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Not Transferable

Security Classification:UNCLASSIFIED

## TENDER DOCUMENT FOR HIRING OF: SERVICES FOR RE-PINNING OF PERFORATION PIN CYLINDERS (100 X 4 SET)

**Tender Number: 6000017224/SY-15-13(12)/2021, Dated: 05.03.2022**

This Tender Document Contains \_\_\_\_\_ Pages.

Details of Contact person in SPMCIL regarding this tender:

Name: Ashok Sharma  
Designation: Joint General Manager (MM)  
Address: ISPN (India Security Press, Nashik)  
India

***Disclaimer***

The information contained in this Bid Document or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Security Printing and Minting Corporation Limited (hereafter referred as the "Purchaser") or any of its employees or associated agencies, is provided to Bidder(s) on the terms and conditions set out in this Bid Document and such other terms and conditions subject to which such information is provided.

This Bid Document is not an agreement and is neither an offer nor invitation by the Purchaser to the prospective Bidder(s) or any other party hereunder. The purpose of this Bid Document is to provide the Bidder(s) with information to assist them in the formulation of their proposal submission. This Bid document does not purport to contain all the information Bidder(s) may require. This Bid document may not be appropriate for all bidders, and it is not possible for the Purchaser to consider particular needs of each Bidder. Each Bidder should conduct its own investigation and analysis, and should check the accuracy, reliability, and completeness of the information in this document and obtain independent advice from appropriate sources.

Information provided in this Bid Document to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Purchaser, its employees and other associated agencies accept no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

This Bid document and ensuing bids; communications and Contracts would alone determine the legal and commercial relationship between the bidders/ contractors and the Purchaser. No other Government or Purchaser's document/ guidelines/Manuals including its Procurement Manual (which are for internal and official use of its officers), have any locus standi in such a relationship. These documents/guidelines/ Manuals therefore should not be cited or referred in any legal or dispute resolution or grievance redressal proceedings.

The Purchaser, its employees and other associated agencies make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Bid Document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Bid Document and any assessment, assumption, statement or information contained therein or deemed to form part of this Bid Document or arising in any way for participation in this Bid Stage.

The Purchaser, its employees and other associated agencies also accept no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder(s) upon the statements contained in this Bid Document.

The Purchaser may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this Bid Document.

The issue of this Bid Document does not imply that the Purchaser is bound to select Bidder(s) and the Purchaser reserves the right to reject all or any of the Bidders or Bids or to decide to drop the procurement process at any stage without assigning any reason.



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The Bidder(s) shall bear all its costs associated with or relating to the preparation and submission\* of their Bids including but not limited to preparation, copying, postage, delivery fees, expenses associated with any submission of samples, demonstrations or presentations which may be required by the Purchaser or any other costs incurred in connection with or relating to their Bids. All such costs and expenses will remain with the Bidder(s) and the Purchaser shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder(s) in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

This disclaimer forms an integral part of the Bid document and shall supplement but not supplant the provision of the Bid Document.



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**SECTION I: NOTICE INVITING TENDER (NIT)**

INDIA SECURITY PRESS

(A Unit of Security Printing and Minting Corporation of India Limited)

Wholly owned by Government of India

Nashik Road – 422 101 (Maharashtra) Tel No 00 91 253 2402200, Fax No 00 91 253 2462718

Website: www.spmcil.com, email: [purchase.isp@spmCIL.com](mailto:purchase.isp@spmCIL.com)

**Tender No. 6000017224/SY-15-13(12)/2021**

**Date: 05.03.2022**

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

GeM-Availability Report ID and Past Transaction Summary GEM/GARPTS/02082021/XULZMIL5FWKD (as per para 11 a below)

Schedule No	Brief Description of Goods/ services	Quantity (with unit)	Earnest Money Deposit in (RS)	Remarks
1.	Re-Pinning of Perforation Pin Cylinder 100X4 Set	03 AU	Rs. 14,000.00	

