representatives will be permitted to attend pre-bid conference/ bid opening. In cases where it is restricted to one, first named representative will be allowed to attend. Alternate representative will be permitted when regular representatives are not able to attend.
2. In case of pre-bid conference, self-attested copy of proof of purchase of Bid documents, in the name of the bidder must be enclosed with this authorization, without which entry would be refused. Bid documents would be available for sale at the site also.
3. Permission for entry to the hall where even is held may be refused in case authorization as prescribed above is not produced.



Section XVIII: Proforma of Bills for Payments (Refer Clause 22.6 of GCC)

Name and Address of the Firm

Bill No Dated

Purchase order No Dated

Name and address of the consignee

| S. No | Authority for purchase | Description of Stores | Number or quantity | Rate Rs. P. | Price per Rs. P. | Amount |
|-------|------------------------|-----------------------|--------------------|-------------|------------------|--------|
| | | | | | | |
| Total | | | | | | |

1. GST/ CGST/ SGST/ UTGST/ IGST Amount
2. Freight (if applicable)
3. Excise Duty (if applicable)
4. Packing and Forwarding charges (if applicable)
5. Others (Please specify)
6. PVC Amount (with calculation sheet enclosed)
7. (-) deduction/Discount
8. Net amount payable (in words Rs.)

Dispatch detail RR No. other proof of dispatch

Dated (enclosed)

Inspection Certificate No dated (enclosed)

Place and Date

Received Rs

Rupees)



We solemnly certify that:

- a. Goods and Services Tax (GST) charged on this Bill is not more than what is payable under the provision of the relevant Act or the Rules made there under.
- b. Goods on which GST has been charged have not been exempted under the GST Act or the rules made there under and the charges on account of GST on these goods are correct under the provisions of that Act or the Rules made there under.
- c. We are registered with above indicated GSTIN as dealer in the State where in their Billing address is located for the purpose of GST.
- d. This bill form / invoice is not a replacement for the GST invoice. The proper GST invoice as per requirements of GST rules has been sent to the Purchaser as and when deliveries are made to the consignee.
- e. That the payment being claimed is strictly in terms of the contract and all the obligations on the part of the supplier for claiming that payment has been fulfilled as required under the contract.

Revenue stamp

Signature and of Stamp Supplier



Section XIX: NEFT Mandate (Refer clause 22.2 of GCC)

From: M/s.

Date:

To:

(Insert Name and Address of Purchaser's Paying Authority as per NIT Clause 1)

Sub: NEFT payments

We refer to RBI's NEFT scheme. Our mandate SPMCIL for making payments to us through the above scheme to our under noted account.

NATIONAL ELECTRONIC FUNDS TRANSFER MANDATE FORM

| | | |
|---|--------------------------------|--|
| 1. | Name of City | |
| 2. | Bank Code No. | |
| 3. | Branch Code No. | |
| 4. | Bank's Name | |
| 5. | Branch Address | |
| 6. | Branch Telephone / Fax No. | |
| 7. | Supplier's Account No. | |
| 8. | Type of Account | |
| 9. | IFSC code for NEFT | |
| 10. | IFSC code for RTGS | |
| 11. | Supplier's name as per Account | |
| 12. | MICR Code No. | |
| <p>In Lieu of Bank Certificate to be obtained as under, please attach a bank cancelled cheque or photocopy of a cheque or front page of your bank passbook issued by your bank for verification of the above particulars.</p> | | |

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I have read the option intimation letter and agree to discharge responsibility expected of me as a participant under the scheme.



Date

Signature of the Customer

Certified that the above particulars are correct as per our record.

Stamp and

Signature of authorized

Official of the bank



ANNEXURE - I

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 | Check before submission Tick (<input checked="" type="checkbox"/>) |
|-------|--|---|
| 1 | Tender Fee | Not Applicable |
| 2 | Earnest Money Deposited Rs. 28,000/- | Applicable |
| 4 | Destination /work/service place :- SPM Narmadapuram | |
| 5 | Delivery Period: Acceptance of delivery period as per tender Document | |
| 6 | Tender Validity 120 days as per the tender | |
| 7 | Payment Terms as per the tender document. | |
| 8 | Technical Specification –Section VII as per tender | |
| 9 | Submit Manufacturer's Authorization form | |
| 10 | Submit the documents as per Qualification / Eligibility criteria – Section IX | |
| 11 | Blank Price Bid as per Section XI (Without Price but mention the taxes & other Other charges) | |
| 12 | Fill Tender Form – Section X duly seal & sign (Without mentioning price) | |
| 13 | Submit a document on letter head with seal and sign stating “unconditional accepting all the terms and conditions of tender enquiry without any deviations with acceptance of all section of this tender document (GIT, SIT, SCC, Quality Control requirement, Tender Form, Questionnaire etc.,) | |

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”.

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)
 Seal & Sign)



ANNEXURE – II

Tender No. 6000017367/FIN/CA/312 Dt. 03.06.2022
(To be submitted on the letter head)

DECLARATION

We do hereby declare that,

1. We have not been blacklisted /debarred by BNPMIPL /BRBNMPL /SPMCIL or any Govt. Departments for participation in tenders. The information provided above is correct and true to the best of my knowledge and belief.
2. We do hereby declare that we have read and understood all terms and conditions of tender document including GIT, SIT, GCC, SCC, Technical Specification, Quality Control Criteria and confirm to abide to those conditions without any counter conditions.
3. "We are accepting all the terms and conditions of the tender document without any deviation and withdraw all deviations if any"
4. "We Declare that If we withdraw or modify our bids during period of validity of tender etc. than we will
be suspended for the period of 03 years from the date of opening of tender."

Signature.....

Name.....

Designation.....

Date.....

Stamp of the Organization.....

Regd. Office :- 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001



ANNEXURE – III

Tender No. 6000017367/FIN/CA/312 Dt. 03.06.2022
(To be submitted on the letter head)

DECLARATION
(Refer GIT Clause No.3.5)

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India. I certify that M/s.....(**firm's name**) is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that M/s (**firm's name**) fulfills all requirements in this regard and is eligible to be considered." (where applicable, evidence of valid registration by the competent Authority shall be attached)"

I, the undersigned, declare that the item.....originate in.....(Name of the country).

Signature.....

Name.....

Designation.....

Date.....

Stamp of the Organization.....

**ANNEXURE –IV**

Tender No. 6000017367/FIN/CA/312 Dt. 03.06.2022
(To be submitted on the letter head)

Declaration for Section 206AB of TDS under Income Tax Act, 1961

Vendor Code: _____

M/s _____

PAN _____

GSTIN _____

I/We (Legal Name and Complete Address) _____ PAN: (PAN No.) _____, TAN: (TAN No.) _____, referring to the provisions of 206AB of the IT Act, 1961, hereby declare the following:-

| Financial Year | Aggregate TDS & TCS credit in our name was Rs. 50,000 or more ("Yes/No") | Income Tax Return ("ITR") Filed ("Yes/No") | E-filing Acknowledgement Number (15 digit - number) (Attach copy of acknowledgements) | Date of Filing of Return of income u/s 139/1 (DD/MM/YYYY) | Linked PAN with Aadhaar number or will link it before 30 June 2021 (or any further date as may be notified by CBDT ("Yes/No")) |
|----------------|--|--|---|---|--|
| 2018-19 | | | | | |
| 2019-20 | | | | | |

We do hereby declare that to the best of my/our knowledge and belief what is stated above is correct, complete and is truly stated. In case there is a tax liability, interest or penal consequences which are levied on SPM on account of the false representation/declaration, I/we undertake to fully indemnify SPM for the same.

FOR _____

Authorized Signatory

Date:



Note: In case the vendor failed to comply with the above provisions, TDS shall be deducted at the higher of the following rates, namely:-

- (i) at twice the rate specified in the relevant provision of the Act; or*
- (ii) at twice the rate or rates in force; or*
- (iii) at the rate of five per cent (5%).*



CONFIDENTIALITY AND NON DISCLOSURE AGREEMENT

(Note: To be duly signed by a Key Managerial Personnel or a person duly authorised by the Bidder.)

This **CONFIDENTIALITY AND NON DISCLOSURE AGREEMENT** (hereinafter referred as the "Agreement") is made at [.....] on this ____ day of _____, 20__ (hereinafter referred as "Effective Date") between Security Paper Mill, Narmadapuram (A Unit of SPMCIL), a company incorporated under the Companies Act, 2013 and having its registered office at Corporate office, SPMCIL (Wholly Owned by Government of India) situated at 16th Jawahar Vyapar Bhawan, Janpath, New Delhi. (Hereinafter referred to as the "Company" or "Disclosing Party" which shall be deemed to mean and include its successors and assigns) of the FIRST PART

And

_____, a company incorporated under the Companies Act, 2013 and having its Registered Office at _____ (hereinafter referred to as the "_____" or "Receiving Party" which shall be deemed to mean and include its successors and permitted assigns) of the SECOND PART;

"Disclosing Party" and "Receiving Party" are individually referred to as "Party" and collectively referred to as "Parties".

WHEREAS:

A. _____ is engaged in the business of.....

B. _____ is engaged in the business of _____.

C. SPM, Narmadapuram is availing services for....., which involves tasks which are confidential and sensitive for an organisation which is involved in manufacturing of Bank Note Papers and NJSP. SPM, Narmadapuram is also a "Prohibited Place" under the Official Secrets Act, 1923 vide gazette notification dated 15.10.1970. The Organisation is also classified as performing "Public Utility Service" under Industrial Disputes Act, 1948.

D. With a view to enable the successful execution of the Transaction, SPM, Narmadapuram will disclose certain confidential information (hereinafter defined) to the Receiving Party in respect of the Transaction.

NOW, THEREFORE, in consideration for the mutual promises and covenants hereunder the Disclosing Party and Receiving Party agree as follows:

1. DEFINITIONS

1.1 "**Confidential Information**" means the information provided, disclosed or submitted by the Disclosing Party to the Receiving Party, in written, representational, electronic, verbal or other



form and includes all data, materials, products, technology, computer programs, specifications, manuals, business plans, software, marketing plans, financial information, human resource information and

any other information disclosed or submitted whether prior to the Effective Date of this Agreement or thereafter including without limitation, the information on the contents and existence of this Agreement and analysis, compilations, studies and other documents prepared by either Party or its representatives or which contain or otherwise reflect or are generated from any Confidential Information.

1.2 **“Representative”** of a Party means any employee, agent, director, advisor, affiliate, investor, consultant, partner or any other person concerned or acting on their behalf.

2. RECEIVING PARTY'S OBLIGATIONS

2.1 The Receiving Party agrees that the Confidential Information is to be considered confidential and proprietary to Disclosing Party, and Receiving Party shall hold the same in confidence. The Receiving Party and its Representative shall make use of the Confidential Information solely for the purpose of the Transaction or such other purposes from time to time agreed or consented by the Disclosing Party as evidenced in writing. The Receiving Party and any of its Representatives shall not without the prior consent of the Disclosing Party or as expressly permitted herein, disclose, publish or reveal or cause it to be disclosed, published or revealed or make available to any other person, or use or allow others to disclose or use, the Confidential Information in any manner whatsoever other than as provided in this Agreement.

2.2 The Receiving Party and its Representatives shall exercise no lesser security or degree of care than it applies to its own Confidential Information of an equivalent nature, but in any event not less than the degree of care which a reasonable person with knowledge of the confidential nature of the information would exercise.

2.3 Confidential Information furnished in tangible form shall not be duplicated or caused to be duplicated by Receiving Party or any of its Representatives. Upon the written request of Disclosing

Party, Receiving Party shall return all Confidential Information received from the Disclosing Party in any form, including copies, or reproductions or other media containing such Confidential Information, within ten (10) days of such request. Any documents or other media developed by the

Receiving Party containing Confidential Information shall be destroyed by Receiving Party. Receiving Party shall provide a written certificate to Disclosing Party regarding destruction within ten (10) days thereafter.

2.4 It is agreed between the Parties that Receiving Party shall not disclose or direct its Representatives, to disclose (a) the Confidential Information has been made available to them, (b) that discussions or negotiations are taking place concerning a possible Transaction between the Parties or (c) any terms, conditions or other facts with respect to any such possible Transaction, including the status thereof, to any third party without the prior written consent of the Disclosing Party.



3. EXCEPTIONS

Confidential Information does not include any information that:

3.1 at the time of its disclosure, is in public domain or which after disclosure becomes part of public domain through no fault of the Receiving Party or its Representatives; or

3.2 prior to its disclosure to the Receiving Party in connection with the Transaction was already in the possession of the Receiving Party or thereafter becomes known to the Receiving Party on a non-confidential basis from a source other than the Disclosing Party.

3.3 is or has been developed independently by the Receiving Party without reference to or reliance on the Disclosing Party's Confidential Information;

4. PERMITTED DISCLOSURES

The Receiving Party shall restrict the possession, knowledge, development and use of the Disclosing Party's Confidential Information to its Representatives or any person claiming under it

(a) Who have a need to know such Confidential Information, and

(b) Who are bound by a non-disclosure agreement or confidentiality obligations consistent with and at least as protective as this Agreement.

However, the Receiving Party will remain responsible for any breach of the terms of this Agreement by any of the persons mentioned herein to whom this Confidential Information would be disclosed by the Receiving Party.

5. COMPELLED DISCLOSURE

The Receiving Party may disclose Confidential Information to the extent necessary pursuant to applicable laws, regulation, court order, or other legal process, provided the Receiving Party notifies the Disclosing Party of the existence, terms and circumstances surrounding such a request so that the Disclosing Party may seek a protective order or other appropriate remedy and/or waive compliance with the provisions of this Agreement.

6. NO LICENSE

Nothing contained herein shall be construed as granting or conferring any rights by license or otherwise in any Confidential Information. It is understood and agreed that neither party solicits any change in the organization, business practice, service or products of the other party, and that the disclosure of Confidential Information shall not be construed as evidencing any intent by a party to purchase any products or services of the other party nor as an encouragement to expend funds in development or research efforts. Confidential Information may pertain to prospective or unannounced products. Receiving Party agrees not to use any Confidential Information as a basis upon which to develop or have a third party develop a



competing or similar product.

7. NO LIABILITY

The Receiving Party understands and agrees that neither the Disclosing Party nor any of its directors, officers, employees, agents, advisors or representatives (i) have made or make any representation, warranty or guaranty, expressed or implied, as to the accuracy or completeness of the Confidential Information or (ii) shall have any liability, responsibility or obligation to Receiving Party or its affiliates relating to or resulting from the use of the Confidential Information or any errors therein or omissions therefrom.

8. INJUNCTIVE RELIEF

The Parties acknowledge that monetary damages alone may be an inadequate remedy for breach of the Receiving Party's obligations under this Agreement. In addition to any other remedy which may be available in law or equity, Disclosing Party shall be entitled to injunctive order or other equitable relief to prevent a breach of this Agreement and to compel specific performance of this Agreement.

9. TERM

Keeping in mind the nature of work and sensitivity of the Disclosing Party, the Agreement and the obligations under this Agreement shall survive for a period of 20 Years, from the expiry of this Agreement.

10. GOVERNING LAW

This Agreement shall be governed and construed in accordance with the laws of India and the Parties consent to the exclusive jurisdiction of the courts in Narmadapuram for any dispute arising out of this Agreement.

11. MISCELLANEOUS

11.1 This Agreement constitutes the entire Agreement amongst the Parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements, representations, and understandings, whether written or oral, except obligations imposed by law which shall be deemed a part of this Agreement. This Agreement may not be amended except in writing signed by both Parties hereto. No failure or delay by any Party in exercising any right hereunder or any partial exercise thereof shall operate as a waiver thereof or preclude any other or further exercise of any right hereunder. The invalidity or unenforceability of any provision of this agreement shall not affect the validity or enforceability of any other provisions of this Agreement, which shall remain in full force and effect. Nothing in this Agreement shall be implied, except as required under statute.

11.2 The terms and conditions of this Agreement shall inure to the benefit of and be binding



upon the successors and assigns of the Parties. The obligations under this Agreement shall not be assigned or otherwise transferred in whole or in part by Receiving Party without the prior written consent of the Disclosing Party.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

SIGNED FOR AND ON BEHALF OF
Security Paper Mill, Narmadapuram

In the presence of

1.

2.

SIGNED FOR AND ON BEHALF OF

In the presence of

1.

2.



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



2 | Page

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.

