



**SECURITY PAPER MILL,
HOSHANGABAD - 461005 (M.P), INDIA**
(A Unit of Security Printing and Minting Corporation of India Limited)
(Wholly owned by Government of India)
(Miniratna Category-I CPSE & ISO 9001:2015 & ISO 14001:2015 CERTIFIED)
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CIN: U22213DL2006GOI144763
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PR Number	PR Date	Indenter	Department
11009354	06.09.2021	SPM5FH	SPM5

Not Transferable

Security Classification:

TENDER DOCUMENT FOR HIRING OF AGENCY FOR CONDUCTING TYPING SKILL TEST.

Tender Number: 6000016797/HR/SKILL TEST/1467 Dated: 16.12.2021

This Tender Document Contains 41 Pages.

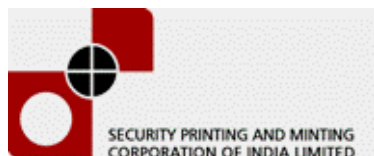
Details of Contact person in SPMCIL regarding this tender:

Name, Designation: Amit Yadav (Dy. Manager (Material))

Address: SPM5 (PM5, SPM Hoshangabad)

Phone, Fax, email: 07574-286847

Email: amit.yadav@spmCIL.com



Section I: Notice Inviting Tender (NIT)

Tender Sl. No. **6000016797/HR/SKILL TEST/1467**Dated: **16.12.2021**

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/16092021/BXG7A5K6Y5D

Schedule No.	Brief Description of Goods/ services	Quantity (with unit)	Earnest Money (in Rs.)	Remarks
01	Hiring of agency for skill test	1 AU	0.00INR	

Type Of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)	TWO-BID NATIONAL COMPETITIVE BID (EXPRESS)
Security Classification	NON-SECURITY ITEM
Authority in whose favour all tender related financial instruments (FD, DD, Banker's cheque etc.) are to be made	SECURITY PAPER MILL
All Financial Instruments to be payable at:	HOSHANGABAD
Dates and place of issue of tender documents	From 16.12.2021 to 03.01.2022 during office hours SECURITY PAPER MILL, HOSHANGABAD
Closing date and time for receipt of tenders	04.01.2022 11:00 AM SECURITY PAPER MILL, HOSHANGABAD
Place of receipt of tenders	CGM OFFICE SECURITY PAPER MILL HOSHANGABAD
Time and date of opening of tenders	04.01.2022 15:00 PM
Place of opening of tenders	CGM OFFICE SECURITY PAPER MILL HOSHANGABAD
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.21.1 of GIT)	Amit Yadav, Dy. 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 neighbouring 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 the above office selling the documents. They may also visit our website mentioned above for further details : <http://spmshoshangabad.spmcil.com> & <http://eprocure.gov.in>



- 5 Tenderer may also download the tender documents from the web site mentioned above and submit its tender by utilizing the downloaded document; the bidder must not make any changes to the contents of the documents, except for filling the required information. A certificate to this effect must be submitted by the bidder in the Tender Form (Section X).
- 6 Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are dropped on or before the closing date and time indicated in the Para 1 above in the tender box located at the address given below , failing which the tenders will be treated as late and rejected. Tenders may also be sent through post at the address as above. However, Purchaser will not be responsible for any postal lapses or delays in receipt of the documents. In case NIT/ SIT provide for uploading of bids to nominated eProcurement portal, bidders must upload their bids along with scanned copies as required enclosures (including proofs of cost of Tender Documents and EMD as applicable - unless an online payment gateway is provided in the instruction) as per instructions given in this regard. Original copies of such scanned uploaded required enclosures must reach in physical form within the date and place as provided in such instructions, otherwise their uploaded bid, would be declared as unresponsive.
- 7 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.
- 8 The tender documents are not transferable.
- 9 The bidder, their affiliates, or subsidiaries – including subcontractors or suppliers for any part of the contract – should not stand declared ineligible/ blacklisted/ banned/ debarred by any Government Agency anywhere in the world, for participating in its tenders, under that country's laws or official regulations. A declaration to this effect shall be submitted by the bidder in the Tender Form (Section X).
- 10 EMD amount mentioned in Section VI – List of Requirements shall be furnished in one of the following forms: a) Account Payee Demand Draft or b) Fixed Deposit Receipt or c) Banker's cheque or dd) 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.
- 11 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 mentioned in para 1 above.
- 12 Procurement Preference for MSE
 - (i) From time to time, the Government of India (GoI) lays down procurement policies to help inclusive national economic growth by providing long-term support to small and medium enterprises and disadvantaged sections of society and to address environmental concerns. The Procurement Preference Policy for Micro and Small Enterprises has been notified by