Type of Tender (Two Bid/ PQB/ EOI/ RC/Development/Indigenization/ Disposal of Scrap/ Security Item etc):	Two bid (Single Stage) i.e. (Techno-commercial + Price Bid) National Competitive Bidding (NCB)
Security Classification	Non-Security
Authority in whose favour all tender related financial instruments (FD, DD, Banker's Cheque etc) are to be made	SPMCIL, Unit ISP Nashik
All Financial instruments to be payable at	Nashik
Date and place of issue of tender documents:	05.03.2022 to 12.04.2022 Purchase Section, India Security Press, Nashik Road
Closing date and time for receipts of tenders	12.04.2022 upto 14.30 Hours
Place of receipt of tenders	Green Gate, India Security Press, Nashik Road
Time and date of opening of tenders for Technical Bid. Place, Time and date of Opening of Price (Financial) bid would be intimated later on	12.04.2022 at 15.00 Hours.
Place of opening of tenders	Purchase Section, India Security Press, Nashik Road
Nominate Person/ Designation to Receive Bulky Tenders (Clause 21.1 of GIT)	Jt GM (HR), India Security Press, Nashik Road
Officer to be contacted for clarifications/help:	Shri. Ashok Kumar, Jt GM(M), India Security Press, Nashik Road
Name and Contact Details of Independent Monitor(s) for integrity Pact (Please refer to clause 44.3 of GIT) for this tender.	Not Applicable

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. 6/18/219-PPD dated 23<sup>rd</sup>/24<sup>th</sup> July 2020 (or any further amendments thereof) regarding eligibility of bidders from neighboring countries shall apply to this tender.
3. Please note that SPMCIL reserves its right to grant Purchase Preference 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 Tenderes may obtain further information about his requirement from the above office selling the documents. They may also visit our website mentioned above for further details.



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5. Tenderers 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 filing the required information. A certificate to this effect must be submitted by the bidder in the Tender Form (Section X).
6. Tenders shall ensure that their tenders duly sealed and signed, completed in all respects as per the 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 proffs of cost of Tender Document and EMD as applicable-unless on line payment gateway is provided in the instructions) as per instructions given in this regards 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 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. Undersigned confirms that the required goods mentioned above are not available GeM as per "Gem-Availability Report and Past Transaction Summary" (GeM-AR&PTS). This unique ID is Mentioned in para 1 above

Jt. General Manager (Material) & CPSO  
For Chief General Manager,  
India Security Press,  
Nashik Road. Phone No 0253 2402219

Address for dropping the tender documents  
Green Gate,  
India Security Press,  
Nashik Road-422 101, Maharashtra,



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**SECTION II: GENERAL INSTRUCTIONS TO TENDERERS (GIT)**

***PART I & II: GENERAL INSTRUCTIONS Applicable to all Types of Tenders:***

Please refer the link **Click here** or **http://www.spmcil.com/Uploaddocument/GIT/new.pdf** for further details.

GIT (Total pages: 61)

BIDDERS ARE REQUESTED TO DOWNLOAD 61 PAGES BY CLICKING THE ABOVE SAID LINK AND SUBMIT THE SAME DULY STAMPED AND SIGNED ALONG WITH TENDER DOCUMENT.