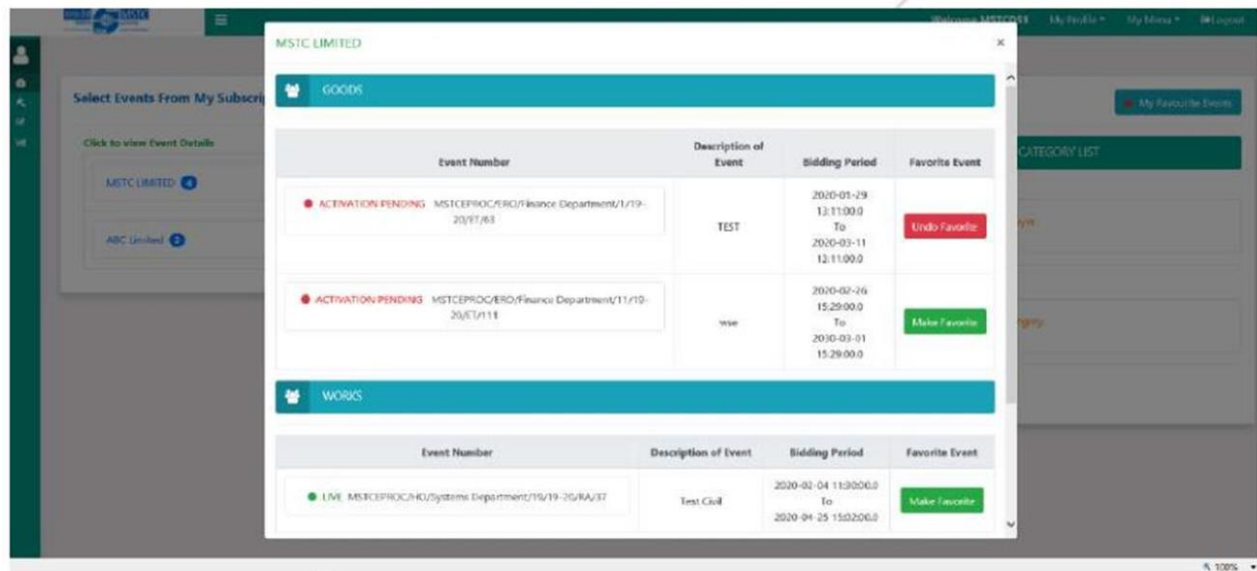
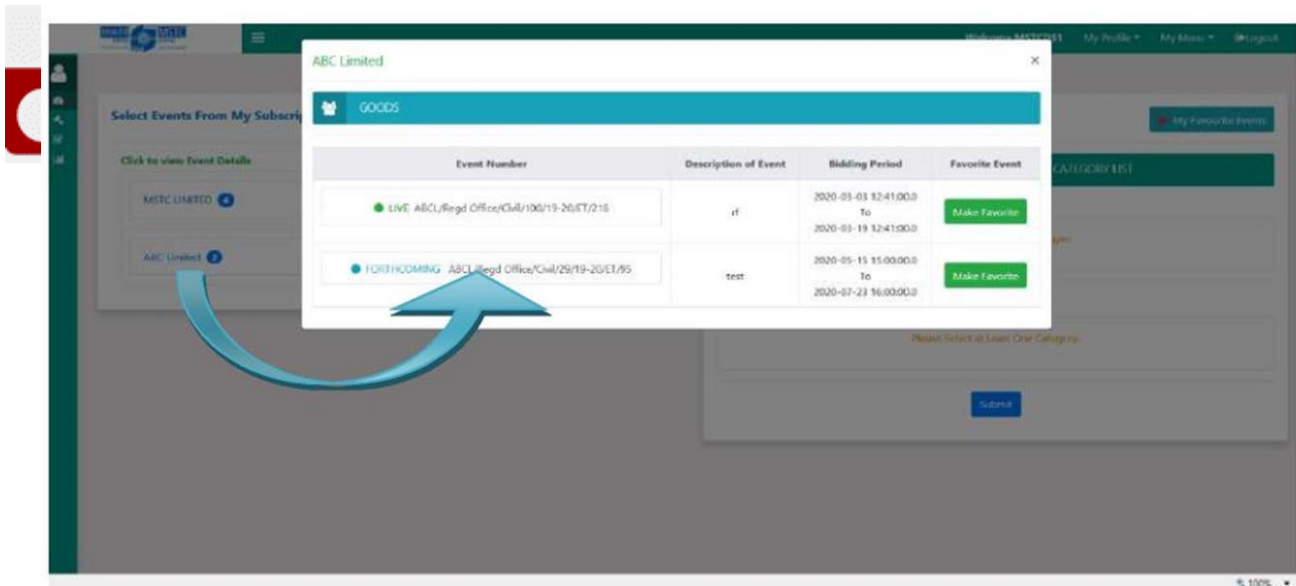
A vendor shall be able to participate in event through Dashboard, My Favourite Events and Bid Floor. Dashboard provides two options to vendors-



Select Events From My Subscription

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.

- **Select Events From My Subscription**
- **Select From All Events**



- 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.



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

The screenshot shows a web application interface for selecting events. On the left, under 'Select Events From My Subscription', there are two event cards: 'MSTC LIMITED' and 'ABC Limited'. On the right, under 'Select From All Events', there are two tabs: 'BUYER LIST' and 'CATEGORY LIST'. Below these tabs, there are two sections: 'Selected Buyers' and 'Selected Categories', both containing a placeholder text 'Please Select at Least One Buyer/Category'. A 'Submit' button is located at the bottom right of the right panel.

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

The screenshot shows a 'Buyer Details' modal window. The modal contains a list of buyers with checkboxes: 'MSTC LIMITED', 'MOL LIMITED', 'Indian Rare Earths Limited', 'Version Three', 'SECURITY PRINTING & MINTING CORPORATION OF INDIA LTD', 'ABC Limited' (which is checked), 'xyz', 'PQR LTD', 'SECURITY PRINTING & MINTING CORPORATION OF INDIA LTD', 'WAPCOS Limited', and 'National Projects Construction Corporation Limited'. A 'Submit' button is at the bottom right of the modal. The background shows the same event selection interface as the previous screenshot.

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Select Events From My Subscription

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Select From All Event,

My Subscripion

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CC CATEGORY LIST

Selected Buyers:

Selected Categories:

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

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Category Details

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6 | Page

The screenshot shows the MSTCDS1 web application interface. The top navigation bar includes 'Welcome MSTCDS1', 'My Profile', 'My Menu', and 'Logout'. The left sidebar contains icons for user management, search, and other functions. The main content area is divided into two sections:

- Select Events From My Subscription:** This section has a 'My Subscriptions' button and a 'Click to view Event Details' link. It displays a list of subscriptions, including 'MSTC LIMITED' and 'ABC Limited', each with a circular icon.
- Select From All Events:** This section has a 'My Favourite Events' button and two tabs: 'BUYER LIST' and 'CATEGORY LIST'. Under 'Selected Buyers', there is a search bar with 'ABC Limited' entered. Under 'Selected Categories', there are buttons for 'Telecoms', 'Electronics', 'Car Hire', 'Café', 'Stationery', 'Electrical', 'Transport', 'Catering', and 'Housekeeping'. A 'Submit' button is located at the bottom right of this section.

The URL at the bottom of the browser window is https://www.mstcauction.com/kearoc/admin/supplier/vendor_home.jsp#.

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

The screenshot shows the MSTCDS1 web application interface after clicking the 'Submit' button. The top navigation bar and left sidebar are the same as in the previous screenshot. The main content area is now titled 'Live Event Listing' and includes a 'Current Time: 11-3-2020 11:50:50' display. There are two tabs: 'LIVE EVENTS' and 'FORTHCOMING EVENTS'. Under the 'LIVE EVENTS' tab, there is a search bar with 'ABC Limited' entered and a circular icon.

The URL at the bottom of the browser window is https://www.mstcauction.com/kearoc/admin/supplier/vendor_home.jsp#.



LIVE Event Listing

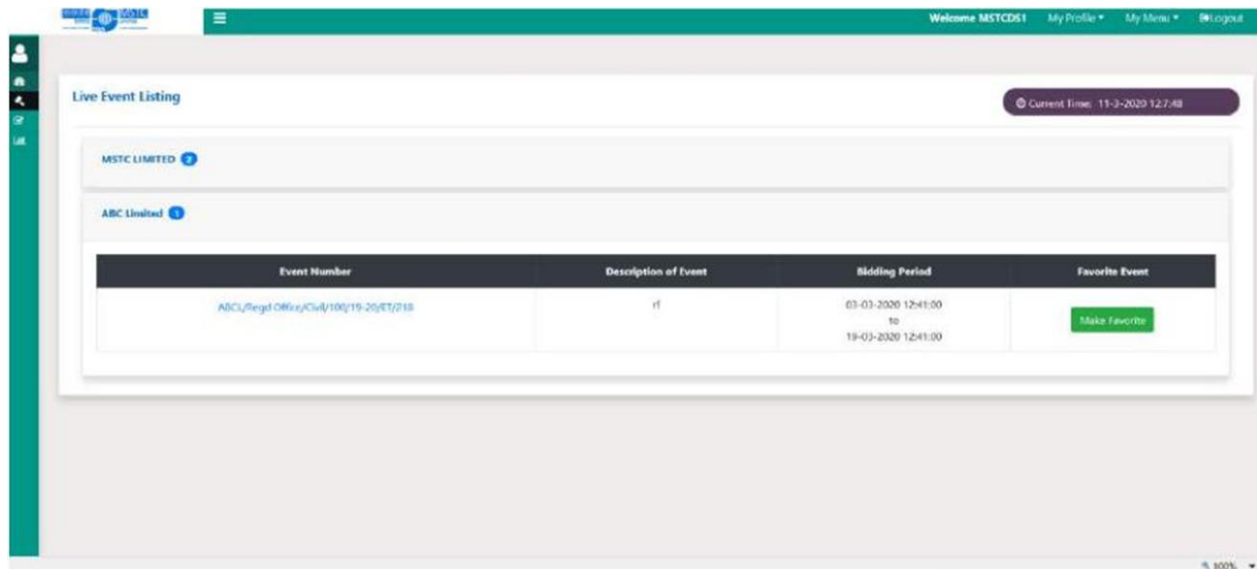
On clicking a particular buyer's name, system enlists the LIVE events.

A vendor shall have the provision to add any event to the list of 'My Favourite Events' by clicking on 'Make Favorite'.

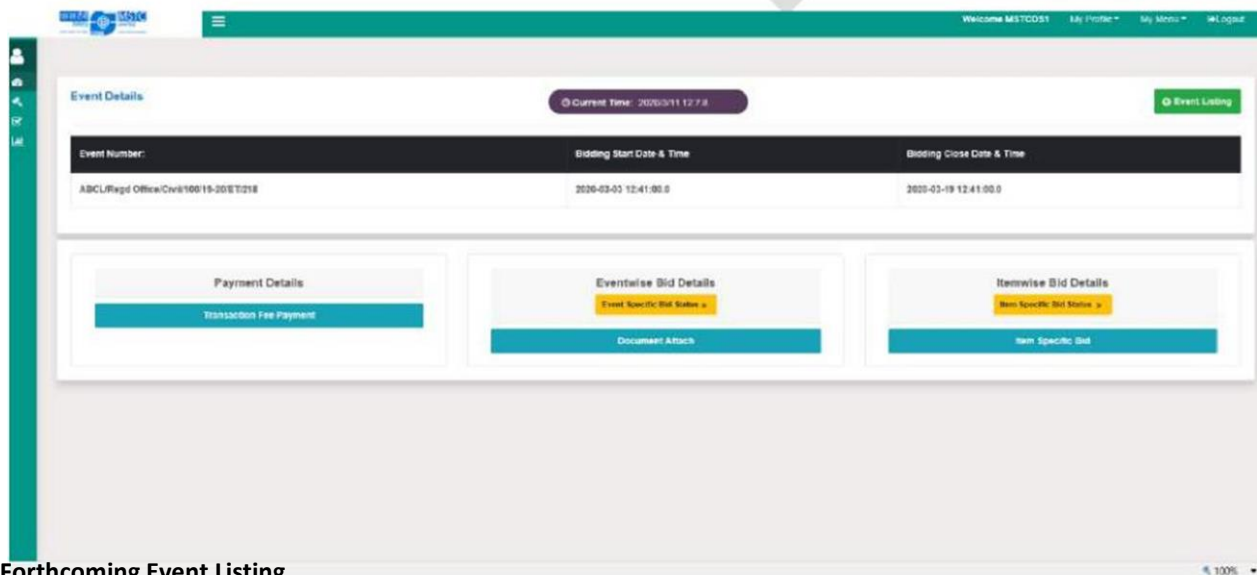
To remove any event from the list, vendor shall have to click on 'Undo Favorite'.



7 | Page



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



Forthcoming Event Listing

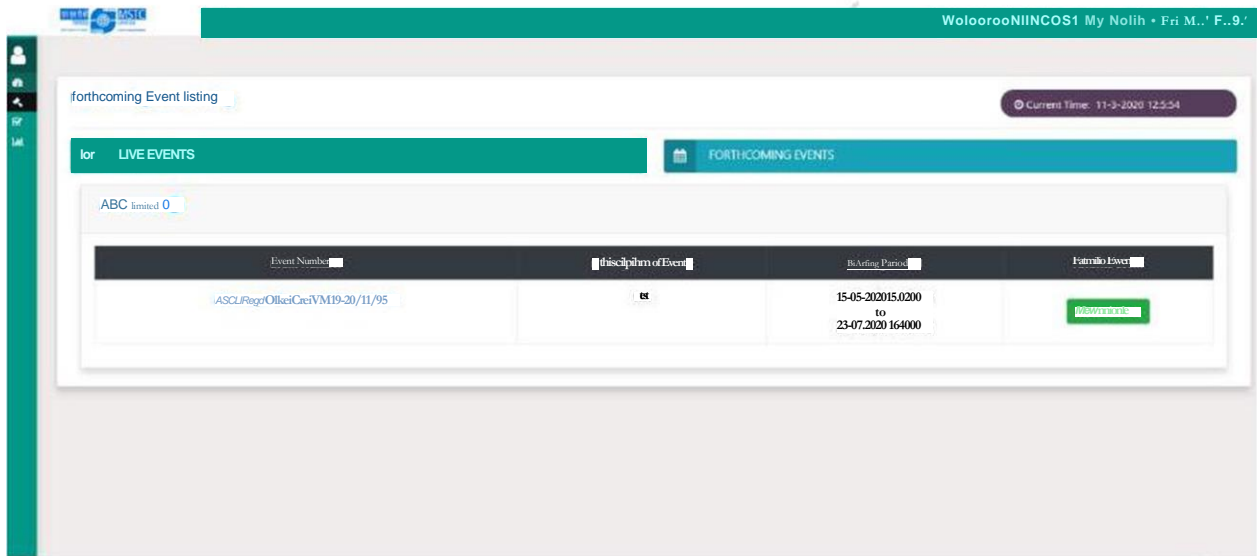
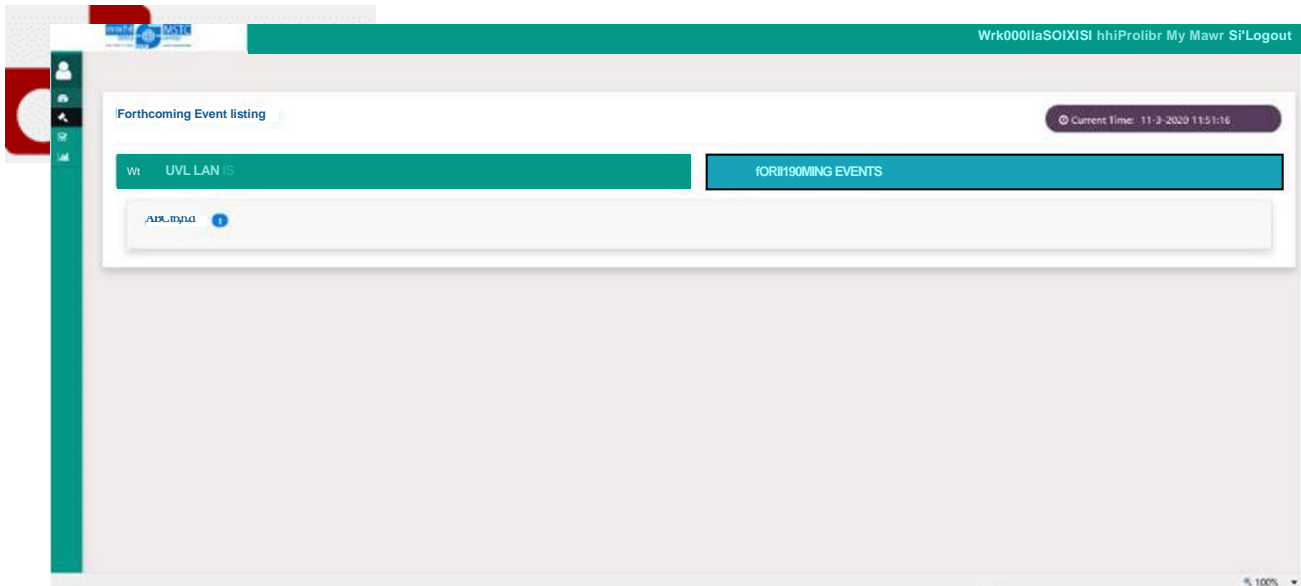


On clicking a particular buyer's name, system enlists the Forthcoming events.

