

Bid Document

Bid Details	
Bid End Date/Time	26-09-2022 15:00:00
Bid Opening Date/Time	26-09-2022 15:30:00
Bid Offer Validity (From End Date)	120 (Days)
Ministry/State Name	Ministry Of Finance
Department Name	Department Of Economic Affairs
Organisation Name	Security Printing And Minting Corporation Of India Limited (spmci)
Office Name	Janpath
Total Quantity	1000000
Item Category	Cotton Fabric Based Passport Cover Material (Buckram) (Q3)
Minimum Average Annual Turnover of the bidder (For 3 Years)	390 Lakh (s)
OEM Average Turnover (Last 3 Years)	390 Lakh (s)
Years of Past Experience Required for same/similar service	1 Year (s)
MSE Exemption for Years Of Experience and Turnover	Yes
Startup Exemption for Years Of Experience and Turnover	Yes
Document required from seller	Experience Criteria,Past Performance,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Past Performance	40 %
Bid to RA enabled	No
Time allowed for Technical Clarifications during technical evaluation	2 Days
Is Part Quantity Bidding Allowed?	Yes
Evaluation Method	Total value wise evaluation

EMD Detail

Advisory Bank	Indusind bank
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EMD Percentage(%)	1.00
EMD Amount	970000

ePBG Detail

Advisory Bank	Indusind bank
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	23

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

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

Beneficiary:

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

Splitting

Splitting Applied	Yes
Maximum No. Of Bidders Amongst Which Order May Be Split	2

MII Purchase Preference

MII Purchase Preference	Yes
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MSE Purchase Preference

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

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

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

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

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

Part Quantity Bidding

Buyer has allowed part quantity bidding, bidders can offer maximum quantity that they can deliver keeping in mind their capacity and delivery period requirements. The offer quantity has to be more than minimum bid quantity as specified by the Buyer in the bid. Offers with quantity less than Minimum are liable to be rejected. It may however be noted that there is no guarantee that full offer quantity will be ordered by the buyer. Quantity to be ordered by the buyer will depend on various factors including the Ranking of the bidder, Offered quantity, Splitting criteria indicated by the buyer in the bid and the requirement of the buyer to have multiple sources of supply for ensuring supply chain etc. Sellers would be notified about likely order quantity or range of possible order quantity at the time of price match request made by the buyer. ward of contract will be subject to acceptance of price match request along with min / max offer quantity as decided by the Buyer.

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

Itemwise Minimum Capacity Required From Seller

Item Category	Item Quantity	Minimum Capacity
Cotton Fabric Based Passport Cover Material (Buckram)	1000000	250000

Cotton Fabric Based Passport Cover Material (Buckram) (1000000 sheet)

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

Brand Type	Unbranded
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Technical Specifications

Buyer Specification Document	Download
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Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Delivery Schedule (In number of days from contract start days)		
			Quantity	Delivery to start after	Delivery to be completed by
1	Biplab Basak	422101,India Security Press, Nashik Road Nashik , Maharashtra	1000	1	30
			125000	41	70
			125000	71	100
			125000	101	130
			125000	131	160
			125000	161	190
			125000	191	220
			125000	221	250
			124000	251	280

Buyer Added Bid Specific Terms and Conditions

1. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1. QUALIFICATION/ ELIGIBILITY CRITERIA

(a) Experience and past performance:

The bidder (manufacturer or principal of authorised representative -hereinafter

referred simply as 'The Bidder') should have manufactured and supplied [Name of item] of at least 126440 sq. meter of similar type of Cotton Fabric based Cover Material in any one of the last five years ending on "31st March 2021".

Note: i) *Copies of PO's and completion/experience certificates issued by customers to be provided in support of above.

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

(b) Capability, equipment and manufacturing facilities:

(i) The Bidder firm should have annual capacity of manufactured and supplied at least 126440 sq. meter of similar type of Cotton Fabric based Cover Material. The self attested details shall be submitted along with bid.

Note: At the discretion of the purchaser, the Capacity / Capability Assessment / Verification of bidder / manufacturer firm(s) might be undertaken by Tender Evaluation Committee or through a third party Technical Consultancy / Inspection agencies to ensure that the firm is/are identified and capable to supply the item/material/product as required.

(ii) The bidder firm shall provide the following details with the bid documents :

(a) Name of the machine(s) utilized to supply the quoted product.

(b) The number of machines being utilized for the production and the capacity of each machine.

(c) Total Annual Capacity of the Machine.

(d) Supply orders in hand and proportionate capacity to supply the quoted product.