**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.

Sr. No.	GIT Clause No.	Topics	Modify/ Substitute/ supplement	SIT Provision
1.	3.	Eligible Tenderes		SIT 1: Mentioned below
2.	3.4	Eligible Goods and Services (Origin of Goods)		As Applicable
3.	6.1	The Tender documents includes:	Modify	SIT 2: Mentioned below
4.	8	Prebid Conference		Not Applicable
5.	9	Time Limit for receiving requests for clarifications of Tender Documents		SIT 3: Mentioned below
6.	10.1	The Technical bid to be submitted by Tenderer shall contain the following documents, duly filled in, as required:	Modify	SIT 4: Mentioned below
7.	11.2	Tender Currency		Not Applicable
8.	12.1	Tender Prices		As Applicable
9.	12.2, 33, 36.1	Schedule wise evaluation		As Applicable
10.	12.6	GST details		As Applicable
11.	14	PVC Clause & Formula		Not Applicable
12.	14.4 to 14.7	Exchange rate variation (ERV)		Not Applicable
13.	16.2 (a) to (c)	Documents Establishing Tenderer's Eligibility and Qualifications		As Applicable
14.	18.4, 18.5	Earnest Money Deposit (EMD)	Substitute	SIT 5: Mentioned below
15.	19	Tender Validity		SIT 6: Mentioned below
16.	20.4	Number of copies of Tenders to be submitted	Modify	SIT 7: Mentioned below
17.	20.8	Two Bid System		SIT 8: Mentioned below
18.	20.9	E-Procurement		Not applicable for this tender
19.	34 and 35.1	Comparison on CIF Destination Basis		As Applicable
20.	35.2 to 35.6	Additional Factors for Evaluation of Offers and Preferential schemes		As Applicable
21.	43	Parallel Contracts		Not Applicable
22.	44.1	Serious Misdemeanors		As Applicable
23.	44.3	Integrity Pact		Not Applicable
24.	45.1	Notification of Award		As Applicable
25.	50	Applicability of additional GIT for rate contract		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 Genders for Disposal of Scrap.	Not Applicable
30.	55	Applicability of additional GIT for Development/ Indigenization Tenders	Not Applicable

**SIT-1: Eligible Goods/ Services:** Joint Ventures/ Consortiums shall not be considered for this tender.

**SIT-2: The tender documents include:**

1. Section I - Notice Inviting Tender (NIT)
2. Section II - General Instructions to Tenderers (GIT)
3. Section III - Special Instructions to Tenderes (SIT)
4. Section IV - General Conditions of Contract (GCC)
5. Section V - Special Conditions of Contract (SCC)
6. Section VI - List of Requirements
7. Section VII - Technical Specifications
8. Section VIII - Quality Control Requirements
9. Section IX - Qualification/ Eligibility Criteria
10. Section X - Tender Form
11. Section XI - Price Schedule
12. Section XII - Vendor Details
13. Section XV - Bank Guarantee Form for Performance Security
14. Section XVI - Contract Form
15. Section XVII - Letter of Authority for attending a Bid Opening
16. Section XVIII - Proforma of Bill for Payments
17. Section XIX - NEFT Mandate

**SIT-3: Clarification of Tender Documents:** A tenderer requiring any clarification or elucidation on any issue of the tender document may take up the same with ISP Nashik in wiring or by fax/ e-mail/ post. ISP Nashik will respond in writing to such request provided the same is received by ISP Nashik not later than **21 days prior** to the prescribed date of submission of tender.

**SIT-4: Documents Comprising the Tender:**

- (i) Earnest Money Deposit (EMD) Rs. 14,000/-. The EMD must be submitted along with the Techno-commercial offer in the form of DD/ Bankers cheque/ FDR drawn from any scheduled commercial bank in India only in favour of SPMCIL Unit ISP payable at Nashik. The firm who are registered under NSIC, Micro and Small Enterprises (MSE) for manufacturing/ selling/ trading of similar item may be exempted from submitted the EMD on producing valid certificate. The certificate should clearly indicates the stores details similar to India Security Press requirement and the validity of the certificate (valid upto XXXXXXXX) otherwise certificate will not be considered for exemption of EMD.
- (ii) Tender Form/ Covering letter as per format X
- (iii) Section VI: List of Requirements, showing the schedules and quantities quoted by them for which price schedule are enclosed in the Financial Bid. No pricing detail shall be disclosed or hinted upon in any manner in the technical bid.
- (iv) Documentary evidence, as necessary in terms of GIT clauses 3 and 16, establishing that the tenderer is eligible to submit the tender and, also, qualified to perform the contract if its tender is accepted. Section IX: Qualification/ Eligibility Criteria shall also be filled up/ compliance commented upon.
- (v) Documents and relevant details to establish in accordance with GIT clause 4 and 17 that the goods and the allied services to be supplied by the tenderes confirm to the requirement of the tender documents along with list of deviations if any (ref clause 17.2 of GIT). Section VII- Technical Specifications and Section VIII- Quality Control Requirements shall also be filled up/ compliance thereof commented upon. The tenderer may also enclose in their technical bids, technical literature, and other documents as and necessary by them.