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.



10 | Page

My Favourite Events

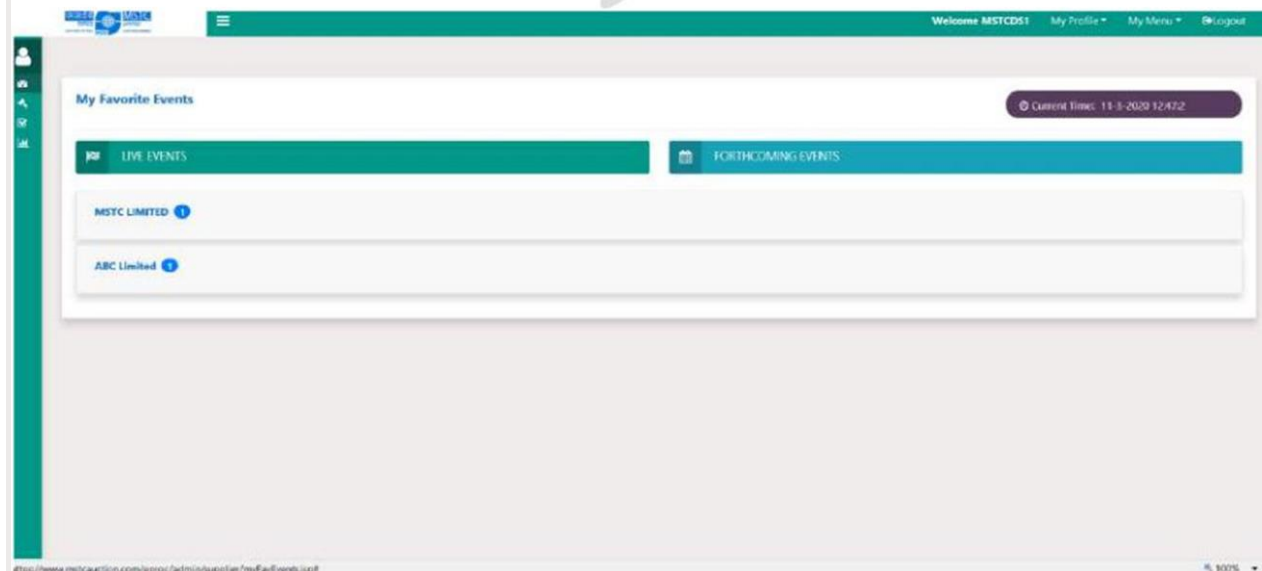
On clicking this link, system displays the LIVE and Forthcoming events which have been added to favorites under respective buyers through Dashboard and Bid Floor.



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

LIVE Events

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



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My Favorite Events

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Event Listing

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2020-03-02 12:41:00.0 2020-03-19 12:41:00.0

Payment Details
Transaction Fee Payment

Eventwise Bid Details
Event Specific Bid Details
Document Attach

Remotely Bid Details
Remotely Bid Details
Item Specific Bid

100%

Forthcoming Events

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

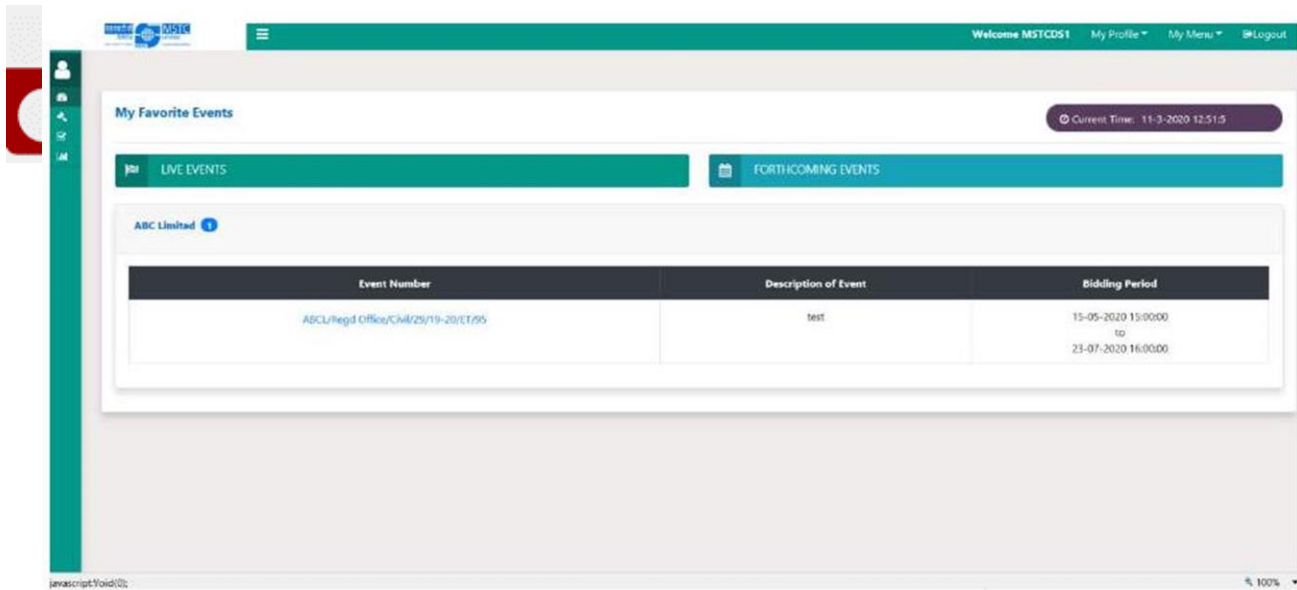
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My favorite Events

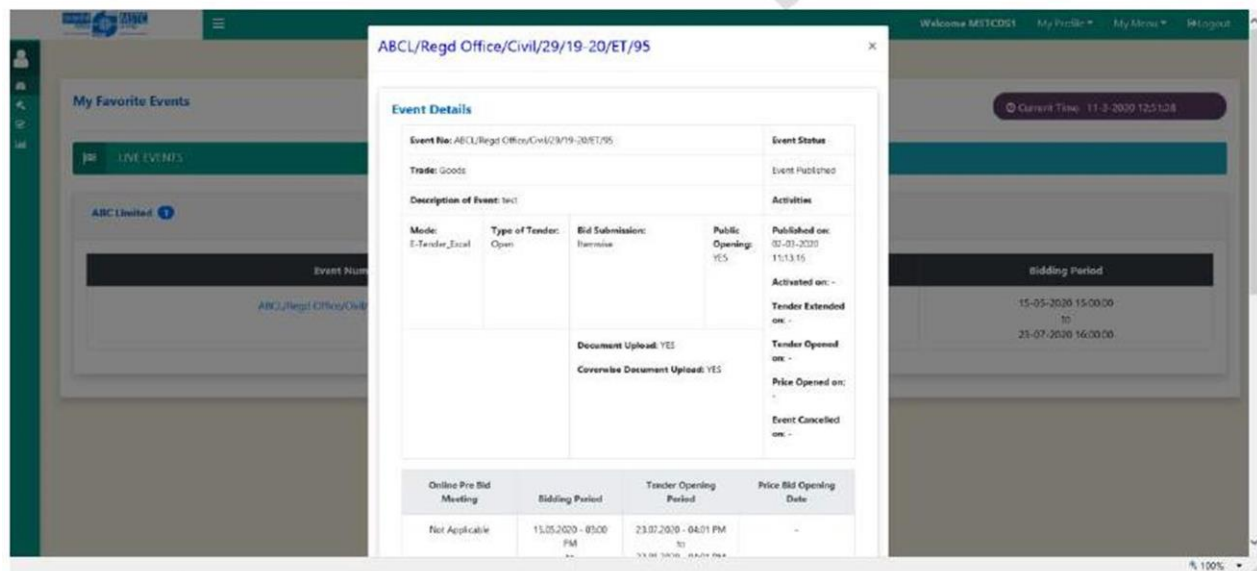
Current Time: 11-3-2020 12:47:34

LIVE EVENTS EINI KOMING EVENTS

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On selecting an event, system displays the catalogue.

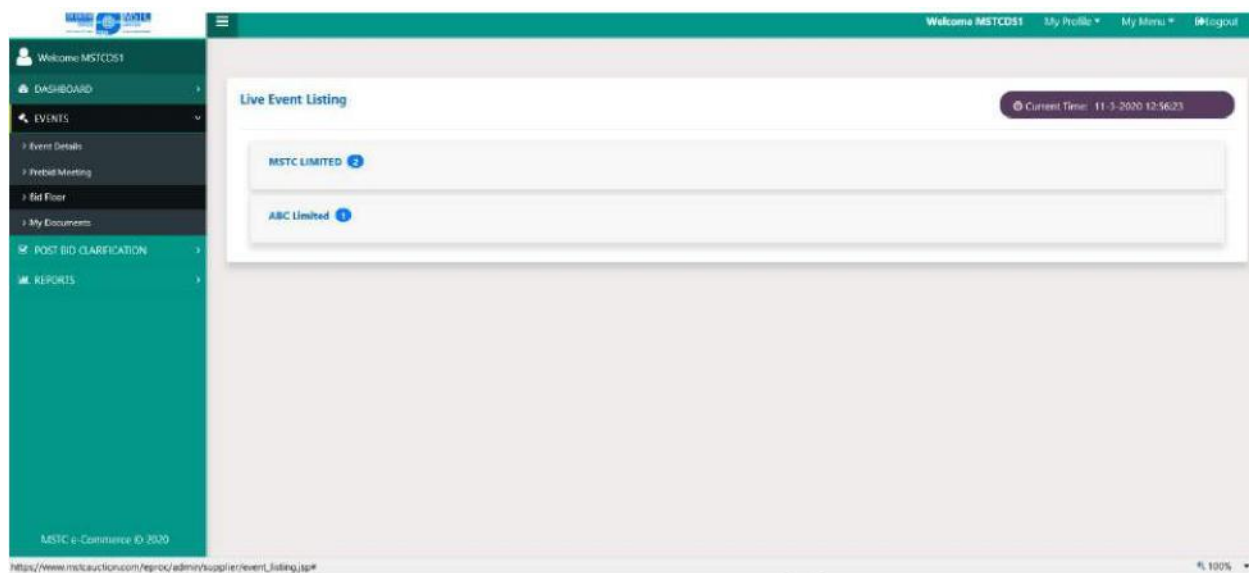




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Bid Floor

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.



Home

My Profile

My Menu

Logout

Live Event Listing

Current Time: 11-3-2020 13:49

MSTC LIMITED 1

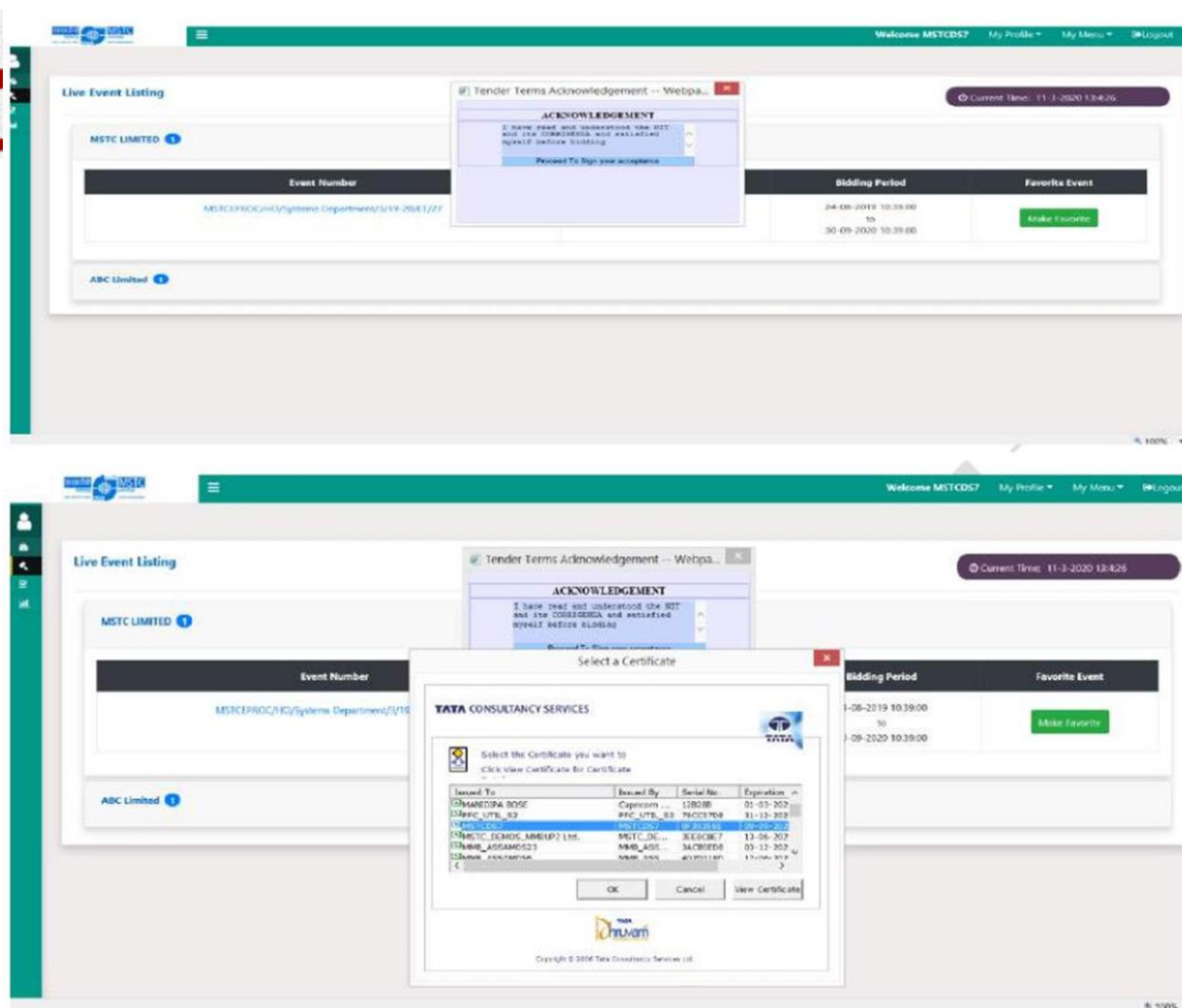
ABC Limited 1

| Event Number | Description of Event | Bidding Period | Favorite Event |
|--------------------------------------|----------------------|--|--------------------------|
| ABCL/Ragd Office/Cvt/105/19-20/1/218 | rt | 09-03-2020 12:41:00 to 19-03-2020 12:41:00 | <div>Make Favorite</div> |

https://www.mstauction.com/eproc/admin/supplier/event_listing.jsp#



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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.

| | | | | | | | |
|---|--|-----------------------------|--|---------------------------|--|---|--|
|  Event Details SECURITY PRINTING AND MINTING CORPORATION OF INDIA LIMITED | | OCleneotrone, 102084* 13E33 | | 'Nkomo 1.1111=7 | | No. = ary I... = OHoptu | |
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| Payment Ootalle | | | | | | | |
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To make payment, a vendor shall have options of payment through NEFT/ RTGS or Online Payment.

ATransaction Fee Payment

(vent No bISTCEPROC/110/Spleon Dewetbeent/3/9.20/17/2²

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Sele. Payment Type: teNTFIA1(,5 OnSne Ibrweent

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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.