(c) Financial standing:

(i) **Average Annual Turnover** The average annual financial turnover of the bidder during the last three years, ending on '31st March 2021', should be at least 3,89,88,000.00 as per the annual report (audited balance sheet and profit & loss account) of the relevant period, duly authenticated by a Chartered Accountant/Cost Accountant in India or equivalent in relevant countries.

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

(ii) The bidder should not have suffered any financial loss for more than one year during the last three years, ending on '31st March 2021'.

(iii) a) The net worth of the Bidder should not be negative on '31st March 2021' and also
b) should not have eroded by more than 30% in the last three years, ending on '31st March 2021'.

(d) The criteria for Capability, Equipment and Manufacturing facilities as well as financial loss and net worth under the financial standing eligibility criteria (above) shall be applicable to all the bidder firms including MSES & Startup Firms.

(e) For Existing successful Past Suppliers: In case the bidder (manufacturer or principal of authorised representative) who is a successful past supplier of 'The Product' in at least one of the recent past three procurements, who do not meet any or more of requirements above, would also be considered to be qualified in view of their proven credentials, for the maximum quantity supplied by him in such recent past. (This clause is not applicable for Security Items as notified by Government of India from time to

time.)

2. **Undertaking(s):**

- (i) The firm should give undertaking that, **“We / the Principle Manufacturer have not been black-listed/ debarred for dealing with any Govt. Organization / Public Sector Undertaking (PSU) / Reputed Organization in the past”**.
- (ii) The firm should give undertaking that, **“We agree to withdraw all the deviations, if any, unconditionally and accept all the terms and conditions of the tender document including the technical specifications”**.
- (iii) That the Operation carried in Pakistan/China, if any, should be suitably firewalled from the contract/ operations with Government of India. Further, no employee who has previously worked or been posted in Pakistan China, and no Pakistani/ Chinese national or person of Pakistan/ Chinese origin should be engaged by the company for this project.
- (iv) The supplier while claiming the payment shall furnish the following certificate to the paying authorities:
“We hereby declare that additional set offs/ input tax credit to the tune of Rs. XXXXX (to be filled while claiming the payment) has accrued and accordingly the same is being passed on to the purchaser and to that effect the payable amount may be adjusted”.

3. **Other Eligibility requirements for the Bidders:**

- 3.1 The bidder shall submit Local Content details as per clause No. 9; Verification of Local content, of Public procurement (Preference to make in India) order 2017 No. P-45021/2/2017-PP(BE-II) & as per section X; Tender form clause no. 2. Make in India Status; it is requested to provide a certificate from statutory auditor or cost auditor of your company.
- 3.2 The bidder shall provide names of Organization(s)/ Firm(s) with Addresses and Telephone numbers, Fax numbers, E-mail addresses to which manufacturer/ bidder firm has supplied similar type of **‘Cotton Fabric based Cover Material’** in past.
- 3.3 The undertaking that the information given in the documents are correct and the Bidder is aware that in case any information provided is found to be false at a later stage, ISP reserves the right to reject/ disqualify the bidder at any stage of the tendering process without assigning any reason.
- 3.4 The bidder has to submit **Power of Attorney/ Authorization** indicating that authorized signatory is competent and legally authorized to submit the tender and / or enter into legally binding contract.
- 3.5 **Manufacturer’s Authorisation Letter:** In case the bidder firm/ bidder offers to supply **‘Cotton Fabric Based Cover Material’**, which is manufactured by some other firm, the bidder has to be duly authorized by the manufacturer of the stated material to quote for and supply the same to India Security Press, a unit of SPMCIL. The bidder shall submit the manufacturer’s authorization letter to this effect as per the standard form provided in buyer uploaded ATC Uploaded document.

One manufacturer can participate through one authorized agent or one agent can participate on behalf of one Principal Manufacturer only.
- 3.6 While evaluating the tender all credentials of the principal manufacturer only shall be considered. However authorized agent can participate / submit the tender on behalf of principal manufacturer.
- 3.7 All experience, past performance and capacity/ capability related/ data should be certified by the authorized signatory of the bidder firm. The bidder should submit documentary evidence regarding the past supply. The credentials regarding experience and past performance to the extent required as per eligibility criteria submitted by bidder

should be verified from the parties for whom work has been done, hence copies of orders and corresponding experience certificate are to be submitted along with offer.

