



SECURITY PRINTING AND MINTING
CORPORATION OF INDIA LIMITED

**INDIA GOVERNMENT MINT, MUMBAI
A UNIT OF SECURITY PRINTING AND MINTING CORPORATION
OF INDIA LIMITED (SPMCIL)
(WHOLLY OWNED BY GOVERNMENT OF INDIA)
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NATIONAL COMPETITIVE BIDDING NO. 6000013171

DATED: 10.06.2019

HIRING OF SERVICES OF MULTITASKING STAFF (OFFICE BOY)

Closing date and time for receipt of Tender - 12.07.2019 AT 02.30 P.M.

Place of receipt of Tender - INDIA GOVT. MINT, MUMBAI

Date and time of opening of Tender - 12.07.2019 AT 03.00 P.M.

Place of opening of Tender - INDIA GOVT. MINT, MUMBAI



SECTION I: NOTICE INVITING NATIONAL COMPETITIVE BIDDING

HIRING OF SERVICES OF MULTITASKING STAFF (OFFICE BOY)

NCB No. 6000013171

Date: 10.06.2019

1. India Government Mint, Mumbai (A unit of SPMCIL), Shahid Bhagat Singh Road, Fort, Mumbai - 400001, invites sealed tenders from eligible and qualified tenderers for the below mentioned:

Schedule No.	Brief description of goods/services	Earnest Money Deposit	Due date & time for opening of tender	Delivery Period
1.	Hiring of services of Multitasking Staff (Office Boy) (9 Nos.) (For full details please see the technical specification as mentioned in Section VII of the tender document.)	Rs. 49,000/- to be deposited along with Techno-Commercial Bid.	Techno Commercial Bid will be opened on <u>12.07.2019 at 03.00 pm</u>	Please refer Section VI-(List of Requirements) of the tender document

Type of Tender	National Competitive Bidding in Two Bid system viz. Techno-Commercial Bid & Financial Bid.
Price of the Tender Document	Rs. 1180/-
Closing date and time for receipt of tenders	12.07.2019 upto 02.30 P.M.
Place of receipt of tender	India Government Mint, Mumbai
Time and date of opening of tender	1) 12.07.2019 at 03.00 P.M. for Techno-Commercial Bid. 2) For Price Bid :- Date will be intimated later on only to those whose Techno-Commercial Bid is accepted.
Place of opening of tender	India Government Mint, Mumbai
Nominated Person/Designation to receive bulky tenders (Clause 21.1 of GIT)	CHIEF MANAGER (MATERIAL) INDIA GOVERNMENT MINT, MUMBAI

2. Interested tenderers may obtain further information about this tender from the above office selling the documents. They may also visit our website igmmumbai.spmcil.com for further details



3. Tender documents may be purchased on payment of non-refundable fee of Rs.1,180/- (Rupees One Thousand One Hundred Eighty Only) per set in the form of account payee demand draft/ cashier's cheque/ certified cheque, drawn on a scheduled commercial bank in India, in favour of "India Government Mint (Unit of SPMCIL), Collection A/c", payable at Mumbai. The participating MSEs who are currently registered and will continue to remain registered during the tender validity period with District Industries Centers or Khadi & Village Industries commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts & Handlooms or any other body specified by Ministry of Micro Small & Medium Enterprises are exempted from payment of Tender fee if the Bidder's MSE Certificate clearly mentions the scope as per Tender subject.
4. EMD in the form of account payee Demand Draft/Bankers Cheque/FD receipts ONLY, of any Scheduled Commercial Bank in India, in favour of "India Government Mint (unit of SPMCIL) Collection A/c" is to be furnished along with Techno-Commercial Bid. The EMD amount is Rs. 49,000/- (Rupees Forty Nine Thousand only). **Bank Guarantee will not be accepted.** The participating MSEs who are currently registered and will continue to remain registered during the tender validity period with District Industries Centers or Khadi & Village Industries commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts & Handlooms or any other body specified by Ministry of Micro Small & Medium Enterprises are exempted from payment of EMD if the Bidder's MSE Certificate clearly mentions the scope as per Tender subject.
5. Performance Security: Performance Security @ 10% of the total cost of the contract, by D.D./P.O./Bank Guarantee from Scheduled Commercial Bank only, will have to be paid by the successful bidder within 21 days of issue of Purchase Order. The Bank Guarantee should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the contractor. Performance Security will be refunded to the contractor without any interest, whatsoever, after it duly performs and completes the contract in all respect but not later than 60 days of completion of all such obligations under the contract.
6. If requested, the tender documents will be mailed by registered post/ speed post to the domestic tenderers, for which extra expenditure per set will be Rs. 500/- The tenderer is to add the applicable postage cost in the non-refundable fee mentioned in Para 3 above.
7. Tenderer may also download the tender documents from the web site igmmumbai.spmcil.com and submit the tender by utilizing the downloaded document, alongwith the required non-refundable fee as mentioned in Para 3 above.