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- (vi) Vendor details as per Section XII
- (vii) A list of deviations (ref clause 19.4) from the clauses of this SBD, if any

**NOTE: No price details should be given or hinted in the Technical Bid.**

**SIT-5: Earnest Money Deposit:** The required EMD as mentioned in Section VI, List of Requirements. The EMD shall be valid for a period of 60 days beyond bid validity. Any short validity, the tender shall be treated as unresponsive. The EMD should be in the Indian Rupees only.

**SIT-6: Tender Validity:**

(i) The tenders shall remain valid for acceptance for a period of **120 days after the date of tender opening** prescribed in the tender document. Any tender valid for a shorter period shall be treated as unresponsive and rejected.

(ii) In exceptional cases, the tenderers may be requested by ISP Nashik to extend the validity of their tender upto a specified period. Such request(s) and response thereto shall be conveyed by surface mail or by fax/ e-mail followed by surface mail. The tenderers who agree to extend the tender validity, are to extend the same without any change or modification of their original tender.

(iii) In case the day upto which the tenders are to remain valid falls on/ subsequently declared a holiday or closed day for ISP Nashik, the tender valid shall automatically be extended upto the next working day.

(iv) **Compliance with the Clauses of this Tender Document:** Tenderer must comply with all the clauses of this Tender Document. In case there are any deviations, these should be listed in a chart form without any ambiguity along with justification.

**SIT -7: Number of Copies of Tenders to be submitted:** Tenderer shall submit their tender in "**Original**" only.

**SIT-8: Two Bid (Envelope/ packet)/ System: Techno-commercial bid and the Financial bid (Price Bid)**  
The first part would be containing the relevant technical details of the items and the second part would be containing price quotation along with other allied issues. First part will be known as Technical Bid and the second part Financial bid (price bid). Tender shall seal separately 'Technical Bid' and the 'Financial bid (price bid)' and covers will be suitably super scribed. Both these sealed covers shall be put in a bigger cover and sealed and super scribed as tender for '**Hiring of Services for Re-Pinning of Pin Cylinders**' due on 15:00 hrs. IST on **12.04.2022** due date of the submission of the tender as stated below otherwise tender/ bid / quotation shall be liable for rejection.



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**SECTION IV: GENERAL CONDITION OF CONTRACT (GCC)**

Please refer the link **Click here** or **<http://www.spmcil.com/UploadDocument/GCC/new.pdf>** for further details.

**GCC (Total pages: 36)**

**BIDDERS ARE REQUESTED TO DOWNLOAD 36 PAGES BY CLICKING THE ABOVE SAID LINK AND SUBMIT THE SAME DULY STAMPED AND SIGNED ALONG WITH TENDER DCOUMENT.**