GoI4 in exercise of the powers conferred in Section 11 of the Micro, Small and Medium Enterprises Development (MSMED) Act, 2006.

(ii) Micro and Small Enterprises (MSE) must, along with their offer, provide proof of their being registered as MSE (indicating the terminal validity date of their registration) for the item tendered, with any agency mentioned in the notification of the Ministry of Micro, Small and Medium Enterprises (MSME), indicated below:

- (a) District Industries Centres.
- (d) Khadi and Village Industries Commission.
- (e) Khadi and Village Industries Board.
- (f) Coir Board.
- (g) National Small Industries Corporation.
- (h) Directorate of Handicraft and Handloom; and
- (i) Any other body specified by the Ministry of MSME.

(iii) For ease of registration of Micro and Small Enterprises (MSEs), Ministry of MSME has started Udyog Aadhar Memorandum which is an online registration system (free of cost) w.e.f. 18th September 2015 and all Micro & Small Enterprises (MSEs) who are having Udyog Aadhar Memorandum should also be provided all the benefits available for MSEs under the Public Procurement Policy for Micro and Small Enterprises (MSEs), Order 2012.

(iv) The MSEs are provided tender documents free of cost and are exempted from payment of earnest money, Subject to furnishing of relevant valid certificate for claiming exemption.

(v) As per MSME Act, 2006 and Government of India's stimulus package announced on 13/02/2020 MSME payments have to be released within 45 days by Government and PSUs. As per the MSME Act, delays may attract punitive interest.

(vi) Under Public Procurement Policy for MSEs, a minimum 25 per cent share out of the total procurement by Central Government Ministries/ Departments/ Public Sector Undertakings are to be made from MSEs. To meet this target, PSUs are required to conduct special Vendor Development Programmes/ Buyer-Seller Meets for SCs/STs entrepreneurs.

(vii) If a MSE bidder quotes a price within the band of the lowest (L1) +15 per cent in a situation where the L1 price is quoted by someone other than an MSE, the MSE bidders are eligible for being awarded 25 per cent of the total tendered value if they agree to match the L1 price. In case of more than one such eligible MSE, the 25 per cent quantity is to be distributed proportionately among these bidders. Within this, a purchase preference of 4 per cent is reserved for MSEs owned by Scheduled Caste (SC)/ Scheduled Tribe (ST) entrepreneurs and 3 per cent is reserved for procurement from MSEs owned by women (if they participate in the tender process and match the L1 price). Provided that, in event of failure of such SC/ ST or Women MSE to participate in tender process or meet tender requirements and L1 price, 4 percent sub-target shall be met from other MSE. MSEs would be treated as owned by SC/ ST or women entrepreneurs:

- (a) In case of proprietary MSE, proprietor(s) shall be SC /ST or women
- (b) In case of partnership MSE, the SC/ ST or women partners shall be holding at least 51% shares in the unit
- (c) In case of Private Limited Companies, at least 51% share shall be held by SC/ ST or women promoters.

In the opinion of Ministry of MSME, in case of tender item is non-split-able or non-dividable, etc. MSE quoting price within price band L1+15% may be awarded for full/ complete supply



of total tendered value to MSE, considering spirit of policy for enhancing the Govt. procurement from MSE.

This Policy is meant for procurement of only goods produced and services rendered by MSEs and not for any trading activities by them. An MSE Unit will not get any purchase preference over another MSE Unit.