8. Tenderers shall ensure that their tenders, duly sealed and signed on each page, complete in all respects as per instructions contained in the Tender Documents, are dropped in the tender box located at the address given below on or before the closing date and time indicated in the Para 1 above, failing which the tenders will be treated as late and rejected.
9. In the event of any of the above mentioned dates being declared as a holiday/ closed day for the purchase organisation, the tenders will be sold/ received/ opened on the next working day at the appointed time.
10. The tender documents are not transferable.
11. India Government Mint Mumbai reserves the right to cancel/close the tender without assigning any reason.
12. For the purpose of e-payment kindly ensure to submit the following information in table format on your letter head with seal and signature:
Bank Mandate form for RTGS/NEFT
 1. Vendor Name
 2. Vendor Account Number
 3. Vendor Address
 4. Vendor Bank Name
 5. Vendor Bank Address
 6. PAN card No.
 7. Vendor Bank IFSC Code
 8. Vendor Bank MICR Code
 9. Vendor Bank Branch Code
 10. Account typeNote :Kindly attach a cancelled cross cheque.

Sd/-

CHIEF MANAGER (MATERIAL)
FOR GENERAL MANAGER

INDIA GOVERNMENT MINT,
SHAHID BHAGAT SINGH ROAD,
FORT, MUMBAI 400001



SECTION II: GENERAL INSTRUCTIONS TO TENDERER (GIT)

A PREAMBLE

1. Introduction

- 1.1 Definitions and abbreviations, which have been used in these documents, shall have the meanings as indicated in GCC.
- 1.2 For sake of convenience, whole of this Standard Bidding Document (including all sections) is written in reference to Procurement of Goods Tenders. However this SBD would be utilized for all types of Tenders e.g. EOI, PQB, Rate Contract, Tenders involving Samples, Sale/ Disposal of Scrap Material and Development/ Indigenization etc. Procurement of Services etc. Therefore the construction of all clauses are to be interpreted in the context of particular type of tender beyond the letter of the clause, read with the additional clauses for the specific type of tenders in Part II GIT/ GCC.
- 1.3 These tender documents have been issued for the requirements mentioned in Section – VI - “List of Requirements”, which also indicates, inter-alia, the required delivery schedule and terms & place (i.e. destination) of delivery.
- 1.4 This section (Section II - “General Instructions to Tenderers” - GIT) provides the relevant information as well as instructions to assist the prospective tenderers in preparation and submission of tenders. It also includes the mode and procedure to be adopted for receipt and opening as well as scrutiny and evaluation of tenders and subsequent placement of contract. With this limited objective, GIT is not intended to be complete by itself and the rest of this document - SIT, GCC and SCC in particular may also be thoroughly studied before filling up the Tender Document. There would be certain topics covered in GIT/SIT as well as in GCC/ SCC from different perspectives. In case of any conflict between these, provisions of GCC/ SCC would prevail.
- 1.5 The tenderers shall also read the Special Instructions to Tenderers (SIT) related to this purchase, as contained in Section III of these documents and follow the same accordingly. Whenever there is a conflict between the GIT and the SIT, the provisions contained in the SIT shall prevail over those in the GIT.

2. Language of Tender

The tender submitted by the tenderer and all subsequent correspondence and documents relating to the tender exchanged between the tenderer and IGM, Mumbai, shall be written in the Hindi or English language, unless otherwise specified in the Tender. However, the language of any printed literature furnished by the tenderer in connection with its tender may be written in any other language provided the same is accompanied by Hindi or English translation. For purposes of interpretation of the tender, the English translation shall prevail.



3. Eligible Tenderers

This invitation for tenders is open to all suppliers who fulfill the eligibility criteria specified in these documents. Please refer to Section IX : Qualification/Eligibility Criteria.

4. Eligible Goods and Services

All goods and related services to be supplied under the contract shall have their origin in India or other countries, subject to any restriction imposed in this regard in Section III (SIT). The term “origin” used in this clause means the place where the goods are mined, grown, produced, or manufactured or from where the related services are arranged and supplied.

5. Tendering Expense

The tenderer shall bear all costs and expenditure incurred and/ or to be incurred by it in connection with its tender including preparation, mailing and submission of its tender and for subsequent processing the same. IGM, Mumbai will, in no case be responsible or liable for any such cost, expenditure etc regardless of the conduct or outcome of the tendering process.

B TENDER DOCUMENTS

6. Content of Tender Documents

6.1 The tender documents includes:

1. Section I - Notice Inviting Tender (NIT)
2. Section II - General Instructions to Tenderers (GIT)
3. Section III - Special Instructions to Tenderers (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 – Questionnaire
13. Section XIII – Bank Guarantee Form for EMD
14. Section XIV - Manufacturer’s Authorization Form
15. Section XV - Bank Guarantee Form for Performance Security
16. Section XVI - Contract Form
17. Section XVII- Letter of Authority for attending a Bid Opening
18. Section XVIII- Shipping Arrangements for Liner Cargoes



19. Section XIX- Proforma of Bills for Payments

- 6.2** The relevant details of the required goods and services, the terms, conditions and procedure for tendering, tender evaluation, placement of contract, the applicable contract terms and, also, the standard formats to be used for this purpose are incorporated in the above-mentioned documents. The interested tenderers before formulating the tender and submitting the same to SPMCIL, should read and examine all the terms, conditions, instructions etc. contained in the tender documents. Failure to provide and/ or comply with the required information, instructions etc. incorporated in these tender documents may result in rejection of its tender.

