



भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited

मिनिरत्न श्रेणी-I, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)
Miniratna Category-I, CPSE
(Wholly owned by Government of India)

No. SPMCIL/VIG/25/09/4931

Dated: 03.03.2010

OFFICE MEMORANDUM

Sub: Tendering Process.

The Technical Examiner, CVC during one of his inspections of a procurement done in one of the units has raised certain observations on the tendering process in SPMCIL. The observations are important & the following guidelines may be noted & followed by all for strict compliance:-

- a) The page numbering of the files is not being done. This is objectionable. The procurement files are sensitive documents and there is need to properly paginate the files. It may be ensured that all files are paginated properly in future.
- b) The committee/officials opening the bids should mark serial numbers to the offers e.g. if five offers are opened, then the first quotation will be numbered 1/5, the second 2/5 and so on. Further, the terms & conditions involving financial implications are to be encircled.
- c) To avoid manipulation at a later date due to fluctuation in exchange rates of different currencies, all the foreign bidders should be instructed to submit their bids in a single foreign currency say US\$ or Euro prevailing on the day opening of price bids for making comparison easier with indigenous bidders quoting in Indian rupees.
- d) Hindrance record for each procurement should be maintained and penalties/liquidated damages be levied/recovered as per contractual provisions from the suppliers for the unjustified delays on their part.
- e) The tender opening register should be authenticated, page numbered and prices quoted by firms should be entered therein.
- f) The bidding document should clearly pre-disclose the methodology for distribution of quantities and its rights to accept or reject any or all tender wholly or in part or split without assigning any reasons.


- g) Purchase preference policy allowing 10% preference to PSU's has been terminated w.e.f 31.3.2008 in terms of DPE's OM No DPE/13(15)/2007-Fin dt.21.11.07. Further, all the administrative Ministries/Departments were requested to take note of it and also to bring it to the notice of the CPSE's under their administrative control for information & necessary compliance. It may further be noted that in accordance with the above order, DEA, M/Finance has not evolved any Purchase Preference Policy as yet.
- h) The inspection certificates were not signed on all the pages of report by the team who undertakes inspection of the material. Such documents have no locustandie as they are prone to tampering. All concerned officials/members of inspection teams should note to sign on all the pages of report of inspection certificates.
- i) In the tender documents, specific documents based on which the financial standing, competency, capability etc. will be assessed by the unit should be clearly specified.
- j) Any post tender revision without tender/agreement provision should not be allowed. Further, applicability of reimbursement of any new tax to the supplier after award, should be duly vetted & approved by the competent authority approving the tender.

2. The widest possible publicity should be given to this circular and all concerned should be informed.

3. If these guidelines continue to be flouted in future it will prima-facie indicate a clear violation of guidelines and may invite a vigilance angle.

4. This issues with the approval of CMD.

Encl: As above.


(Ajay Nath)
CVO 3.3.2010

All GMs/HOD's

(Mints/Presses/Paper Mill),
SPMCIL.

CC:

1. ES to CMD
2. Director (T) / Director (F) / Director (HR)/CVO
3. GM (IA)
4. Sr. DGM (S&C) - with a request to up load the OM on website.
5. All DGM's.
6. AD (OL)-for Hindi version.
7. Notice Board.