Date: 11/08/2020

TO,
TEST BANK
TEST ADDRESS
TEST
TEST
000000

Sub: **Request for transfer of fund by RTGS/NEFT**

| | |
|--|--|
| <p>Applicant Details:</p> <p>Account Title: Test Name Debit Account No: 0000000000/8329 Account Type: 1</p> | <p>Beneficiary Details:</p> <p>Beneficiary Name: MSTC LIMITED Credit Account No: 15250012052 Bank: Industrial Bank Branch: Kolkata Account Type: Current Account IFSC Code: INDB0000015</p> |
|--|--|



Remittance Details:

Amount: Rs.11800.0

Amount(in figures): Eleven Thousand Eight Hundred Only

Please remit the amount as per the aforesaid details, by debiting my/our account for the amount of remittance with the following remittance details:

Remittance Data: Transaction Fee for E-Tender no : (MSTCEPROC/HQ/Systems Department/3/19-20/ET/27) by the bidder my company

Regards,

From:

MSTC e-Procurement Team

[Print](#)

[Event Details](#)



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Online Payment

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

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



Transaction Fee Payment

Event No: MSTCEPROC/HQ/Systems Department/3/19-20/ET/27

Transaction fee: 11800.0

Select Payment Type: ☐ NEFT/RTGS ☒ Online Payment

Proceed To Payment

Message from webpage

You MSTC Transaction No is : 8330 Amount is : 11800.0 Do You Want To Proceed For Online Transaction ?

OK Cancel

Note

1. Payment should be made within 3 days after generating the challan. For NEFT/RTGS otherwise the challan shall become invalid.
2. Bidders are advised not to combine different challans (in NEFT/RTGS option) while making payment towards transaction fee for different e-tenders. For every challan generated from the system, separate payment should be made, else such combined payment for two or more e-tenders won't be considered.
3. Online Payment option can be used in B version 9 and above only.

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



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Transaction Fee Payment Acknowledgement

Event No.: [MSTCEPROC/HO/Systems Department/3/19-20/ET/27](#)

Company Name: my company

Contact Person: MSTCDS7

MSTC Ref. No.: [8330](#)

Transaction Ref. No.: 7000048818901

Transaction Date: Wed Mar 11 13:28:05 IST 2020

Amount: 11800.00

Transaction Status: **Transaction Successfully Completed.**

Print

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.



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Event Details

Current Time: 2020/03/11 15:00:52

Event Listing

| Event Number: | Bidding Start Date & Time | Bidding Close Date & Time |
|--|---------------------------|---------------------------|
| MSTCEPROC/HQ/Systems Department/19-08/E127 | 2019-08-24 10:29:36.0 | 2020-09-28 10:29:30.0 |

Payment Details

Transaction Fee Payment

Eventwise Bid Details

Event Specific Bid Status

Pre Qualification

Contract Terms

Document Attach

Itemwise Bid Details

Item Specific Bid Status

Item Specific Bid

javascript:void(0); 100%

Bid Submission Floor for Reverse Auction

Event Details

Current Time: 2020/03/11 15:04:53

Event Listing

| Event Number: | Bidding Start Date & Time | Bidding Close Date & Time |
|---|---------------------------|---------------------------|
| MSTCEPROC/HQ/Systems Department/19-05/RA/G7 | 2020-02-04 11:30:00.0 | 2020-04-05 15:02:00.0 |

Payment Details

Transaction Fee Payment

RA Bid Floor

RA Bid Floor

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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.

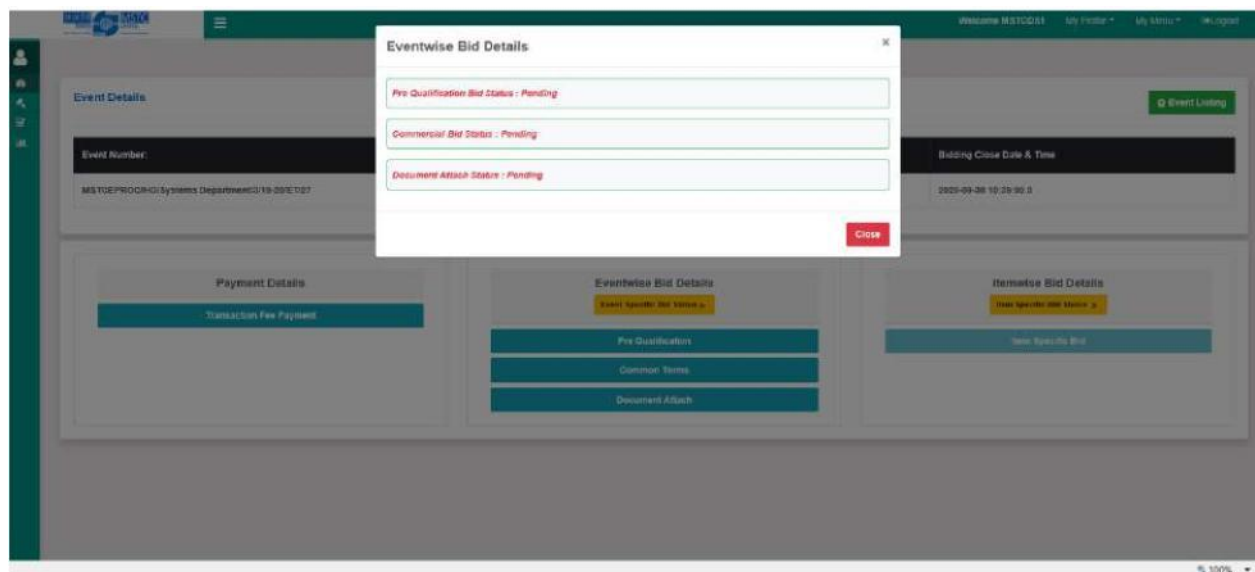


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Bid Submission in Tender

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'.

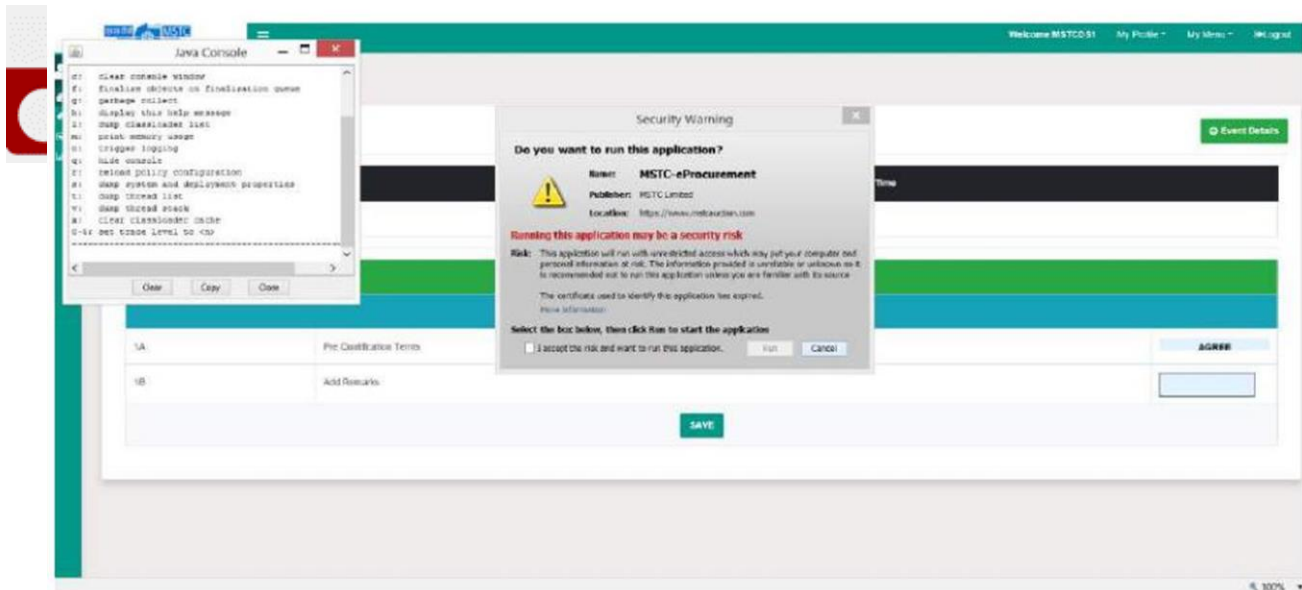




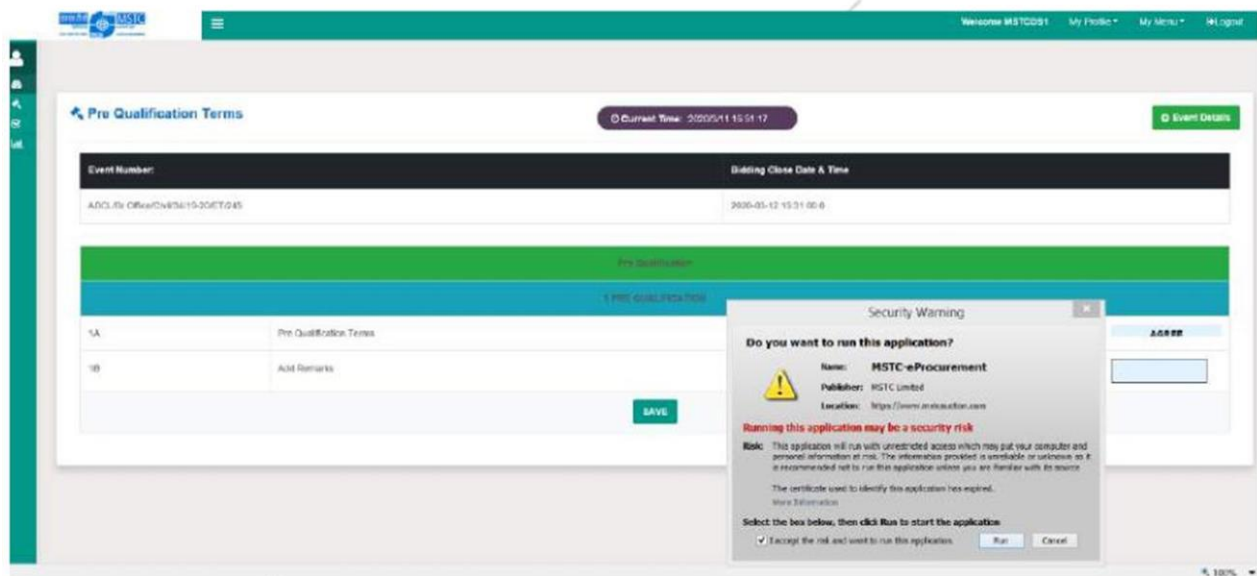
At this stage a vendor has to run the JAVA applet before saving the bid.

Pre Qualification

On clicking the 'Pre Qualificat' system displays the pre qualification form.



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.

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CORPORATION OF INDIA LIMITED

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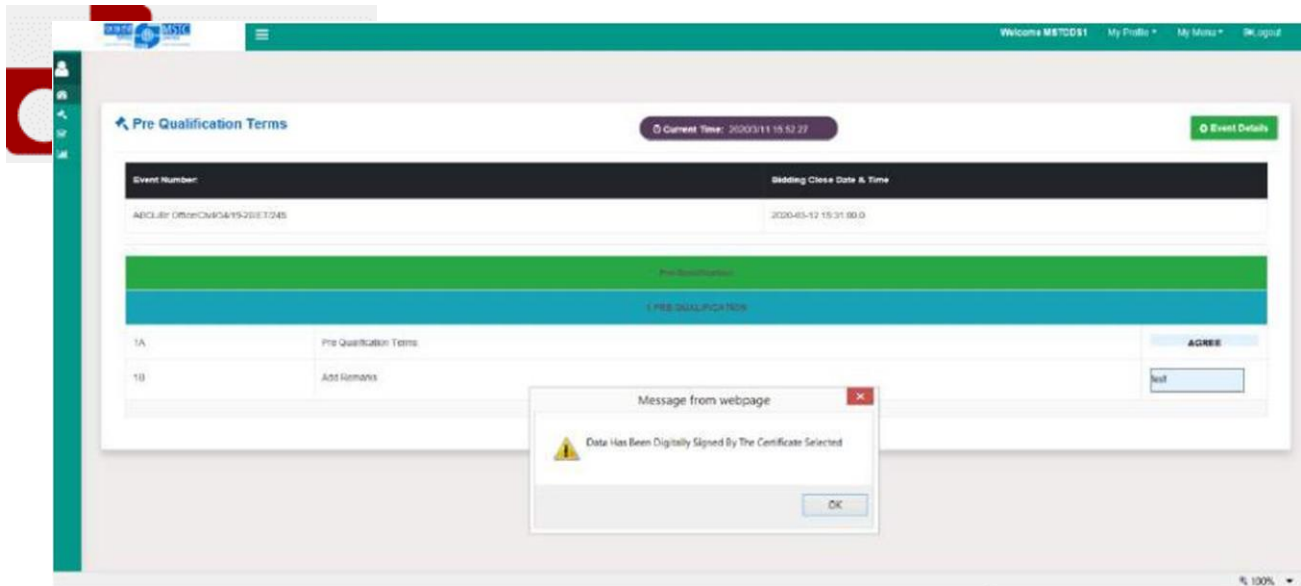
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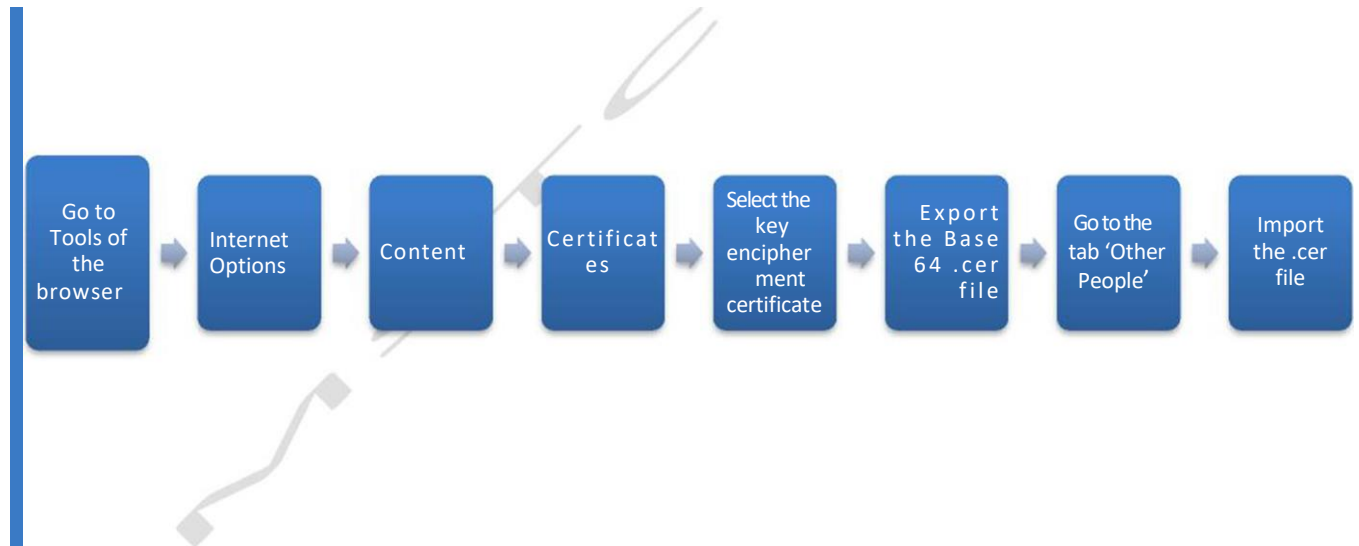
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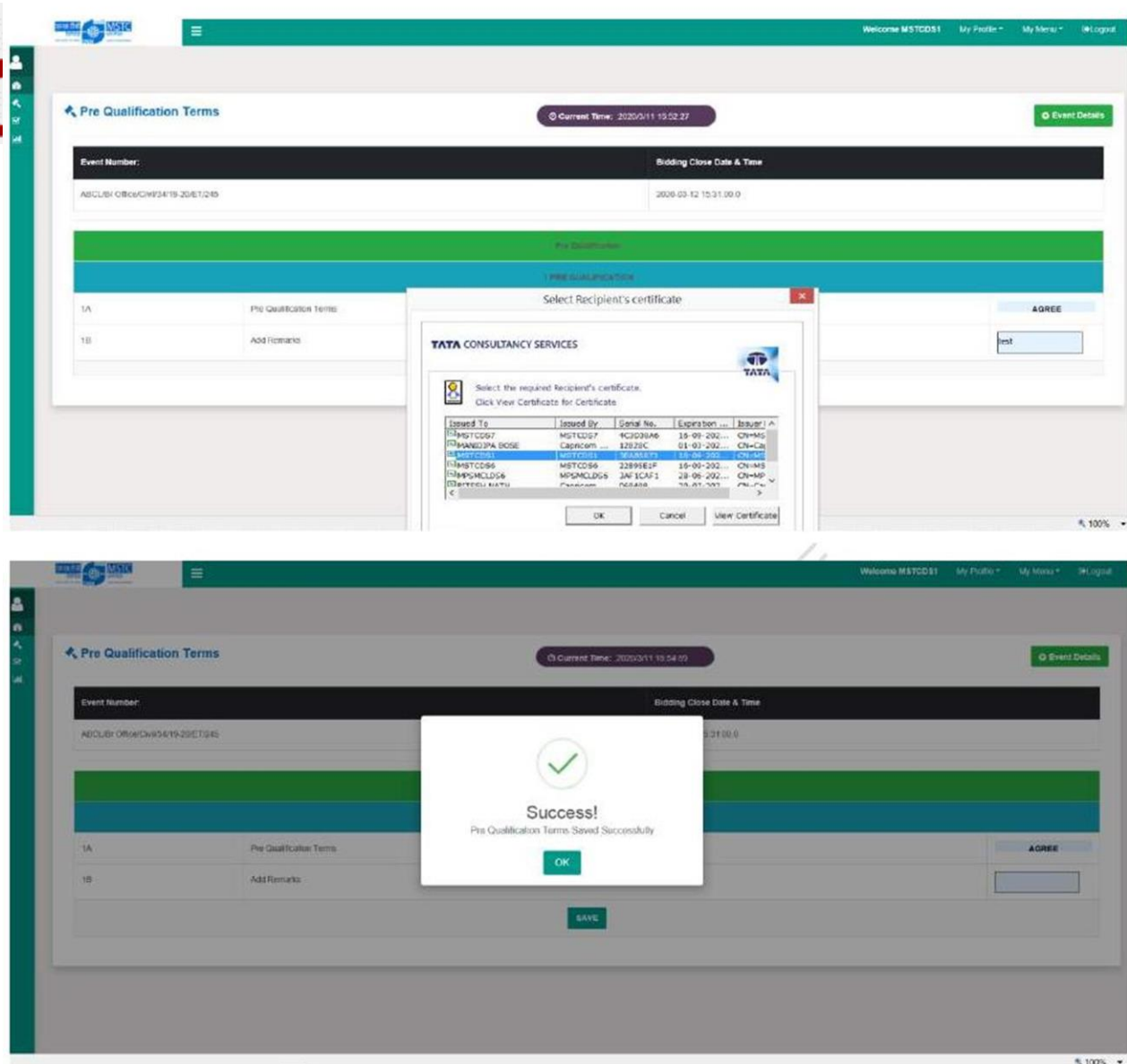
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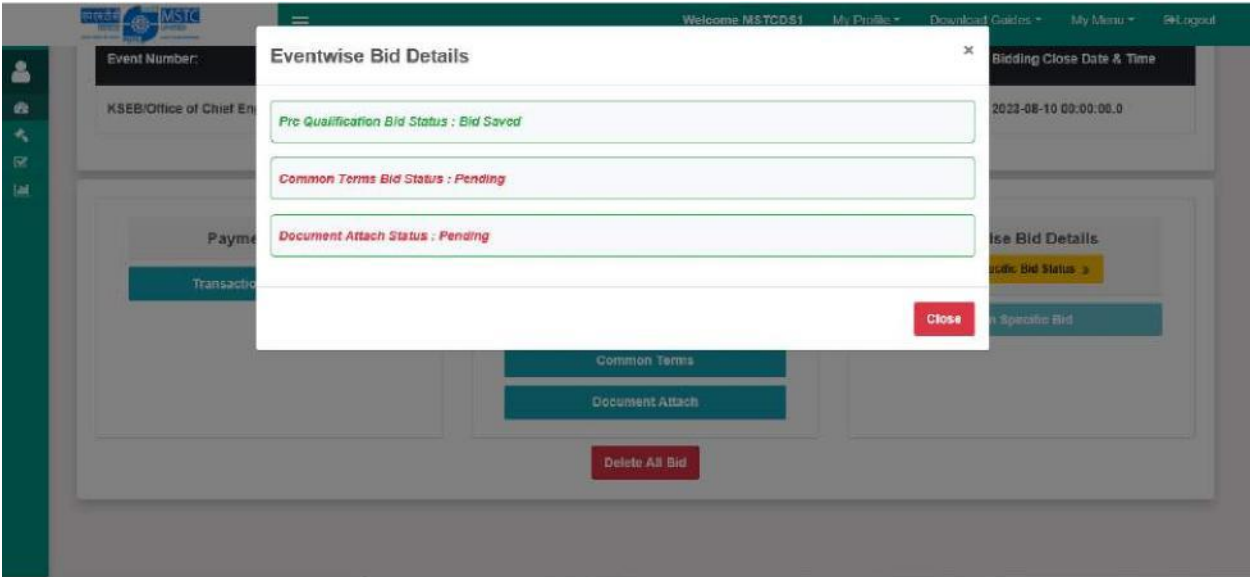
2. The DSC box shall again appear. The vendor shall have to select the DSC and click on 'OK'.