- 3.8** The application should be submitted in English Language. The authenticated copies of the documents in support of the applicant's claims must be submitted in **English language**.
- 3.9** All financial standing data (Balance sheet and Profit & Loss Statements etc.) should be certified by certified accountants' e.g. Chartered Accountants (CA).
- 3.10** Decision on Finalization of tender will be taken based on the documents submitted along with the tender. All documents must be submitted as per tender requirement failing which offers will be liable for rejection and no further correspondence will be made/ entertained for clarification after opening of the tender.
- 3.11** All the pages submitted are to be required & sealed by Authorised Signatory failing which tender shall be treated as unresponsive.
- 3.12** Bidder firm shall submit the copy of PAN & GST Registration Certificate.

4. Bid Splitting/Parallel contracts:

India Security Press, Nashik reserves its right to conclude Bid Splitting/Parallel Contract with more than one bidder (maximum upto two bidders for the same tender) without any prejudice to the capacity of the L1 bidder, as given below:

- a) Bidder firm should not quote for less than 25% of the tender quantity; otherwise their offer would be considered as unresponsive.
- b) Among all qualified bids, the lowest bid will be termed as L1. The rate quoted by L1 bidder will be counter offered to L2 bidder and, if agreed, orders shall be placed at a ratio L1 : L2 = 70:30 of the total tendered quantity.
- c) However, Purchaser also reserves the right to place Purchase Order for the 100% tendered quantity on the lowest qualified bidder in case L2 bidder does not accept L1 rates.
- d) In case of only one eligible bidder, 100% quantity will be allocated to the eligible bidder.

5. General Condition Of Contract (GCC):

5.1 Packing and Marking: As per Technical Specifications of the tender document.

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

5.3 Inspection and Quality Control In addition to clause No. 9 of GCC the following shall also be applicable:-

i) The material supplied by the successful bidder will be accepted on manufacturer's conforming to all parameters as per specification as stated in Technical Specification. The material will be accepted on manufacturers guarantee certificate to be sent to purchaser. If any defects observed or the material is found unsuitable, then the same will be returned to the supplier for free replacement upto India Security Press, Nashik or the purchaser shall be entitled to cancel the contract, and if so desired, purchase or authorize purchase of the stores at the risk and cost of the contractor.

ii) Pre-despatch Inspection: At the discretion of the Chairman and Managing Director, Security Printing and Minting Corporation of India Limited or The Chief General Manager, India Security Press, Nasik, Maharashtra, authorized official(s) will carry out Pre-dispatch inspection at manufacture's site. All expenses towards the travel, boarding, lodging, miscellaneous expenditure and daily allowance allowances shall be borne by the purchaser .in the event that the purchaser is not able to depute its representative; it shall issue specific authorization to the supplier to dispatch the said Cotton Fabric Based Passport Cover Material (Buckram) size 580 X 545 mm with waiver certificate.

iii) The inspection procedure and the arrangement will be according to the contract agreed mutually between the supplier and the purchaser.

5.4 Insurance: A specific insurance cover for each consignment / supply is to be given by the firm, as applicable.

5.5 Warranty Clause: Supplier should submit Test Certificate and provide the warranty with free replacement for a period of 12 months from the date of acceptance of Material at ISP.

5.6 Taxes and Duties: If the tenderer fails to include taxes and duties as per law of the land in the tender, no claim thereof will be considered by purchaser at a later stage.

5.7 Terms and Mode of Payment: The payment shall be made in the following manner-

(a) The payment term is 100% within 30 days after receipt and acceptance of goods by the Purchaser and on production of all required documents by the supplier. The payment will be done through RTGS only. Therefore, the suppliers have to produce all the Bank details such as Name of Bank, Account No., IFSC Code No., MICR No. along with the Tender document.

(b) The supplier while claiming the payment shall furnish the following certificate to the paying authorities:
"We hereby declare that additional set offs/ input tax credit to the tune of Rs. XXXXX (to be filled while claiming the payment) has accrued and accordingly the same is being passed on to the purchaser and to that effect the payable amount may be adjusted".

5.8 India Security Press, Nashik reserves the right to terminate the contract, in whole or in part for ISP's convenience, by serving written notice on the supplier at any time during the currency of contract.

5.9 If there is any change in policy of Government of India, Purchaser reserves the right to foreclose the order placed at any point of time with a written notice of one month in advance.