13 MAKE IN INDIA (DIPP Clause):

The provisions of the revised Public Procurement (Preference to Make in India) Order 2017 - dated 04th June 2020 (and subsequent amendments, if any) by Department for Promotion of Industry and Internal Trade, GoI shall apply to this tender to the extent feasible.

14 PERFORMANCE SECURITY:

(14.1) Within twenty-one days after the issue of notification of award by Security Paper Mill, Hoshangabad, the supplier shall furnish performance security of 03% of the order value to Security Paper Mill, Hoshangabad, valid up to sixty days after the date of completion of all contractual obligations by the supplier, including the warranty obligations.

(14.2) 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 favour of Security Paper Mill, Hoshangabad 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.

(14.3) 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.

(14.4) 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.

15 Enclosed: ANNEXURE- I, II, III & IV

(Amit Yadav)
Dy. Manager (Material)
For Chief General Manager

CORRESPONDING ADDRESS

THE CHIEF GENERAL MANAGER
SECURITY PAPER MILL,
HOSHANGABAD-461 005 (M.P.)
Website: <http://spmhoshangabad.spmcil.co m>
E-MAIL:- amit.yadav @spmCIL.com

PHONE :- 07574 - 286847, 286776, FAX :- 07574)-255170



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)
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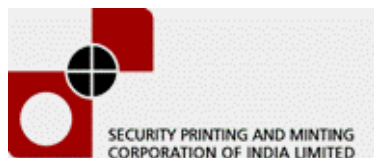
Section III: Special Instructions to Tenderers (SIT)

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 05 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	12.2,33,3 6.1	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	Not Applicable



14	18.4, 18.5	Earnest Money Deposit (EMD)	As per Section-VI point no. iv of the Part-I Techno-Commercial bid of the tender enquiry.
15	19	Tender Validity	120 DAYS FROM THE DATE OF OPENING OF QUOTATION
16	20.4	Number of Copies of Tenders to be submitted	SINGLE COPY TENDER DOCUMENT WITH SEAL AND SIGN
17	20.8	Two Bid System	Single Stage (Two packet system) refer Section-VI of tender.
18	20.9	E-Procurement	Not 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	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.
32	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,
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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.

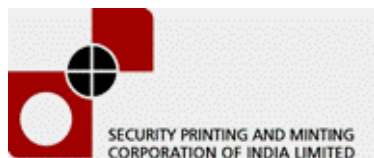
Whenever there is any conflict between the provision in the GCC and that in the SCC, the provision contained in the SCC shall prevail.

(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-I, CLAUSE NO.14 OF THE TENDER ENQUIRY)
3	8.2	Packing and Marking	NOT APPLICABLE
4	9	Inspection and Quality Control	NOT APPLICABLE
5	11.2	Transportation of Domestic Goods	NOT APPLICABLE
6	12.	Insurance	The supplier shall make arrangements for insuring the goods against loss or damage incidental to manufacture or acquisition, transportation, storage and deliver as per clause no. 12.3, 12.4, 12.5 (Not Applicable)
7	15	Distribution of Dispatch Documents for clearance/ Receipt of Goods	NOT APPLICABLE
8	16.2, 16.4	Warrantee Clause	NOT APPLICABLE
9	19.3	Option Clause	APPLICABLE
10	20.1	Price Adjustment Clause	NOT APPLICABLE
11	21.	Taxes and Duties	Applicable (Henceforth, every supplier has to indicate the break-up of Tax (GST. etc.) in price schedule/bills. In case Tax is not applicable on supplier, they must enclose relevant Tax Exemption certificate. It is must for availing input tax rebate.
12	22.	Terms and Mode of payments	100% Payment shall be done on after successful completion of work (as per section-VI) by the firm and acceptance of service by the purchaser and on production of all required documents by the firm by RTGS/NEFT.
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 Hoshangabad



			shall, without prejudice to other rights and remedies available to SPM, Hoshangabad under the contract, deduct from the contractor price, as Liquidated damages, a sum equivalent to the rate of 0.5 Percent of the delivered price of the delayed goods and/or services along with applicable GST of 18%, for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 10% + GST 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	If dispute or difference of any kind shall arise between SPMH and the supplier in connection with or relating the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within 21 days of its occurrence, then, unless otherwise provided in the SCC, either SPMH or the supplier may seek recourse to settlement of disputes through arbitration act 33.2.
16	36.3.2,	Disposal/ Sale of Scrap by Tender	Not Applicable