**SECTION V: SPECIAL CONDITIONS OF CONTRACT (SCC)**

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

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

S.No.	GCC Clause No.	Topic	Modify/ Substitute/ Supplement	SCC Provision
1.	1.2	Abbreviations:		As Applicable
2.	6.1, 6.3 & 6.5	Performance Bond/ Security	Modify	SCC-1: Mentioned below
3.	8.2	Packing and Marking		As Applicable
4.	9	Inspection and Quality Control		As Applicable
5.	11.2	Transportation of Domestic Goods	Supplement	SCC-2: Mentioned below
6.	12	Insurance	Supplement	SCC-3: Mentioned below
7.	14.1	Incidental Services		As Applicable
8.	15	Distribution of Despatch Documents for clearance/ Receipt of Goods		As Applicable
9.	16.2,16.4	Warrantee Clause		SCC-4: Mentioned below
10.	19.3	Option Clause		Not Applicable
11.	20.1	Price Adjustment Clause		Not Applicable
12.	21	Taxes and Duties	Supplement	SCC-5: Mentioned below
13.	22	Terms and Mode of Payments	Supplement	SCC-6: Mentioned below
14.	24.1	Quantum of LD	Supplement	SCC-7: Mentioned below
15.	25.1	Bank Guarantee and Insurance for Material Loaned to Contactor		Not Applicable
16.	33.1	Resolution of Disputes		As applicable
17.	36.3.2, 36.3.9	Disposal/ Sale of Scrap by Tender		Not Applicable

**SCC-1: Performance Bond/ Security: (Clause No. 6.1)** Within twenty-one days after the issue of notification of award by ISP, the supplier shall furnish performance security to ISP for an amount equal to three (3) percent of the total value of the contract valid up to Sixty (60) days after the date of completion of all contractual obligations by the supplier, including the warranty obligations.

**SCC-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.

**SCC-3: Insurance:** A specific insurance cover for each consignment / supply is to be given by the firm, as applicable.

**SCC-4: Warranty Clause:** Supplier should provide the warranty for a period of 12 months from the date of acceptance of Material at ISP.

**SCC-5: 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.

**SCC-6: Terms and Mode of Payment:** The payment shall be made in the following manner-

(a) The payment terms is 100% within 30 days after receipt and acceptance of goods/ services 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:



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"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".

**SCC-7: Liquidated Damages:** If the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame(s) incorporated in the contract, ISP shall, without prejudice to other rights and remedies available to ISP under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to ½ percent of the delivered price of the delayed goods and / or services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 10% of the delayed good or services contract price(s).

**SECTION VI: LIST OF REQUIREMENTS**

serial No	Brief Description of goods and services (Related specifications etc. are in Section -VII)	HSN Code	Accounting Unit	Quantity	Amount of Earnest Money (INR)	Place of Delivery for GST Purpose
1	Re-Pinning of Perforation Pin Cylinder 100 X 4 Set	To be Mentioned by the bidder	AU	03	Rs.14,000/- (Fourteen Thousand only)	India Security Press, Nashik, Maharashtra, India

**1. Required Delivery Schedule:**

**2. Required Terms of Delivery, Destination, Ultimate Consignee and preferred mode of transportation**

A. Required Delivery Schedule: The Re-Pinning of 3 perforation Pin Cylinders will be done in two lots. In first lots, the firm will collect 01 No. of worn out Perforation Pin Cylinder from ISP and return the same after completing the job of Re-Pinning to ISP within 40 days from the date of placing of Purchase Contract.

In the 2<sup>nd</sup> lot, the firm will collect remaining 02 Nos. of worn out Perforation Pin Cylinders from ISP after complete re-pinning and return of 01 No. of Perforation Pin Cylinders of 1<sup>st</sup> lot. The firm will complete the re-pinning of these 02 Nos. of worn out perforation Pin Cylinders of 2<sup>nd</sup> lot and return to ISP in next 60 days after 1<sup>st</sup> lot i.e. within 100 days from the date of placing contract.

B. Required Terms of Delivery, Destination and preferred mode of Transportation: The firm shall collect the worn out cylinders from ISP and after completion of Re-Pinning work the firm shall return the material to ISP.

2. All the copies of tenders shall be complete in all respects with all their attachments/ enclosures duly numbered and signed on each and every page.

3. Price bid should be submitted as per format in Section XI. Rate quoted should be on firm price basis. Vague offers like "GST as applicable" shall not be considered.

4. The total cost inclusive of all elements as cited above on FOR India Security Press, Nashik Road (Maharashtra), India, basis should be indicated clearly both in words and figures in the price bid.