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

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

6. The requirement of 10,00,000 sheets of Cotton Fabric Based Passport Cover Material is as under:

Schedule No.	Brief Description of Goods/ services	Quantity (with unit)
1.	Passport Cover Dark Blue 580 X 545 mm	900000 Sheets
2.	Passport Cover Light Blue 580 X 545 mm	70000 Sheets

3.	Passport Cover Sky Blue 580 X 545 mm NEW	2000 Sheets
4.	Passport Cover Red 580 X 545 mm	2000 Sheets
5.	Passport Cover Violet 580 X 545 mm	2000 Sheets
6.	Passport Cover Yellow 580 X 545 mm	2000 Sheets
7.	Passport Cover White 580 X 545 mm	2000 Sheets
8.	Passport Cover Orange 580 X 545 mm	2000 Sheets
9.	Passport Cover Maroon 580 X 545 mm	2000 Sheets
10.	Passport Cover Olive Green 580 X 545 mm	2000 Sheets
11.	Passport Cover Yellow 580 X 545 mm	2000 Sheets
12.	Passport Cover Grey 580 X 545 mm NEW	2000 Sheets
13.	Passport Cover Off White 580 X 545 mm	2000 Sheets
14.	Passport Cover Brown 580 X 545 mm	2000 Sheets
15.	Passport Cover Parrot Green 580 X 545 mm	2000 Sheets
16.	Passport Cover Black 580 X 545 mm	2000 Sheets
17.	Passport Cover Saffron 580 X 545 mm	2000 Sheets

7. Delivery Schedule for Cotton Fabric Based Passport Cover Material (Buckram):Required Quantity :10,00,000 Sheets.

Sr. No.	Require quantity	Delivery period
001	1000 sheets of Dark Blue Colour as a Pilot Batch has to be supplied within 30 days from the date of issue of award of contract. Bulk supply shall start after the receipt of acceptance of pilot batch in writing from ISP (which will take approx. 10days).	01 to 30 days
002	125000 sheets	41 to 70 days
003	125000 sheets	71 to 100 days
004	125000 sheets	101 to 130 days
005	125000 sheets	131 to 160 days
006	125000 sheets	161 to 190 days
007	125000 sheets	191 to 220 days
008	125000 sheets	221 to 250 days

Note: The assorted colors requirement will be given within the above delivery schedule with one month notice form ISP.

8. Ministry of Finance, Department of Expenditure, Public Procurement Division, 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 specified countries shall be applicable to this tender. Bidders are required submit the appropriate undertaking in this regard. Salient features of this are:

(i) Any bidder from a country which shares a land border with India (excluding countries as listed in the website of Ministry of External Affairs, to which the Government of India has extended lines of credit or in which the Government of India is engaged in development projects) will be eligible to bid in this tender only if the bidder is registered with the Registration Committee constituted by the Department for promotion of Industry and Internal Trade (DPIIT). The bidders shall enclose following certificate in this regard.

"We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; and solemnly certify that we are not from such a country or, if from such a country, we are registered with the Competent Authority (copy enclosed). We hereby certify that we fulfill all requirements in this regard and are eligible to be considered."

(ii) In tenders for Turnkey contracts including works contracts, the successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is similarly registered with the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT). In such cases the bidders shall enclose following certificate:

"We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries,; and solemnly certify that we are not from such a country or, if from such a country, we are registered with Competent Authority (copy enclosed) and we will not subcontract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. We hereby certify that we fulfill all requirements in this regards and are eligible to be considered."

(iii) "Bidder" including the terms 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.

(iv) "Bidder from a country which shares a land border with India" for the purpose of this Order **means:-**

- a) An entity incorporated, established or registered in such a country; or
- b) A subsidiary of an entity incorporated, established or registered in such a country; or
- c) An entity substantially controlled through entities incorporated, established or registered in such a country; or
- d) An entity whose beneficial owner is situated in such a country; or
- e) An Indian (or other) agent of such an entity; or
- f) A natural person who is a citizen of such a country; or
- g) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.

(v) The beneficial owner for the purpose of (III) above will be as under:

- a) In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more judicial person, has a controlling ownership interest or who exercise control through other means.

b) Explanation:

(1) "Controlling ownership interest" means ownership of or entitlement to more than twenty-five per cent of shares or capital or profits of the company.

(2) In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of Capital or profits of the partnership.

(3) In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;

(4) Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official.

(5) In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

(vi) An Agent is a person employed to do any act for another, or to represent another in dealings with third person.