Section VI: List of Requirements

Schedule No.	Brief description of goods and services (Related specifications etc. are in Section-VII)	SAC Code	Accounting unit	Quantity	Amount of Earnest Money (INR)	Place of Delivery for GST purpose
1	Hiring of agency for skill test		AU	01	0.00INR	

Bids shall be submitted in two separate sealed envelopes duly super scribed as Techno-Commercial Bid and Price Bid respectively with our tender enquiry reference no. and Date. The above said two envelopes should be put in a common outer envelope should scribed with words "TECHNO-COMMERCIAL BID AND PRICE BID AGAINST TENDER ENQUIRY NO. & date with due on date" and be addressed to CHIEF GENERAL MANAGER, SECURITY PAPER MILL, HOSHANGABAD -461005 (M.P). The tender duly prepared as above and should reach this office by Registered Post/Courier Services Only, on or before the due date prescribed. Late tenders shall not be accepted. Tenderers shall submit their offers only on prescribed forms. Tender by Telegram/Fax/E-mail shall not be accepted. Tender by Post/Hand/courier received on or before the due date and time shall be accepted. Postal delay/ delay by courier service etc. shall not be condoned.

SUBMISSION OF TENDER : The bid is to be submitted in two parts are as follows :

PART-I: TECHNO-COMMERCIAL BID

Confirm the following terms and conditions and documents are to be submitted with in this Techno-Commercial Bid:-

- i. MSME firm submit valid MSME Certificate containing the tendered item in store list.
- ii. One original Tender document shall be submitted. It should not have any price aspects.
- iii. Tender document fee is NIL.
- iv. Earnest Money Deposit : The EMD of the tender is Nil and firm shall submit following undertaking on your letter Head duly seal & Signature:
"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 for the date of opening of tender".
- v. Duly filled tender form as per Section-X is to be submitted. No price detail is to be given in this bid. In case if any price detail is given, then the bids are liable to be rejected.
- vi. Place of Work: Bhopal, Indore, Ujjain, Jabalpur & Gwalior (as per Section-VII).
- vii. Period of Contract: To be executed within 01 month from the date of issue of Notification of Award of Contract (NAC)/Purchase Order (PO) (Whichever is earlier).
- viii. Validity: The tenders shall remain valid for acceptance for a period of 120 days from the opening date of quotations. Any tender valid for a shorter period shall be treated as unresponsive & rejected.



ix. Payment Terms:

(A) 100% Payment shall be done on after successful completion of work (as per section-VI) by the firm and acceptance of service by the purchaser and on production of all required documents by the firm by RTGS/NEFT.

(B) Payments to supplier are made through RTGS/NEFT. Please give details of your bank Account No., IFC Code, Bank Name, Branch code, Location of Bank etc. and GSTIN No., SAC Code of Services, Billing address, Shipping address, Place of Supply, GST% & Amount in your bill for the same, without which your payment will not be release.

(C) Bill/Invoice should be in triplicate.

x. The Tenderer shall submit detailed technical offer as per Technical Specifications (Section-VII) of this tender document. Tenderer can also submit supporting documents/leaflet/ catalogue etc.

xi. The Tenderer shall submit one format of blank Price bid to be furnished without price to know whether the firm furnished clearly all charges as required in our Price Schedule shown at Section-XI of this tender document.

xii. Firm shall submit the declaration (Annexure-II) as per GIT Clause no. 3.5, as per Ministry of Finance, Department of Expenditure OM no. 06/18/2019- PPD dated 23.07.2020.

xiii. The tenderer has to submit Annexure-III & IV as attached along with tender document with seal and signed.

xiv. The bidder should have experience to provide services to any Govt. organizations or any private organizations for the similar work i.e. typing skill test of at least 619 candidates during last 5 years. Copy of purchase order/experience certificate issue from such organizations to be submitted towards documentary evidence.

xv. The bidder firm shall have capacity to conduct typing skill test of at least 619 candidates.