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



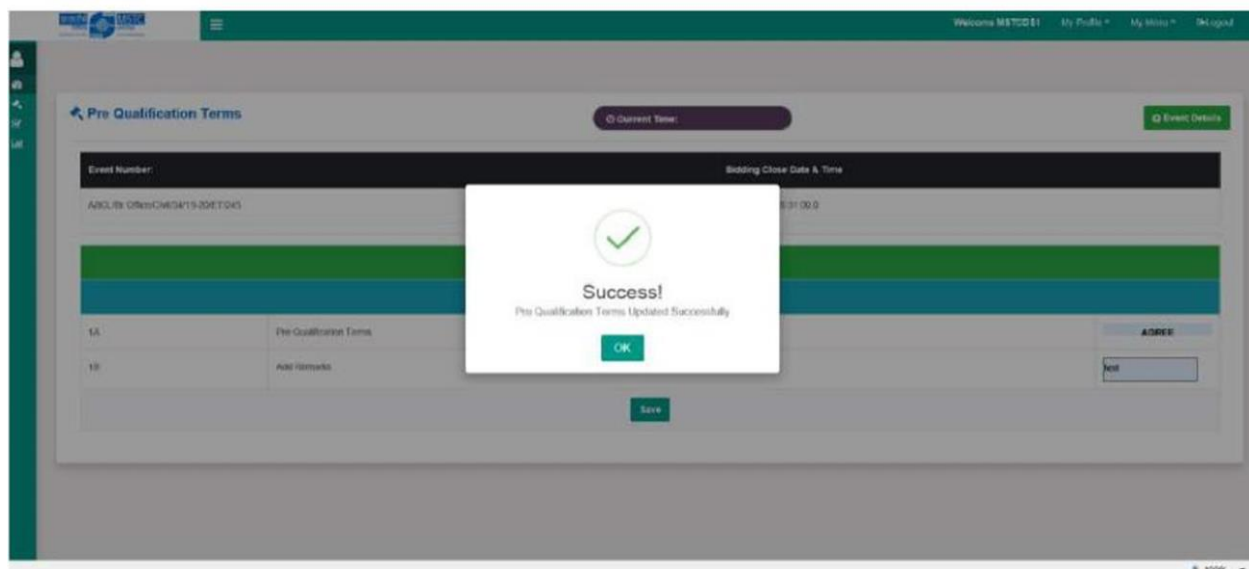


The 'Pre Qualification Bid Status' shall display 'Bid Saved'.





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.

26 |

Eventwise Bid Details

Pre Qualification Bid Status : Bid Saved

Commercial Bid Status : Bid Saved

Document Attach Status : Pending

Close

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.

Common Terms

Current Time: 2020/01/11 16:44:2

Event Details

Event Number: ABCLEB:0B6hCME34T9:26ET248

Bidding Close Date & Time: 2020-03-12 15:31:00.0

Common Terms Update

Common Terms


Add remarks

Text

Update



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



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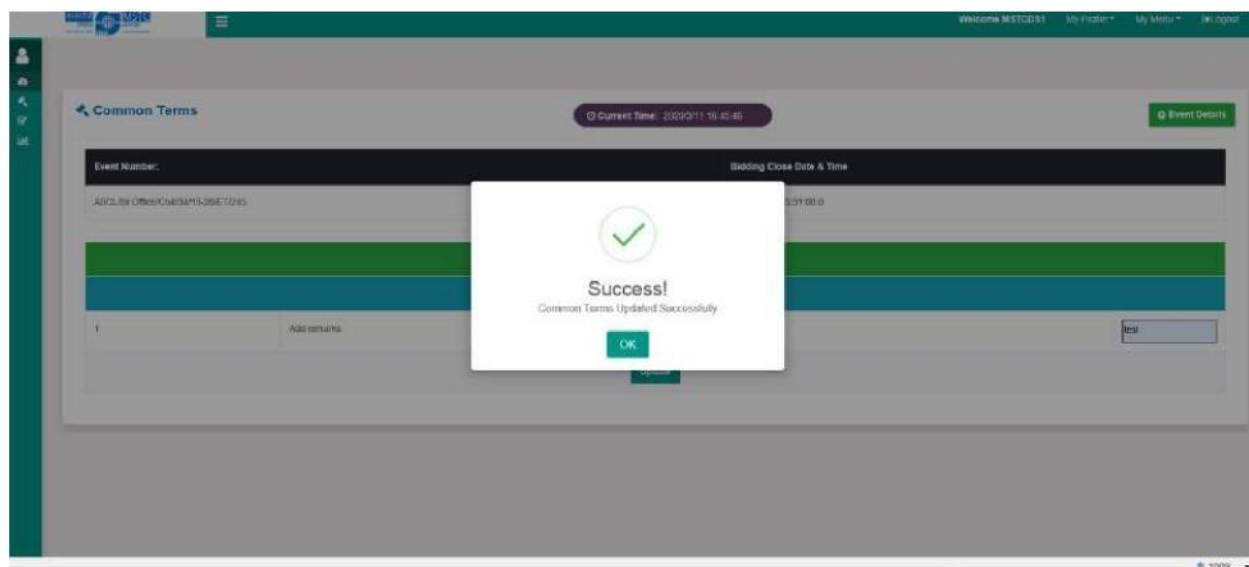
Message from webpage

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28 | Page





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.

Document Attach

Current Time: 2020/3/11 15:53:46

Event Details

Event Number: ABCLB: OfficeCms2419-20ET045

Bidding Close Date & Time: 2020-03-12 15:31:00.0

Select Cover: Select

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'

Document Attach

Current Time: 2020/3/11 15:54:24

Event Details

Event Number: ABCLB: OfficeCms2419-20ET045

Bidding Close Date & Time: 2020-03-12 15:31:00.0

Select Cover: Pre Qualification Cover

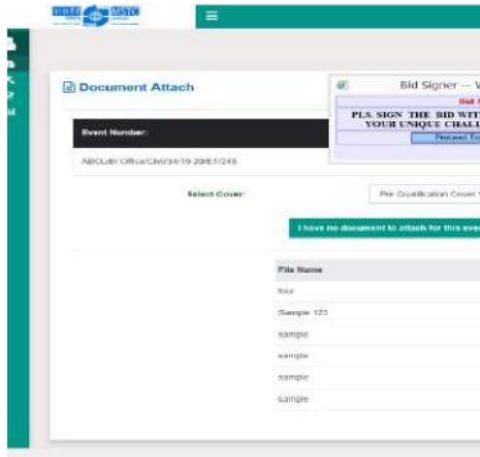
I have no document to attach for this event

| File Name | File | Attach/ Detach |
|------------|------------|----------------|
| for | GST2.pdf | Attach Doc |
| Sample 123 | sample.pdf | Attach Doc |
| sample | sample.pdf | Attach Doc |
| sample | sample.pdf | Attach Doc |
| sample | sample.pdf | Attach Doc |
| sample | sample.pdf | Attach Doc |

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



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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.



The screenshot displays a tender management system interface. The top header shows the tender number 6000017367 and the user's name, Ewa Mier. The main area is titled "Document Attach" and shows a list of documents. A "Certificate" window is open, displaying a TATA logo and a certificate for "TATA CONSULTANCY SERVICES". The certificate text includes "NO rm enrticalma yea. %NM In 0.114* U.N. Ng Crntese." and "Dana To t imated IN I...Ie... &Notion... lbw> In MOCALS. owns. 35E1350* IN=11*202- 01.0\$". The certificate is signed by "Lim".

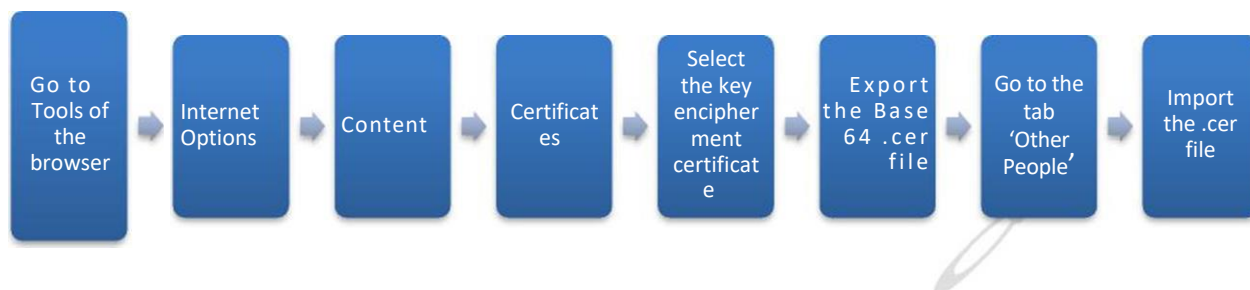
The "Document Attach" section shows a list of documents with columns for "Document Name", "Document Type", and "Document Size". The documents listed are:

| Document Name | Document Type | Document Size |
|---------------|---------------|---------------|
| Sample 123 | sample | 123 KB |
| Sample 124 | sample | 124 KB |
| Sample 125 | sample | 125 KB |
| Sample 126 | sample | 126 KB |
| Sample 127 | sample | 127 KB |

The bottom section shows a "Message from webpage" window with the text "Aosta Hake. DuraINSge. IN Du Cat f <We Setecie6". The message is signed by "Aosta Hake".