5. The Bidder has to submit the Check list as per Format given below along with the PQB Documents (First Envelope):

Sr. No.	Description	Submitted /Not Submitted	Page No.
1.	EMD		
2.	Duly Filed Section X: Tender Form		
3.	NEFT Mandate		
4.	Vender Details as per Section XII along with necessary documents		
5.	Power of Attorney/ Authorization with the seal of company indicting that authorized signatory is competent and legally authorized to submit the tender and/ or to enter into legally binding contract.		
6.	Documentary evidence towards Experience as per clause 1(a) of section IX.		
7.	Documentary evidence towards capability as per clause 1(b) of section IX.		
8.	Documentary evidence towards Financial data as per clause 1 (c) (i), (ii) & (iii) of section IX.		
9.	List of Customers		
10.	All pages of the tender documents (including GIT, GCC, SIT, SCC, List of requirements, Technical specification, quality requirements, etc.) duly signed and stamped by the Authorized signatory of the bidder.		



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11.	Adherence to Acceptance of Delivery Schedule as Per Annexure VI: List of Requirement on Bidder's letter Head.		
12.	Adherence to the Technical Specification as per Section VII on Bidder's Letter Head.		
13.	Adherence to the Quality Control Requirements as per Section VIII on Bidder's Letter Head.		

6. The Bidder has to submit the Check list as per Format given below along with the Price Bid (Second Envelope):

Sr. No.	Description	Submitted / Not Submitted	Page No.
1.	Price Bid as per Section XI: Price bid of the tender document.		



**SECTION VII: TECHNICAL SPECIFICATIONS**

**SPECIFICATIONS FOR RE-PINNING OF PERFORATING PIN CYLINDERS**

**Description:**

The perforating Pin Cylinder consists of stepped shaft mounted with 7.2 mm thick shell in which steel perforating pins are fitted. The Pin Cylinder is used for on-line perforation of Stamps on Rotogravure Stamp printing Machine for 4 X 50 Stamps, 4 X 100 Stamps and 4 X 70 Stamps.

This pin cylinder bears Mini. 9997 pins and Max. 12276 steel perforating pins. The perforation of the Stamps is carried out by grinding away of paper by means of Rotary Cutter set to have contact with pins of pin cylinder. The pins should, therefore, be firmly fixed in the shell and should not have any tendency to get pressed while running under grinding pressure.

The complete pin cylinder should be supplied after necessary grinding of the pins to be used on the machine straightway. Re-pinning of these cylinders will cover replacement of all worn out/ damaged pins and proper fitting of new pins on shell of the cylinder.

1. Size of the Steel Perforating Pin:
  - (a) Pin Diameter : 0.9mm
  - (b) Pin Length : 8.5 mm to 9.0 mm
  - (c) Pin height after fixing on cylinder : 1.00 mm
  - (d) Number of Pins required per cylinder :12276 pins/cylinder maximum
2. Pin Material: EN-31 Standard with appropriate composition of C, Mn, Cr.

**Description of the work/ job:**

To remove all pins from the shell of the cylinder, properly clean the shell and holes, place/fit new pins in the shell in such a way that no pin should come out during the actual use of the cylinder on perforating unit of the machine.

2. The steel perforating pins used for repining must be of good quality steel, which should not break or damage when coming in contact with the high speed steel rotary cutters at the time of perforation on machine. Moreover, the material of the pins should be so good that even after perforating Min 3 Lakh sheets, the pins should not get blunt and should retain their original shape.
3. After repining the pins, the surface should be properly ground so that all the pins have uniform length/ height and should perforate the printed sheets with the help of Rotary cutters uniformly and ready to use on our APS Perforating Unit.
4. For repining of the perforation cylinder, the worn out pin cylinder will be collected by the firm from ISP stores and will be returned to ISP Stores after completion of job at firms risk and cost.
5. Any deviation observed during the use of re-pinned cylinders then cylinder will be rejected and has to be re-pinned free of cost by the firm/ supplier.
  - (i) During the course of use, if any pin is broken/ depressed, or any defect is noticed, then re-pinned cylinder will be rejected.