Note: 1. All experience, past performance and capacity/capability related data should be certified by the authorized signatory of the bidder firm. The credentials regarding experience and past performance to the extent required as per eligibility criteria submitted by bidder will be verified from the parties for whom work has been done.

2. No price details to be given in pre-qualification Bid otherwise offer shall be rejected.

PART-II: PRICE-BID

The bidders shall quote the price and other elements of price as per the format given as Section XI of this tender document. Insertion, post script, addition and alteration shall not be entertained. If any will not be considered to calculate the price.

#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- FOR TYPING SKILL TEST RECRUITMENT OF 08 POSTS OF JUNIOR OFFICE ASSISTANT & 04 POSTS OF JUNIOR TIME KEEPER

SCOPE OF WORK:

The skill test of recruitment process is to be entrusted to the selected Recruitment agency for conducting the skill test in consultation and under direct Supervision of Security Paper Mill, Hoshangabad. The outsourcing Agency will have the following responsibilities:

ARRANGEMENT OF CENTERS FOR TYPING SKILL TEST –

- To conduct the Skill test in respect of the typing skill for the post of Jr. Office Assistant & Jr. Time Keeper under Computer environment.
- To arrange Typing Skill Test for **542 (Five Hundred and Forty Two only)** candidates of Jr. Office Assistant and **77 (Seventy Seven only)** candidates of Jr. Time Keeper.
- The exam hall should be separate for the candidates of Jr. Office Assistant & Jr. Time Keeper.
- To conduct Typing Skill Test in English or Hindi as per applicant's choice.
Qualification criteria: a) English- 40 WPM b) Hindi- 30 WPM
- To organize and arrange adequate test Centers at the places below with consultation of SPM, Hoshangabad:-
1. Bhopal 2. Indore 3. Ujjain 4. Jabalpur 5. Gwalior
- The centers should have the facilities of computer, computer labs, rooms, furniture, invigilation, supervision, drinking water, toilets etc.
- Main areas of Test Venue should have thoroughly sanitized. Candidates seating areas including monitor, keyboard, mouse, webcam, desk and the chair should have properly disinfected.
- Arrangement of Sanitizer bottles at entry gates, labs, registration desks, server rooms, staff/observer room etc.
- Arrangement of advisory notice boards to caution the candidates about Social Distancing precautions will be positioned at suitable locations within & near the venue.
- To ensure availability of Superintendents, invigilators and other staff at all test centers.
- To hand over all associated documents regarding Typing Skill test to Security Paper Mill, Hoshangabad (viz. Admit Card, Xerox copy of identity proof) and also merit list along with score prepared as per category wise (UR/SC/ST/OBC/EWS/PwD) for the post of Jr. Office Assistant & Jr. Time Keeper.
- To arrange and ensure proper Security in the premises, where skill test is being conducted.

DEVELOPMENT OF QUESTION PAPER FOR TYPING TEST FOR THE POST OF JR. OFFICE ASSISTANT & JR. TIME KEEPER:-

- To design and develop test paper for skill test for both English and Hindi typing.
- The agency has to ensure that all the Fonts (ie. Mangal, inscript, Kruti Dev, Kundli, Devlys etc.) are available in system for Hindi Typing test.
- Preparation of adequate number of Skill test paper sets of appropriate standard as per requirements of Security Paper Mill, Hoshangabad.



- The Agency will have to provide the Skill test paper sets of appropriate standard and composition considering the qualifying criteria. Such sets are required to be scientific and should be properly validated and moderated for different batches of candidates.
- It has to be ensured that the paragraphs/passages for typing test have not been directly picked up from any ready sources.
- In case of multiple shifts of the same examination, the agency has to ensure that each set to be of similar difficulty level and composition.
- Security Paper Mill, Hoshangabad keeps the liberty to cross verify & certify the same with its own set of independent experts.