9. BIDDER MUST SUBMIT REQUIRED DOCUMENTS ALONG WITH BELOW MENTIONED CHECKLIST.

Sr. No.	Description	Submitted /Not Submitted
1.	Acceptance of the Technical Specification duly stamped and signed on firms letter head	
2.	Documentary evidence towards Experience as per clause 1(a) mentioned under Buyer Added Bid Specific ATC	
3.	Undertaking towards Capability, equipment and manufacturing facilities as per clause 1(b) mentioned under Buyer Added Bid Specific ATC	
4.	Documentary evidence towards Financial Standings data as per clause 1(c) mentioned under Buyer Added Bid Specific ATC	
5.	Undertaking/Declaration as per Clause 2. mentioned under Buyer Added Bid Specific ATC.	
6.	Other Eligibility requirements for the Bidders as per clause No.3. mentioned under Buyer Added Bid Specific ATC.	
7.	Adherence to the Inspection and Quality Control, Pre-Shipment Inspection, Delivery Schedule & Quality Control Requirement, as per Clause 5.3 mentioned under Buyer Added Bid Specific ATC.	
8.	Adherence to the Bid Splitting/Parallel contract as per Clause 4 mentioned under Buyer Added Bid Specific ATC.	
9.	Adherence to the Special Conditions of Contract (SCC) as per Clause 5 mentioned under Buyer Added Bid Specific ATC	
10.	Adherence to the Acceptance of Requirement of 10,00,000 sheets of Cotton Fabric Based Passport Cover Material as per Clause 6 mentioned under Buyer Added Bid Specific ATC.	
11.	Adherence to the Acceptance Delivery Schedule for Cotton Fabric Based Passport Cover Material (Buckram) as per Clause 7 mentioned under Buyer Added Bid Specific ATC.	
12.	Certificate of Local Content against Make in India Order	

13.	Copy of GeM bid documents duly sealed & Signed by authorized signatory of bid document	
14.	Undertaking as per Clause 8 for land border sharing criteria mentioned under Buyer Added Bid Specific ATC.	
15.	Copy of PAN and GST Registration Certificate of bidder as per Clause 3.12 mentioned under Buyer Added Bid Specific ATC.	

2. Buyer Added Bid Specific ATC

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

3. Generic

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

4. Forms of EMD and PBG

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

5. Forms of EMD and PBG

Bidders can also submit the EMD with Banker's Cheque in favour of India Security Press, a Unit of SPMCIL payable at Nashik.
Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

6. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of India Security Press, a Unit of SPMCIL payable at Nashik.
Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

7. Forms of EMD and PBG

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

8. Generic

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

9. Generic

Upload Manufacturer authorization: Wherever Authorised Distributors are submitting the bid, Manufacturers Authorisation Form (MAF)/Certificate with OEM details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid.

10. **Scope of Supply**

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

11. **Turnover**

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

12. **Turnover**

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

13. **Financial Criteria**

NET WORTH: Net Worth of the OEM should be positive as per the last audited financial statement.

14. **Inspection**

Pre-dispatch inspection at Seller premises (Fee/Charges to be borne by the BUYER): Before dispatch, the goods will be inspected by Buyer / Consignee or their Authorized Representative or by Nominated External Inspection Agency (independently or jointly with Buyer or Consignee as decided by the Buyer) at Seller premises (or at designated place for inspection as declared / communicated by the seller) for their compliance to the contract specifications. Fee/Charges taken by the External inspection Agency and any external laboratories testing charges shall be borne by the Buyer. For in-house testing, the Sellers will provide necessary facilities free of cost. Seller shall notify the Buyer through e-mail about readiness of goods for pre-dispatch inspection and Buyer will notify the Seller about the Authorized Representative/ Nominated External Inspection Agency and the date for testing. The goods would be dispatched to consignee only after clearance in pre-dispatch inspection. Consignee's right of rejection as per GTC in respect of the goods finally received at his location shall in no way be limited or waived by reason of the goods having previously been inspected, tested and passed by Buyer/ Consignee or its Nominated External Inspection Agency prior to the goods' shipment. While bidding, the sellers should take into account 7 days for inspection from the date of email offering the goods for inspection. Any delay in inspection beyond 7 days shall be on the part of the buyer and shall be regularised without Liquidated Damages.

When there is requirement of submission the advance sample, the seller shall inform the buyer promptly through emails about the date of submission of sample to the buyer nominated Inspection agency.

15. **Certificates**

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

16. **Certificates**

Material Test Certificate Should Be Sent Along with The Supply. The Material Will Be Checked by Buyer's Lab & the Results of the Lab will be the Sole Criteria for Acceptance of the Item.

17. Past Project Experience

For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:

- a. Purchase Order copy along with Invoice(s) with self-certification by the bidder that supplies against the invoices have been executed.
- b. Execution certificate by client with order value.
- c. Any other document in support of order execution like Third Party Inspection release note, etc.

Disclaimer

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

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

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

---Thank You---