Note: Tenderer's attention is drawn to GIT clause 17 and GIT sub-clause 10.1.

The tenderer is to provide the required details, information, confirmations, etc accordingly, failing which it is tender is liable to be ignored. Prospective bidders shall comply with the feature specifications (including warrantee Obligations) and submit a "Specification Complete Certificate" with their Technical Bid.



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### **SECTION VIII: QUALITY CONTROL REQUIREMENTS**

The material supplied by the successful bidder will be accepted on all parameters as per specification as stated in Section-VII. The purchaser reserves the right to get the material supplied tested from in-house laboratory or any other laboratory of repute and in case the material is found not meeting the specification, the purchaser shall be entitled to cancel the contract, and if so desired, purchase or otherwise the purchase of the stores at the risk and cost of the contractor.



**SECTION IX: QUALIFICATION/ ELIGIBILITY CRITERIA**

1.

**(a) Experience and past performance:**

The bidder firm should have experience of having successfully completed similar kind of services i.e. Re-Pinning of Perforation Pin Cylinders for the value at least Rs. 2,66,208 in any one year during the last five years ending on March 2021.

*Note: The 'Experience and Past experience criteria' is exempted for Startups and Micro and Small Enterprises.*

**(b) Capability, equipment and manufacturing facilities:**

The Bidder firm must have capability to provide the relevant services.

**(c) Financial standing:**

i) The average Annual financial turnover of the bidder during the last three years ending on 31 March 2021 (i.e. 2018-2019, 2019-2020 and 2020-2021) should be at least 2,66,208/- as per the annual report (audited balance sheet and profit and loss account) of the years 2018-2019, 2019-2020 and 2020-2021, duly authenticated by a Chartered Accountant/ Cost Accountant in India.

*Note: The 'Average Annual Turnover criteria' is exempted for Startups and Micro and Small Enterprises.*

ii) Bidder firm should not have suffered any financial loss for more than one year during the last three years ending on 31 March 2021 (i.e. 2018-2019, 2019-2020 and 2020-2021).

iii) The net worth of the Bidder should not be negative on 31 March 2021 and also

iii) should not have eroded by more than 30% in the last three years ending on 31 March 2021 (i.e. 2018-2019, 2019-2020 and 2020-2021).

2. All copies of Supply/ work order; respective completion certificate and contact details of clients; documents issued by the relevant industries Department; National Small Industries Corporation (NSIC); Manufacturing license, annual report etc., in support of experience, past performance and capacity/ capability should be authenticated by the by the person authorized to sign the tender on behalf of the bidder.

3. All financial standing data should be certified by certified accountants, for example Chartered Accountants/ Cost Accountants

4. The bidder firm should submit the copies of PAN, GST Registration Certificate and Undertaking regarding non-blacklisting of the firm.

5. Bidder firm should not been blacklisted from any Govt/ PSU/Reputed Organisation in the past. Undertaking regarding the same has to be provided.

6. "The firm should submit the undertaking that "We agree to withdraw all the deviation unconditionally and accept the terms and conditions of the tender document including the technical specifications"



**SECTION X: TENDER FORM**

Date.....

To

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

(complete address of SPMCIL)

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

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 (Do not mention any price components here.  
Price has to be mentioned only in Section XI: Price Schedule).

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 clause 19, read  
with modification, if any in Section-III – Special Instructions to Tenderers]] or for subsequently extended  
period, if any, agreed to by us. We also accordingly confirm to abide by this tender 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. Deptt. / PSU/ Others:....
- (c) Name of MSME Registering Body (NSIC/ DIC/ KVIC/KVIB etc.):.....
- (d) MSME Registration no. (with copy of registration):.....
- (e) Udyog Aadhaar 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 any country whose bidders are notified as ineligible on
- 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**

**4. 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 belongs to any country whose bidder are notified as ineligible under this order

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

- Yes (with period of Ban)
- No. Solemnly declare that neither we nor any of our affiliates or subsidiaries including Subcontracts 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.