CONDUCT OF TEST:-

- The selected Agency shall be responsible for identification, preparation and management of the test centres. All details of applicants found eligible will be provided in soft copy to the selected Agency for issue of admit card (through online download). The examination shall be conducted in single/multiple batches and will be completed within maximum 7 days.
- Safe handling of the Candidates data provided by Security Paper Mill, Hoshangabad for preparation of Admit Cards, Photo bearing Attendance sheet etc.
- The Typing Skill Test will be of 10 minutes only and 5 minute compensatory time shall be provided to PwD candidates.
- Passage Dictators to be provided for Visually Impaired Candidates on prior request communicated by Security Paper Mill, Hoshangabad.
- The agency has to ensure that there is an option for English & Hindi typing test in software as per applicant's choice. The option should be locked once the choice is exercised by the candidate.
- To take a declaration from the candidate before the conduct of the typing test to the effect that the hardware and software provided to them are in order.
- All other associated documents of Typing test to be arranged to reach Security Paper Mill, Hoshangabad within a maximum period of 07 days from the date of conduct of Typing Test in sealed condition duly attested by authorized representative of Agency.
- The agency would be responsible for any consequences arising as a result of any variation/mis-management.
- To pack & seal the test paper booklets and make centre wise packets of the test booklets and ensure delivery of the same at the test venues and also to retrieve back test material both used and unused directly from the test centres. Alternatively, Agency may use software to display test paper on computer and conduct the skill test. If so, agency shall provide the interface to upload test papers at central server and secure link to download the test paper at test centres.
- To provide the result in a mutually agreeable format for those candidates who meet the minimum typing speed as per essential qualification and shall pass the skill test as per required standard.
- To prepare the list of the candidates who qualify for Skill test separately in category wise (UR/EWS/SC/ST/OBC/PH).
- The entire database in respect of Skill test has to be provided by System Support Service on CD in MS-EXCEL and also to preserve all the documents including successful, rejected and un-successful candidates for any categories.
- The agency will provide necessary assistance with required available information to Security Paper Mill, Hoshangabad for applications received under RTI Act-2005 in connection with the typing Skill Test.
- The successful Agency shall also handle and deal with all the applications received under RTI Act 2005 in respect of Skill test conducted by the Agency.
- Minimum 128 bit encryption should be applied to the data that is transmitted over the internet.



- Identification of candidates appearing for the exam shall be made through Hall ticket, photo ID (such as voter id, Aadhar card, Pan Card, Driving license etc.)
- The Agency shall provide proper facility to the physically challenged/handicapped candidates.
- The Agency shall take all steps to prevent leakage of skill test papers and will ensure secrecy of the same.
- Agency shall adhere to all necessary security compliances like Encryption of question papers, encrypted communication/data transfer, password protection and accessibility by authorized officers etc.
- The time schedule for conducting the examinations shall be finalized by the Security Paper Mill, Hoshangabad. Tentatively in December 2021/January 2022.
- To Prepare Candidate's photo bearing attendance sheet.
- The Agency will arrange to transmit the attendance details of each batch of examination.
- The Agency must have to handover result to SPM, Hoshangabad on the same day of Typing Test
- Any other Conditions as agreed by both the parties.

GENERATION OF CALL LETTERS FOR SKILL TEST-

- Details of candidates along with photo/signature will be shared to the concerned Agency by SPM, Hoshangabad.
- The Agency will allocate a test center for each candidate on the selection of the center for Examination and availability at Test centers.
- The Agency will provide the master list of the candidates along with test center to SPM, Hoshangabad.
- The Agency will provide link to SPM, Hoshangabad for downloading candidate-wise admit card and the same will be displayed on SPM, Hoshangabad website.
- Framing of notification to candidates and intimation about the date of skill test along with registration number and password required for downloading admit card via SMS/E-mail will be done by the Agency. (giving sufficient time to candidates)
- To prepare a Demo Link for Typing Test along with instructions/guidelines to the candidates so as to accustom candidates with respect to the typing test format.