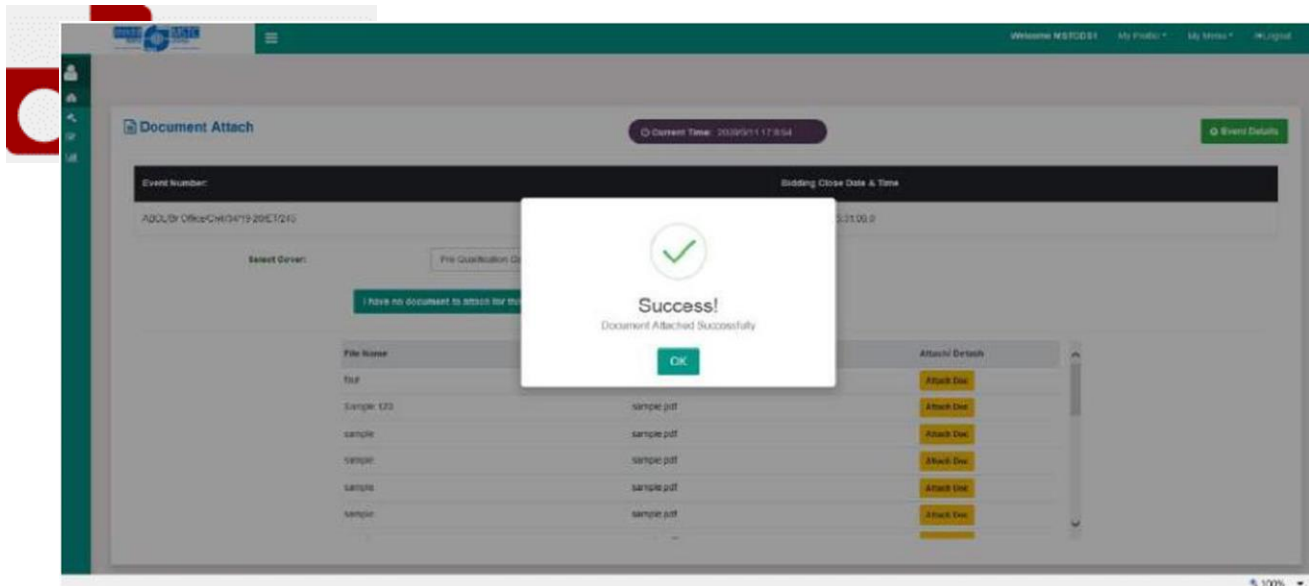
32 | Page



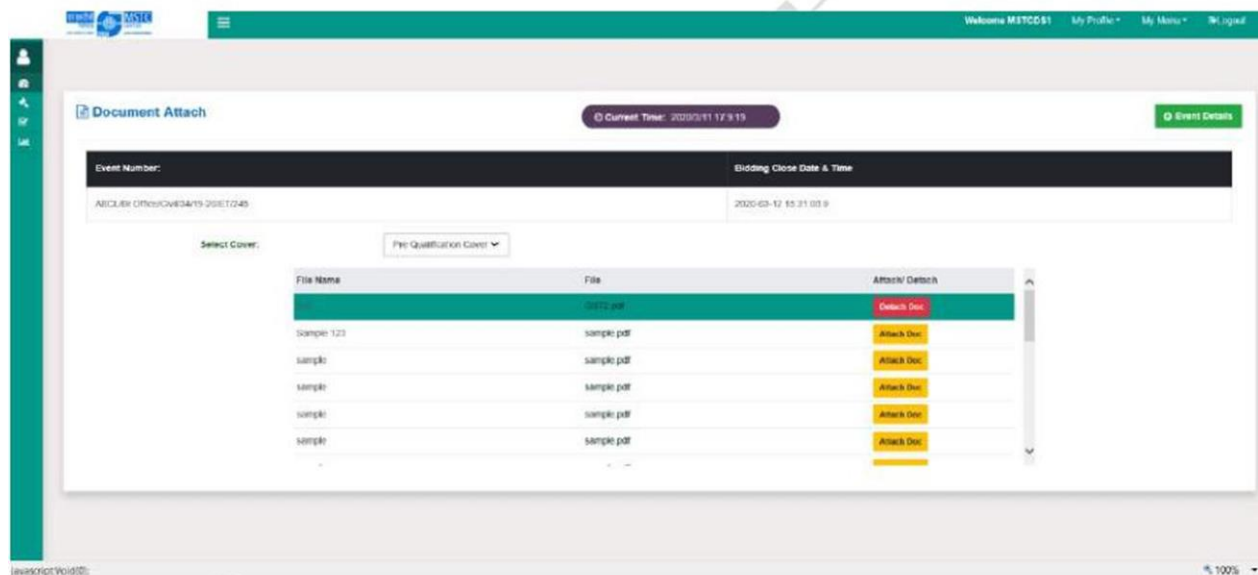
2. The DSC box shall again appear. The vendor shall have to select the correct DSC and click on 'OK'.

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.



Dr. Siddhant Arora
SECURITY PRINTING AND MINTING CORPORATION OF INDIA LIMITED

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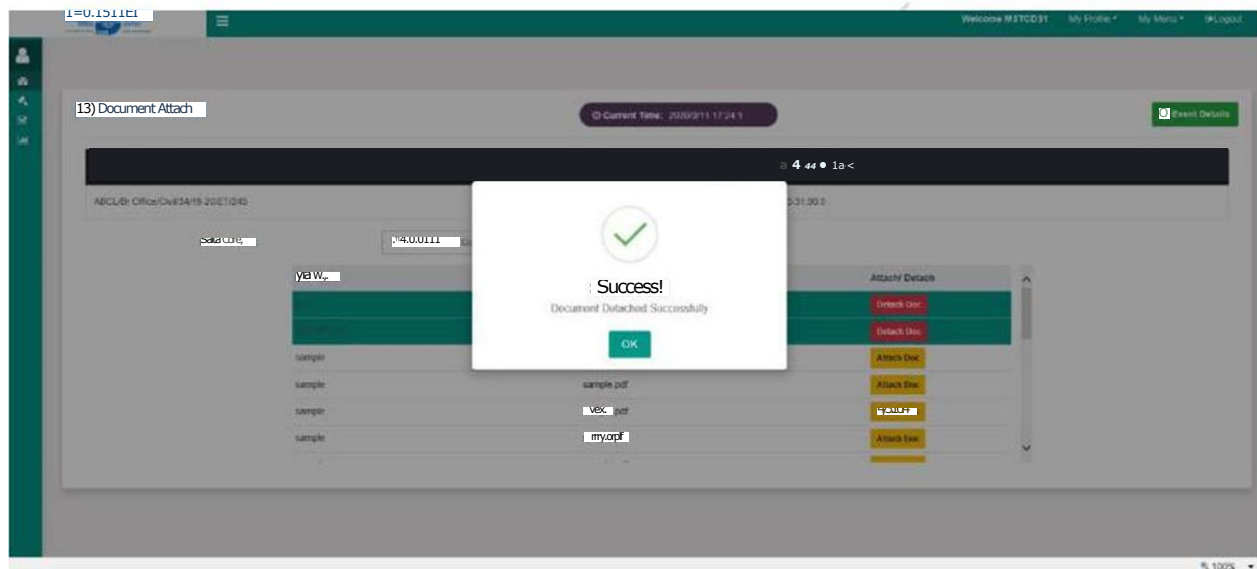
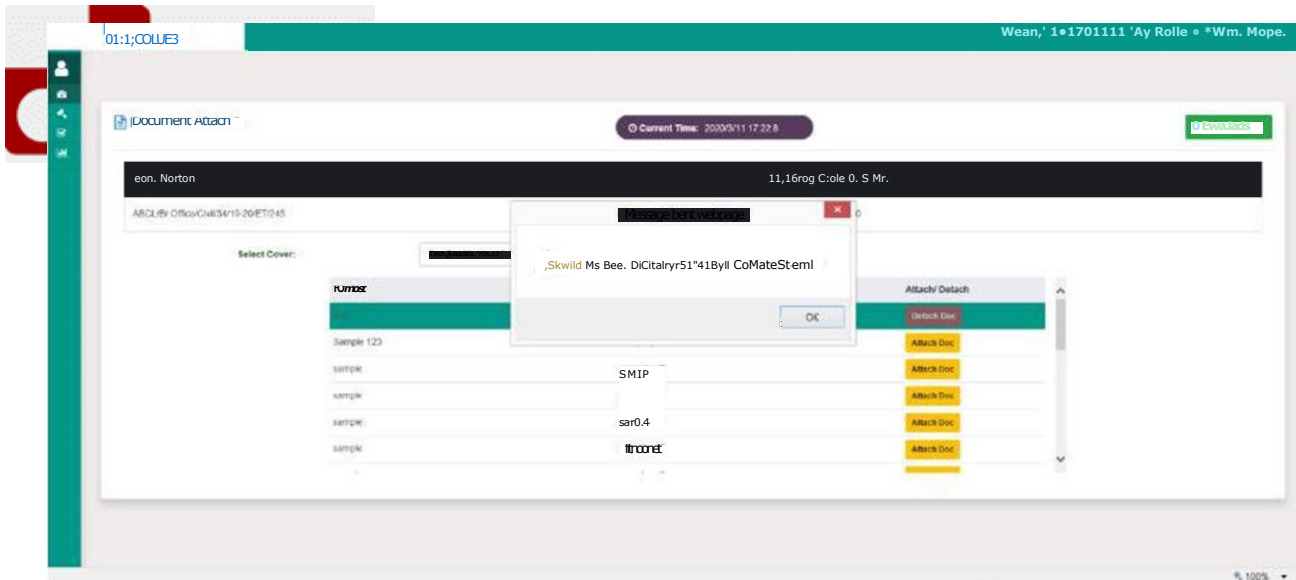
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35 | Page

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'.

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Attach/ Detach

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36 | Page

The function shall be verified with DSC.



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Bid Signet - Webpage Dialog

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2020/01/11 17:28:52

2020-03-12 15:31:00.0

Event Number:

114#01, Chu Dan It no.

ABOLTER Office/CMS/34/19 20/ET/245

2020-03-12 15:31:00.0

Technical Cover

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| sample | sample.pdf | Attach Doc |
| SPRE | sample.pdf | Attach Doc |



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Document AttachSECURITY PRINTING AND MINTING CORPORATION OF INDIA LIMITED

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TATA CONSULTANCY SERVICES

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Document Attach

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Message from webpage

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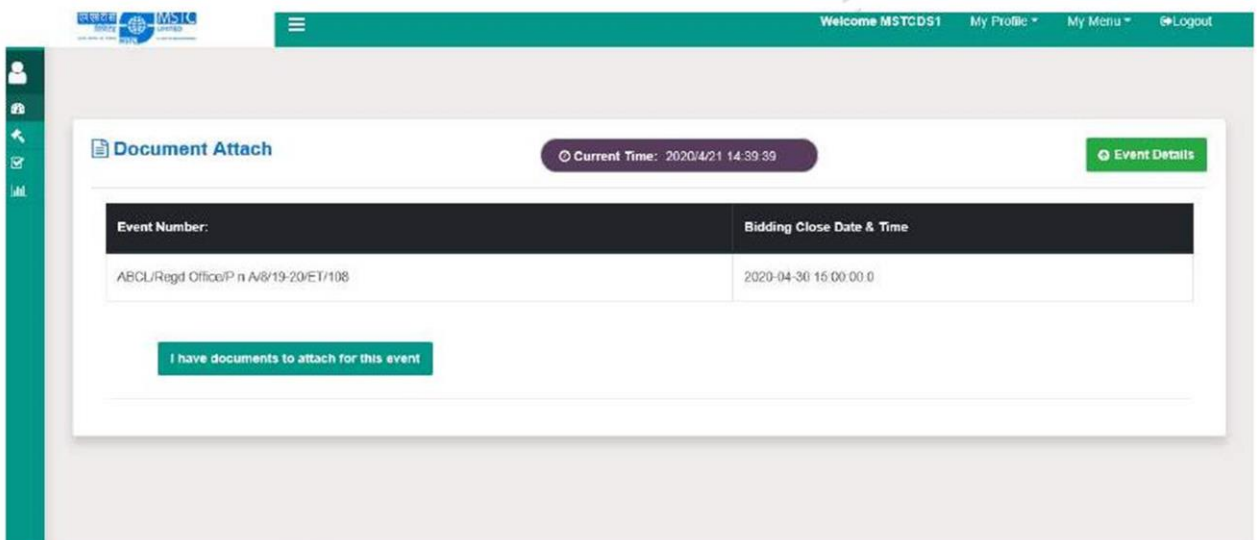
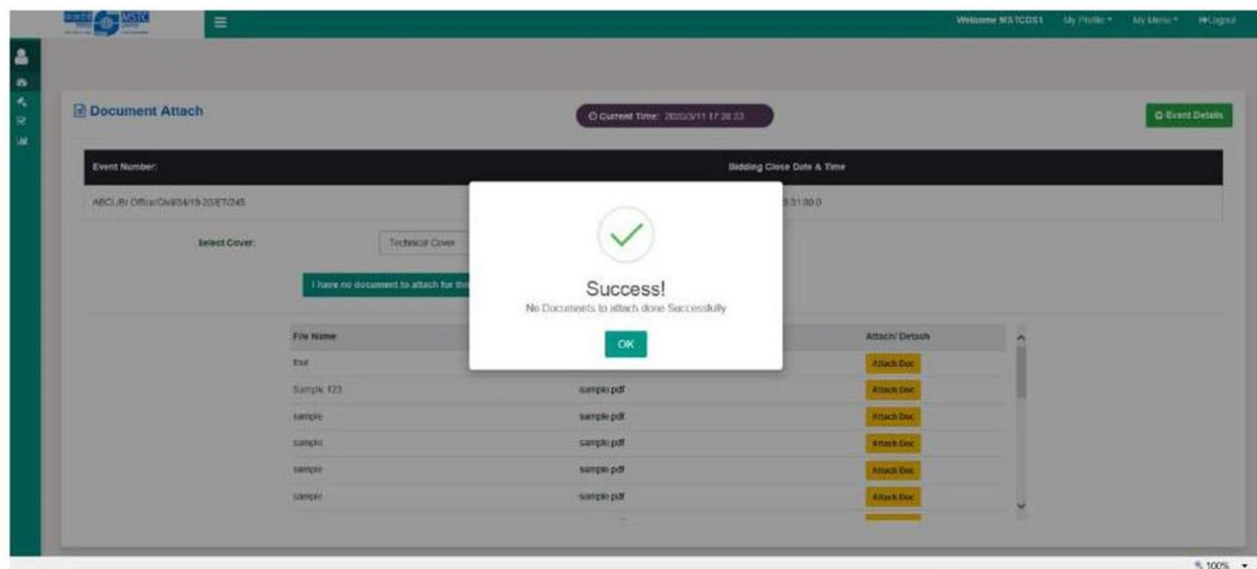
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In order to attach document after the above case, the button 'I have documents to attach for this event' has to be clicked.

12) Document Attach

Event Number

ABWRozMOThoelP n AIS/19-20fET1106

I have documents to attach for this event

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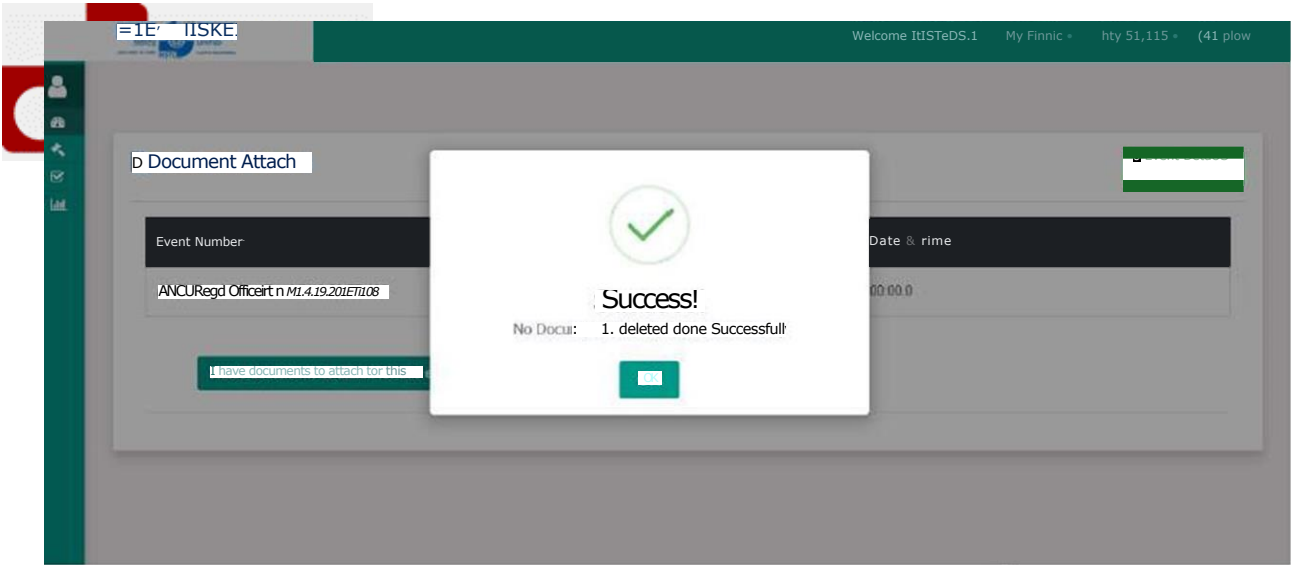


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I have documents to attach for this event