**6. 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

.....  
.....



Tender Number 6000017224

**SECTION XI: PRICE SCHEDULE**

To  
 Chief General Manager,  
 India Security Press, Nashik Road 422 101

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 at.....which 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 India Security Press, Nashik. We hereby offer to supply the following items at the prices indicated below:

Schedule No	Description	Specification	Unit	Qty	Total Price per unit (in Indian Rupees) See table below for Break-up Price	Total value of offer (in Indian Rupees)	Terms of Payments	Delivery Period	Gross Weight and dimensions of package per unit
1	2	3	4	5	6	7	8	9	10
1	Re-Pinning of Perforation Pin Cylinders (100 X 4 set)	As per Section VII of Tender document	AU	03					

Break-up Price in Column-6 (in Indian Rupees)

Ex-Factory Price after considering input GST credit available to vendor	Name of Manufacturer/ OEM	Country of Origin	HSN Code	GST% (include GST Cess if any) with Break-up of CGST/STGST/UTGST/IGST	Per Unit GST Total	Packing and forwarding in details	FOR Station of Despatch Price	Freight (& Insurance charges upto Destination	FOR Destination Price
A	B	C	D	e	F	G	H	I	J

1. Scope of Supply: (Cost break-up of the quoted cost, showing inter-alia costs of all the concomitant installation/ Commissioning/ Training/ Technical Support/ incidental services/ software/ accessories, considered necessary to make the proposal self-contained and complete must be indicated here.)



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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)

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 the 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 document if the contract is awarded to use.

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 dispatched within the prescribe time.

5. Earnest Money/ Bid Guarantee for an amount equal to.....is enclosed in form of ..... (Form and reference number date) as per the Tender Documents.

Dated.....

Signature and Seal of Manufacturer/ Bidder

Note:

- (i) The Bidder may prepare their own offer forms as this proforma
- (ii) No change in the proforma is permissible
- (iii) No erasures or alterations in the text of the offer are permitted. Any correction made in the offer shall be initiated by the bidder
- (iv) Figures in Columns 5 to 7 (both inclusive) and in Break-up of price 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)



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**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 .....  
Bank Guarantee No .....

Date .....

To,  
**The Chief General Manager,  
India Security Press,  
Nashik Road**

Dear Sir,

1. Against contract vide Notification for Award of the Tender No .....dated ..... covering supply of.....(hereinafter called the contract) entered into between the ..... (*insert name of Purchaser*) (herein after called as the Purchaser) and M/s. .... (here in 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, forthwith on demand and without demur to the Purchaser.

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.



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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 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)**





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**Section XVI: Contract Form  
India security press, Nashik Road**

(Address of SPMCIL's office issuing the contract)

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

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

1. Name & address of the Supplier: .....

2. SPMCIL's Tender document No..... dated..... and subsequent Amendment No....., dated... (If any), issued by SPMCIL

3. Supplier's Tender No..... dated..... and subsequent communication(s) No..... dated ..... (If any), exchanged between the supplier and SPMCIL in connection with this tender.

4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as part of this contract:

- (i) General Conditions of Contract;
- (ii) Special Conditions of Contract;
- (iii) List of Requirements;
- (iv) Technical Specifications;
- (v) Quality Control Requirements;
- (vi) Tender Form furnished by the supplier;
- (vii) Price Schedule(s) furnished by the supplier in its tender;
- (viii) Manufacturers' Authorisation 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.



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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 despatch 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:



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**Section XVII: Letter of Authority for attending a  
Pre-bid Conference/ Bid Opening**

(Refer to clause 24.2 of GIT)

The Chief General Manager India

Security Press,

Nashik Road

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.



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### 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 despatch.....

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.



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- 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



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### 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.



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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