SIGNATURE OF BIDDER WITH NAME,
DESIGNATION & SEAL



Section VIII: Quality Control Requirements

Not Applicable



Section IX: Qualification/ Eligibility Criteria

MINIMUM ELIGIBILITY CRITERIA

(i) **EXPERIENCE:**

The bidder should have experience to provide Services to any Govt. organizations or any private organizations for the similar work i.e. typing skill test of at least 619 candidates during last 5 years. Copy of Purchase order / Experience Certificate issued from such organizations to be submitted towards documentary evidence.

(ii) **CAPACITY & CAPABILITY:**

The bidder firm shall have capacity to conduct Typing skill test of at least **619** candidates.

Note: All experience, past performance and capacity/ capability related data should be certified by the authorized signatory of the bidder firm. The credentials regarding experience and past performance to the extent required as per eligibility criteria submitted by bidder will be verified from the parties for whom work has been done.



Section X: Tender Form

Date.....

To,

.....
.....
.....

(Complete address of SPMCIL)

Ref: Your Tender document No: **6000016797/HR/SKILL TEST/** **Dated: 16.12.2021**

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:

GST No. _____

SAC Code for Service :

SN	Price Break Up	Rate
1	Basic Price per unit (as per Section VII)	
2	Other charges (if any) Please specify	
3	Sub Total (1+2)	
4	GST in % only on 3	
5	Total Price (in figures only) (3+4) Rs.	
6	Total Quantity	619
7	Grand Total Price (up to test center Bhopal, Indore, Ujjain, Jabalpur & Gwalior) (in figures only) (5 x 6) Rs.	
8	Grand Total Price (up to test center Bhopal, Indore, Ujjain, Jabalpur & Gwalior) (in words only) (5 X 6) Rupees.	

1. **Scope of Work** : Hiring of agency for skill test as per Section- VII of the tender document.

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 decided taking into consideration the total landed price up to SPM Hoshangabad.
- 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.



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.	
In Lieu of Bank Certificate to be obtained as under, please attach a bank cancelled cheque or photocopy of a cheque or front page of your bank passbook issued by your bank for verification of the above particulars.		

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

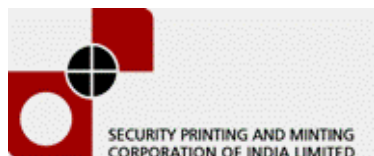


Date

Signature of the Customer

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

Stamp and
Signature of authorized
Official of the bank

**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 (<input checked="" type="checkbox"/>)
1	Firm has submit valid MSME Certificate (if applicable)	
2	One original copy shall be submitted. It should not have any price aspects.	
3	Earnest Money Deposit : Declaration as per tender document.	
4	Duly filled tender form as per Section-X is to be submitted. No price detail is to be given in this bid. In case if any price detail is given, then the bids are liable to be rejected.	
5	Place of Work: _____ (as per Section-VII).	
6	Period of Contract: _____ from the date of issue of Notification of Award of Contract (NAC)/Purchase Order (PO) (Whichever is earlier).	
7	Validity: 120 days from the date of opening of tender	
8	Payment Terms: 100% payment after successful completion of work	
9	Technical Specification as per Section-VII of the tender document	
10	Blank Price bid as per Section-XI of the tender document (without mentioning any price element in it)	
11	The tenderer has to submit Annexure-II as attached along with tender document with seal and signed	
12	The tenderer has to submit Annexure-III as attached along with tender document with seal and signed	
13	The bidder shall submit document related experience/capability as per section-VI of the tender document.	

Part II : - PRICE BID

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

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



ANNEXURE-II

Tender No. 6000016797/HR/SKILL TEST/1467 Dated 16.12.2021

(To be submitted on the letter head)

DECLARATION

"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 at 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-III

Tender No. 6000016797/HR/SKILL TEST/1467 Dated 16.12.2021

(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. 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 for the date of opening of tender.

Signature.....

Name.....

Designation.....

Date.....

Stamp of the Organization.....

**ANNEXURE-IV****Tender No. 6000016797/HR/SKILL TEST/1467 Dated 16.12.2021****Declaration for Section 206AB of TDS under Income Tax Act, 1961****(To be submitted on the letter head)****DECLARATION**

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%).