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

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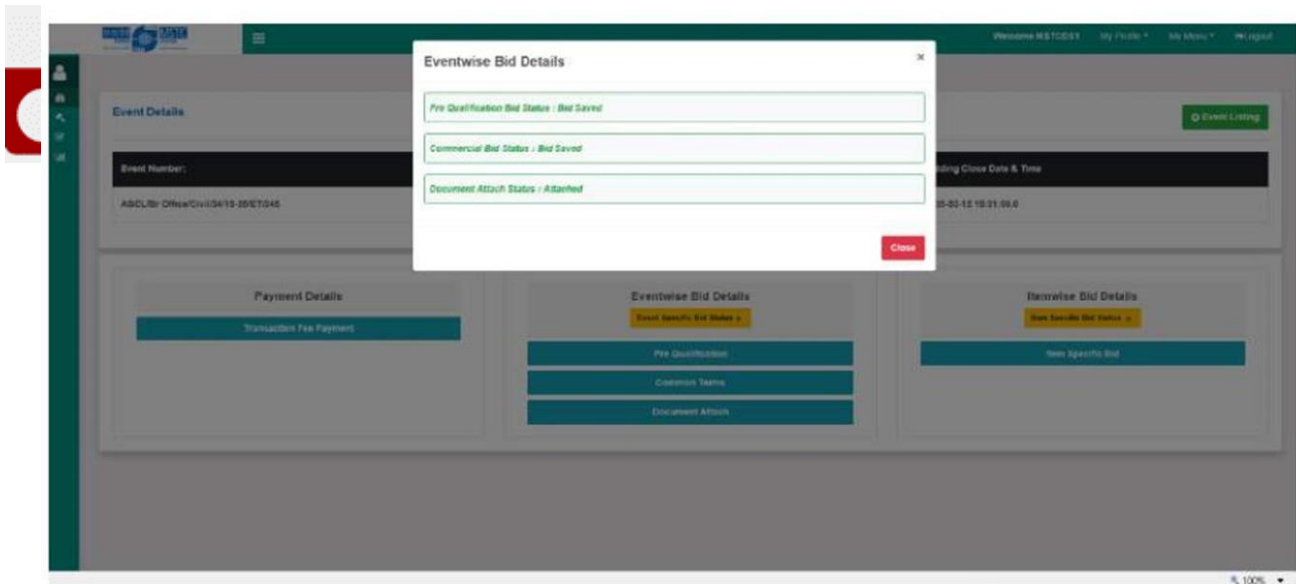
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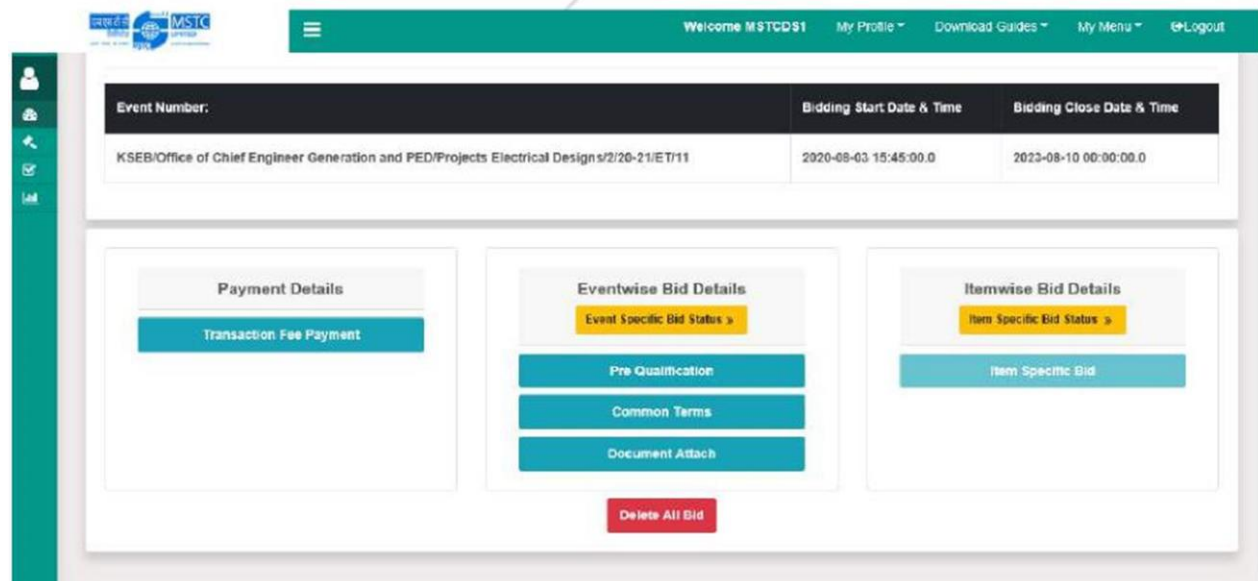
The 'Document Attach Status' shall display 'Attached'.



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).

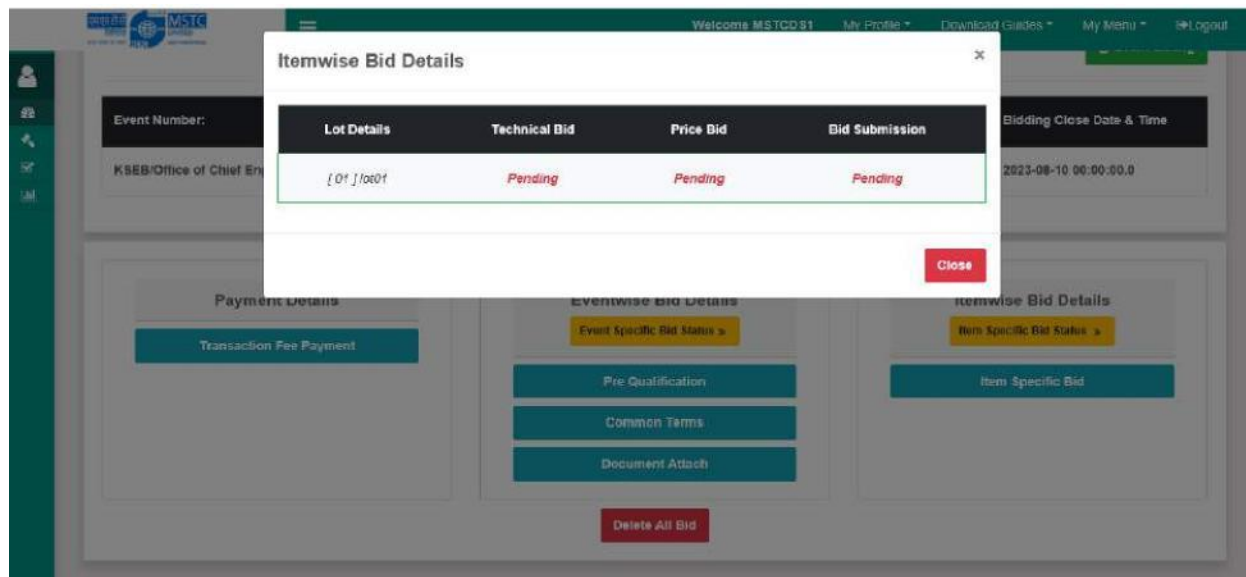
Item Specific Bid Status: A vendor shall be able to view the status of bidding against each tab of 'Item wise Bid Details'.





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





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

Technical Bid

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

The screenshot shows a web application interface for 'Technical Terms'. The header includes a navigation bar with 'Welcome MSTCD31', 'My Profile', 'My Menu', and 'Logout'. The main content area displays a form with the following details:

- Event Number:** ABCDAR OFFICIAL/2019-20/ETD45
- Bidding Close Date & Time:** 2020-02-12 15:21:00

Below the form, there are two horizontal bars, one green and one blue, representing different sections of the form. A 'Save' button is visible at the bottom right of the form. A modal dialog box is open in the foreground, displaying a warning icon and the message 'Data Has Been Digitally Signed By The Certificate Selected'. The dialog has an 'OK' button.



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

 The screenshot shows the 'Lot Details' page in the SPMCL system. The page has a green header bar with the SPMCL logo and navigation links. The main content area displays the lot details for 'ABCLB Office/Civil/24/19-20/ET/248'. The 'Event Number' is 'ABCLB Office/Civil/24/19-20/ET/248', the 'Event Start Date' is '2020-09-11 16:40:09.0', and the 'Event Close Date' is '2020-09-12 16:01:00.0'. Below this, there is a table with columns: Lot No, Lot Name, Technical Cover, Price Cover, and Action. The table has two rows: Row 1 (Lot No 1, Lot Name Electronics) shows 'Technical Bid' and 'Price Bid' buttons, with the action 'Technical Bid Saved'. Row 2 (Lot No 2, Lot Name Electrical) shows 'No Technical Cover' and 'Price Bid' buttons, with the action 'No Bid Saved'.

| Lot No | Lot Name | Technical Cover | Price Cover | Action |
|--------|-------------|--------------------|-------------|---------------------|
| 1 | Electronics | Technical Bid | Price Bid | Technical Bid Saved |
| 2 | Electrical | No Technical Cover | Price Bid | No Bid Saved |

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



Itemwise Bid Details

| Lot Details | Technical Bid | Price Bid | Bid Submission |
|---------------|---------------|-----------|----------------|
| [1] PRINTER | Bid Saved | Pending | Pending |
| [2] AMG | Pending | Pending | Pending |

Close

Event Details

Event Number: ABCL/Regd Office/Civil/

Transaction Fee Payment

EMD Fee Payment

Event Specific Bid Status >

Pre Qualification

Document Attach

Delete All Bid

Item Specific Bid Status >

Item Specific Bid

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

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Current Time: 2020/01/11 18:16:31

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Current Time: 2020/01/11 18:22:19

Event Number: MUA UNKAMPLAULK vas

Bidding Close Date & Time: 2020/01/12 15:31 PU

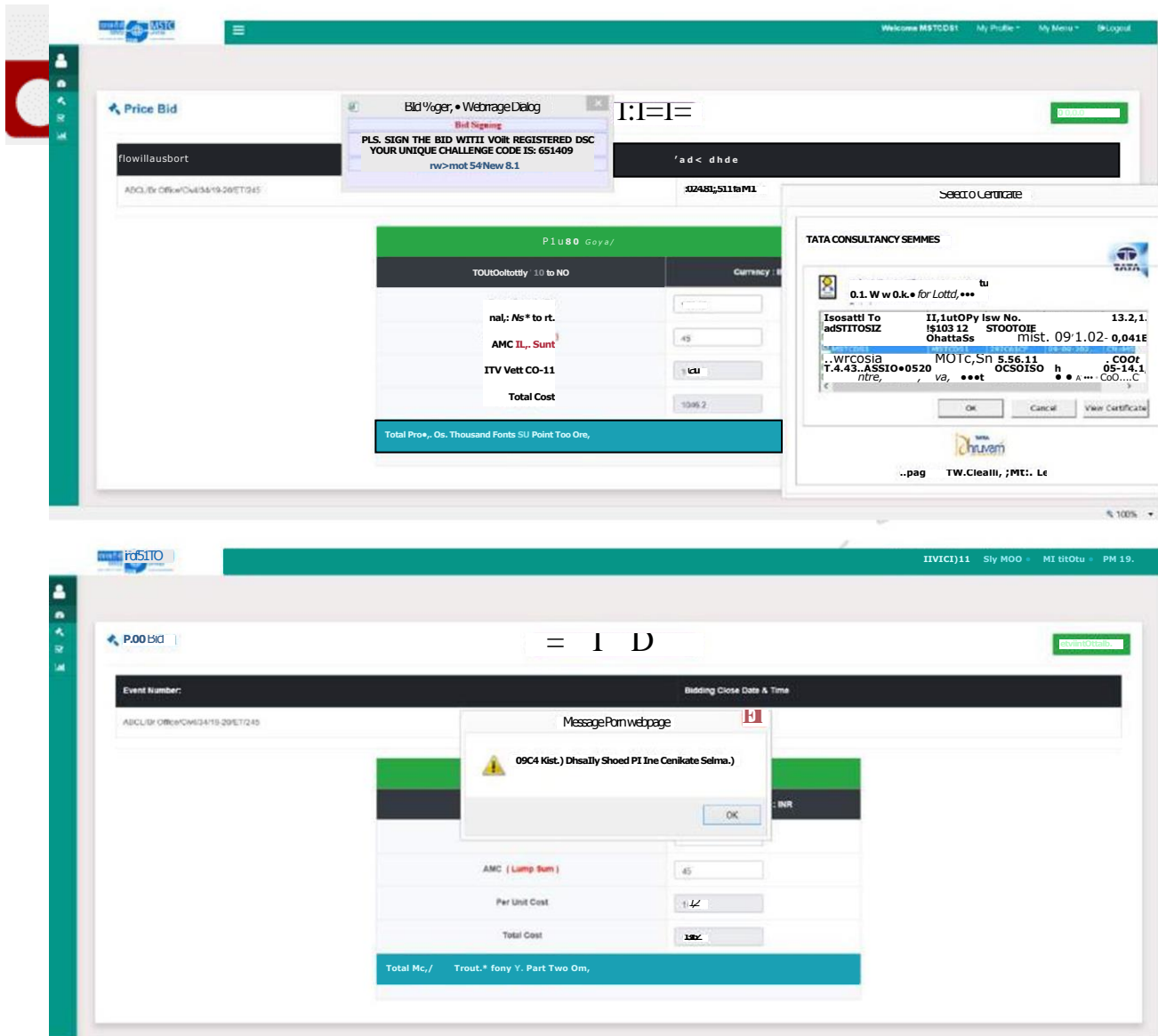
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Bid Signer Webpage Dialog

Price Bid Cover

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



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

Lot Details

Current Time: 11-3-2020 16:24:20

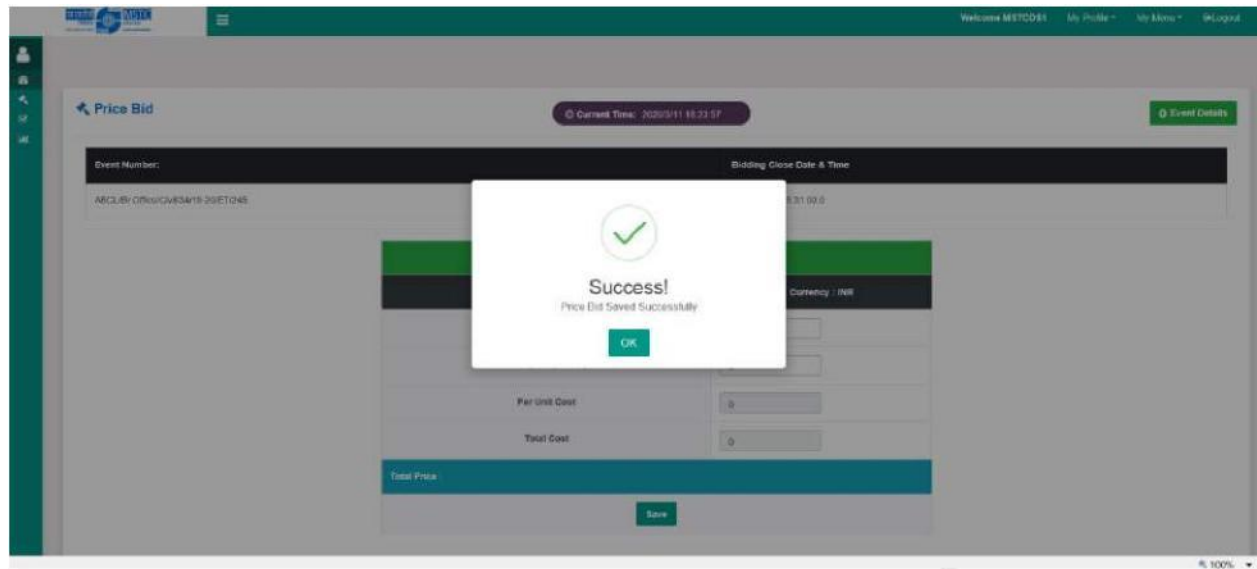
Event Number: ABC/IBR/Office/Civil/2473-20/ET/245


Event Start Date: 2020-03-11 15:40:00.0

Event Close Date: 2020-03-12 16:21:00.0

| Lot No | Lot Name | Technical Cover | Price Cover | Action |
|--------|-------------|--------------------|-------------|--------------|
| 1 | Electronics | Technical Bid | Price Bid | Final Submit |
| 2 | Electrical | No Technical Cover | Price Bid | No Bid Saved |

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





EME CILIN

Lot Details

Welcome MSTC1531

My Profile-My Menu-(*Logout)

0 Current Time: 21-4-2020 17:14

0 Elett Dellaliet

| Event Number | Event Start Date | Event Close Date |
|-------------------------------------|-----------------------|----------------------|
| ABCURegd "PICO" Si Ar8/19-20/ET/108 | 2019.12.16 17:55:00.0 | 2020-0440 15:00:00.0 |

| Lot No | Lot Name | Technical Cover | Price Cover | Status |
|--------|------------|--------------------|-------------|-----------------|
| | electrical | No Technical Cover | Pnce aid | Pelee Bid Saved |
| | Electrical | No—Teararca4-Cover | .001r1P1 | Pace 8ict Saved |

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

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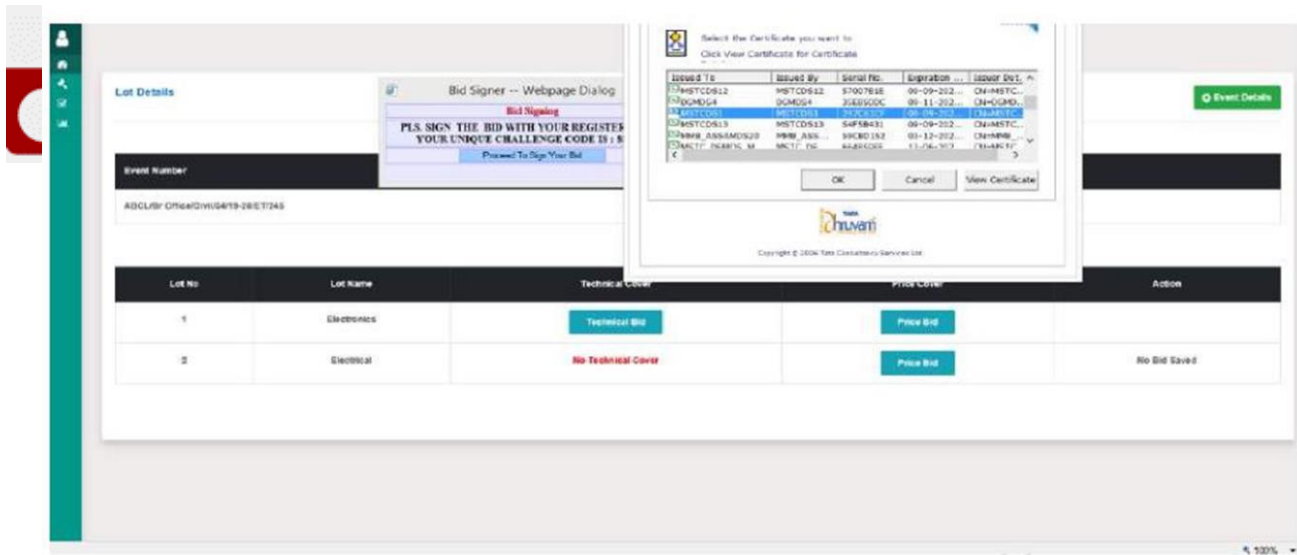
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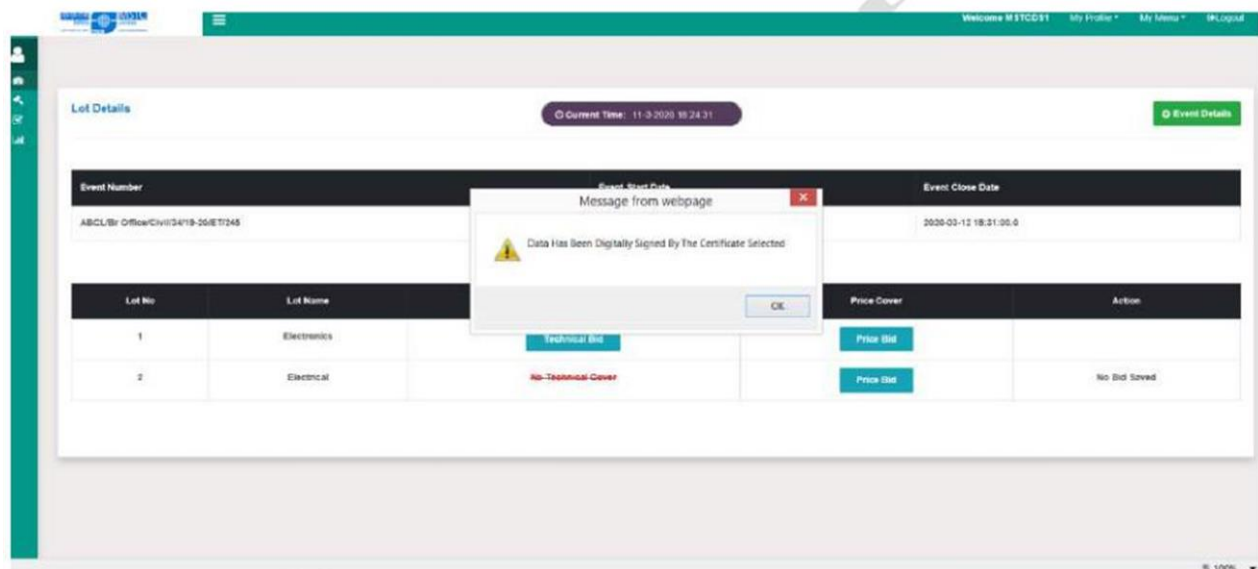
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The final submission is verified with valid DSC.



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.

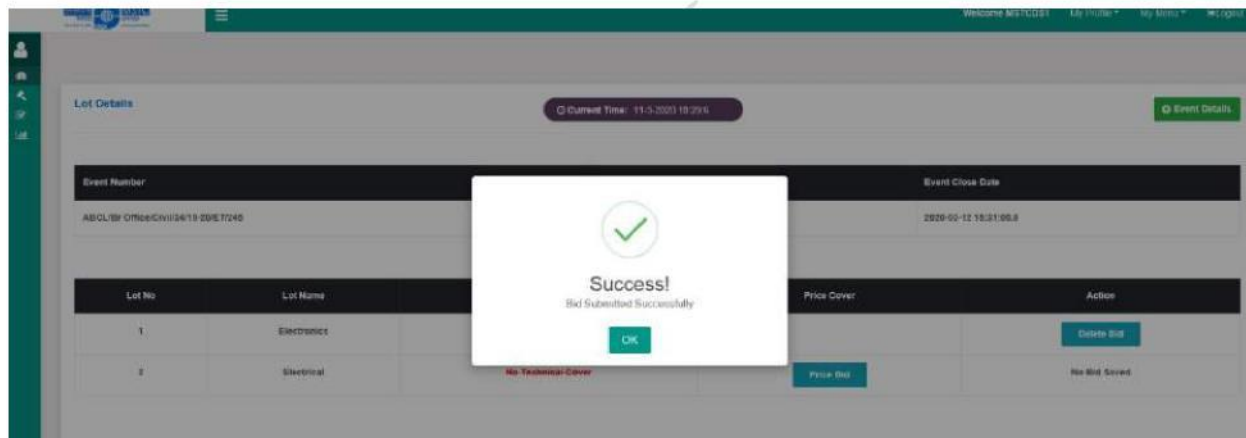


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Event wise Tender on Final Submission

| Welcome MSTCD\$1 My Profile Download Guides My Menu Logout | | | | |
|--|-----------------------|-----------------------|-------------|---------------|
| Current Time: 10-08-2020 11:56:16 | | | | |
| Event Details | | | | |
| Event Number | Event Start Date | Event Close Date | | |
| ABCL/Regd Office/Civil/53/20-21/ET/77 | 2020-08-04 14:00:00.0 | 2020-08-11 15:00:00.0 | | |
| Lot No | Lot Name | Technical Cover | Price Cover | Status |
| 1 | PRINTER | | | Bid Submitted |
| 2 | AMC | | | Bid Submitted |

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.



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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.

The screenshot displays the MSTCDS1 web application interface. At the top, there is a green header bar with the text 'Welcome MSTCDS1' and navigation links: 'My Profile', 'Download Guides', 'My Menu', and 'Logout'. Below the header, a purple bar shows the 'Current time: 2020/08/10 12:59:37'. The main content area is divided into several sections:

- Event Number:** ABCL/Regd Office/Civil/53/20-21/ET/77
- Bidding Start Date & Time:** 2020-08-04 14:00:00.0
- Bidding Close Date & Time:** 2020-08-11 15:00:00.0
- Payment Details:** Includes buttons for 'Transaction Fee Payment' and 'EMD Fee Payment'.
- Itemwise Bid Details:** Includes a button for 'Item Specific Bid Status' and a button for 'Item Specific Bid'.
- Central Area:** Contains buttons for 'Pre Qualification', 'Document Attach', and a prominent red button labeled 'Delete All Bid'.

A modal dialog box titled 'Message from webpage' is overlaid on the interface, displaying a question mark icon and the text: 'All the bids saved/ submitted till now and documents attached shall be deleted. Are you sure?'. It has 'OK' and 'Cancel' buttons.

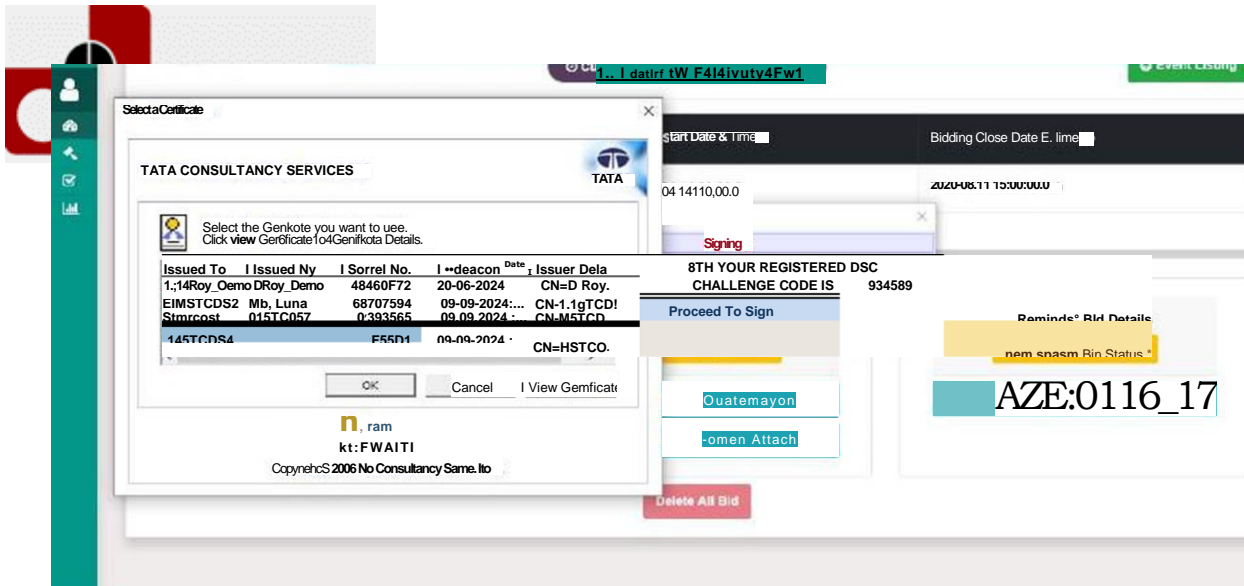


Welcome MSTCDS1
My Profile
My Menu
Logout

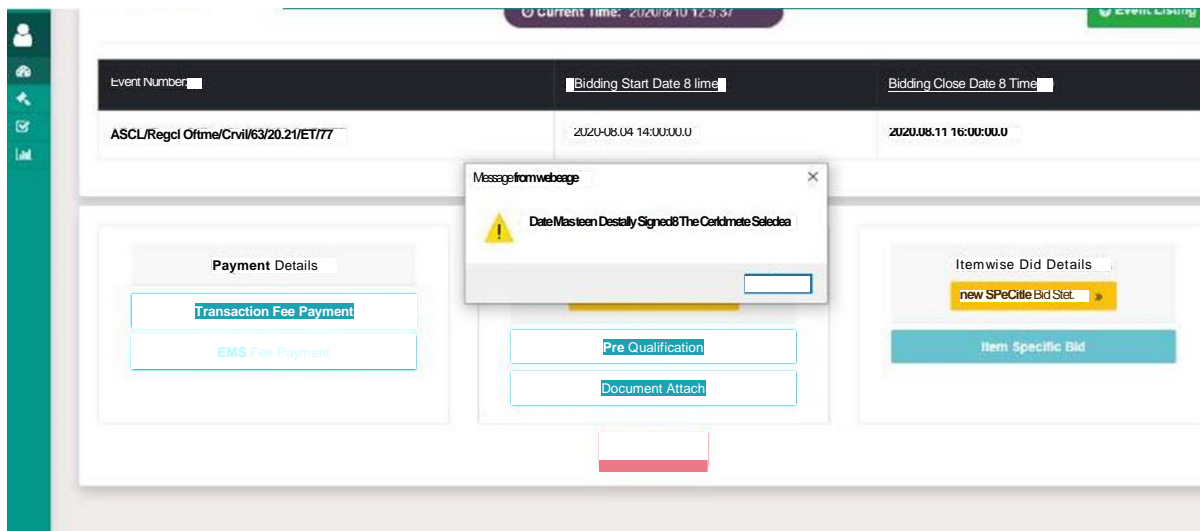
Lot Details
Current Time: 11-3-2020 18:29:21
Event Details

| Event Number | Event Start Date | Event Close Date |
|---------------------------------|-----------------------|-----------------------|
| ABCL/BY/OTM/CH/934/19-25/ET/245 | 2020-03-11 18:49:00.0 | 2020-03-12 18:31:00.0 |

| Lot No | Lot Name | Technical Cover | Price Cover | Action |
|--------|-------------|--------------------|---------------------------|----------------------------|
| 1 | Electronics | Bid Submitted | | Delete Bid |
| 2 | Electrical | No Technical Cover | Price Bid | No Bid Saved |



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0 Event uestmg

Event Details
 Event Number:
 ADDL/newt OfficeCvUS3120•21E1777


Bidding Close Date & Time
 2020-08-11 15:00:00

Payment Details
 TranSaCtOn Fee Payment
 EMO Fee Payment

Itemwise Bid Details
 Item Specific Bid Status

Pre Qualification
 Document Attach

Success!
 11,101015,2020/08/11



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O current Time: 202001,10 121226

Event Details
 Event Number:
 ABCS/BOBO OfficeCvUS3120-21 E1777

Bidding Start Date & Time:
 2020-08-11 14:00:00

Bidding Close Date & Time:
 2020-08-11 15:00:00

Payment Details
 Transaction Fee Payment
 Odd Fee Payment

Eventwise Bid Details Event
 Specific 810 SPAM A
 PM Qualification
 Document Attach

Itemwise Bid Details
 Few speeinc Bid stew r
 Item Specific Bid



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Bid Submission in Reverse Auction

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

The screenshot displays the MSTC India portal interface. The top navigation bar includes 'Welcome MSTCD51', 'My Profile', 'Download Guides', 'My Menu', and 'Logout'. The left sidebar contains icons for user profile, home, event details, and bid floor.

Event Details Section:

- Event Number:** MSTCEPROC/HO/Systems Department/19/19-20/RA/37
- Bidding Start Date & Time:** 2020-02-04 11:30:00.0
- Bidding Close Date & Time:** 2020-04-25 15:02:00.0
- Buttons:** 'Transaction Fee Payment' and 'RA Bid Floor'.

Reverse Auction-Bid Floor Section:

- Current Time:** 2020/4/21 17:38:56
- Buttons:** 'Refresh' and 'Event Details'.
- Event Number:** MSTCEPROC/HO/Systems Department/19/19-20/RA/37
- Bidding Start Time:** 2020-02-04 11:30:00.0
- Bidding Close Time:** 2020-04-25 15:02:00.0
- Auto Extension (in minutes):** 5
- Exchange Rates:** (Link)
- Lot Information:**
 - Lot No:** 1
 - Lot Name:** Test Lot
 - Lot Description:** test Lot.
 - Quantity (UOM):** 500.0 (NO)
 - Currency:** INR [Indian Rupee]
 - Bid Decrement:** 1.5
- Bidding Table:**

| BID CLOSE DATE AND TIME | CEILING PRICE | LAST BID | BID HISTORY | MY STATUS | BID |
|-------------------------|---------------|----------|-------------|-----------|-----|
| 2020-04-25 15:02:00.0 | - | 5197.00 | BID HISTORY | My Status | BID |

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 fields, the system calculates the 'Bid Amount' based on the predefined formula. On clicking 'Bid', the DSC gets verified and bid is placed.



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| BID CLOSE DATE AND TIME | | CEILING PRICE | LAST BID | BID HISTORY | MY STATUS | BID |
|---|---|---------------|----------|-------------------|---------------------------|-----|
| 2020-04-25 15:02:00.0 | | | 5197.00 | <u>htl Lite:A</u> | My Status | BID |
| Cost | | | | | | |
| t551 | 0 | | | | | |
| Bid Amount (rounded off upto 1 places of decimal) | | 0 | | | | |
| Bid Amount Words) | | 0 | | | | |

<BID

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



Event Number

Pay Ft`,:cblI:-,

Emil.,-Ing :4311

Bidder Details

Auction ref No

Test frnstcvendor1 / 31

MSTCEPROC/HO/Systems Department/19/19-20/RA/37

Lot No: 1

Lot Name: Test Is

Lot Description: t

BID CLOSE DATE,

2020-04-25 15:02

Start Time

Close Time

Lot No

Server Time

L1 Bid/Unit

2020.02.04 11:30:00.0

2020.04-25 15:02:00.0

21-04-2020 18:05:39

5197.00

Exchange. Rates

Rupce)

rus

BIL

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You Are LI Bidder



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