7. Amendments to Tender Documents

- 7.1** At any time prior to the deadline for submission of tenders, IGM, Mumbai may, for any reason deemed fit by it, modify the tender documents by issuing suitable amendment(s) to it.
- 7.2** Such an amendment will be notified in writing by registered/ speed post or by fax/ telex/ e-mail, followed by copy of the same by suitable recorded post to all prospective tenderers, which have received the tender documents and will be binding on them.
- 7.3** In order to provide reasonable time to the prospective tenderers to take necessary action in preparing their tenders as per the amendment, IGM, Mumbai may, at its discretion extend the deadline for the submission of tenders and other allied time frames, which are linked with that deadline.

8. Pre-Bid conference

If found necessary, a pre-bid conference may be stipulated in the SIT, for clarification/amendment to Technical specifications/techno-commercial conditions in two bid tender.

9. Clarification of Tender Documents

A Tenderer requiring any clarification or elucidation on any issue of the tender documents may take up the same with IGM, Mumbai in writing or by fax / e-mail/ telex. IGM, Mumbai will respond in writing to such request provided the same is received by IGM, Mumbai not later than twenty one days (unless otherwise specified in the SIT) prior to the prescribed date of submission of tender. Copies of the query and clarification shall be sent to all prospective bidders who have received the bidding documents.

C PREPARATION OF TENDERS

10. Documents Comprising the Tender

- 10.1** The tender to be submitted by Tenderer shall contain the following documents, duly filled in, as required:



- a) Tender Form and Price Schedule alongwith list of deviations (ref Clause 19.4) from the clauses of this SBD, if any.
- b) 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.
- c) Documents and relevant details to establish in accordance with GIT clause 17 that the goods and the allied services to be supplied by the tenderer conform to the requirement of the tender documents along with list of deviations if any (ref clause 17.3 of GIT).
- d) Earnest money furnished in accordance with GIT clause 18.1 alternatively, documentary evidence as per GIT clause 18.2 for claiming exemption from payment of earnest money. and
- e) Questionnaire as per Section XII.
- f) Manufacturer's Authorization Form (ref Section XIV, if applicable)

NB: The tenderers may also enclose in their tenders, technical literature and other documents as and if considered necessary by them.

10.2 A tender, that does not fulfill any of the above requirements and/ or gives evasive information/ reply against any such requirement, shall be liable to be ignored and rejected.

10.3 Tender sent by fax/email/ telex/ cable shall be ignored.

11. Tender currencies

11.1 Unless otherwise specified, the tenderer shall quote only in Indian rupees.

11.2 Where the tender condition specifies acceptance of quotations in different currencies, then, for domestic goods, prices shall be quoted in Indian rupees only and for imported goods, prices shall be quoted either in Indian rupees or in the currency stipulated in the SIT, mentioning, inter-alia, the exchange rate adopted for converting foreign currency into Indian Rupees. As regards price(s) for allied services, if any required with the goods, the same shall be quoted in Indian Rupees if such services are to be performed / undertaken in India. Commission for Indian Agent, if any and if payable shall be indicated in the space provided for in the price schedule and quoted in Indian Rupees only.

11.3 Tenders, where prices are quoted in any other way shall be treated as unresponsive and rejected.

12. Tender Prices



- 12.1** The Tenderer shall indicate on the Price Schedule provided under Section XI all the specified components of prices shown therein including the unit prices and total tender prices of the goods and services it proposes to supply against the requirement. All the columns shown in the price schedule should be filled up as required. If any column does not apply to a tenderer, same should be clarified accordingly by the tenderer.
- 12.2** If there is more than one schedule in the List of Requirements, the tenderer has the option to submit its quotation for any one or more schedules and, also, to offer special discount for combined schedules. However, while quoting for a schedule, the tenderer shall quote for the complete requirement of goods and services as specified in that particular schedule.
- 12.3** The quoted prices for goods offered from within India and that for goods offered from abroad are to be indicated separately in the applicable Price Schedules attached under Section XI.
- 12.4** While filling up the columns of the price schedule, the following aspects should be noted for compliance:
- 12.5** For goods offered from within India, the prices in the corresponding price schedule shall be entered separately in the following manner:
- a) The price of the goods, quoted ex-factory, ex-showroom, ex-warehouse or off-the-shelf, as applicable, including all taxes and duties like sales tax, VAT, custom duty, excise duty etc. already paid or payable on the components and raw material used in the manufacture or assembly of the goods quoted ex-factory etc or on the previously imported goods of foreign origin quoted ex-showroom etc.
 - b) Any sales or other taxes and any duties including excise duty, which will be payable on the goods in India if the contract is awarded.
 - c) Charges towards inland transportation, insurance and other local costs incidental to delivery of the goods to their final destination as specified in the List of Requirements and
 - d) The price of incidental services, as and if mentioned in List of Requirements.
- 12.6** For goods offered from abroad, the prices in the corresponding price schedule shall be entered separately in the following manner:
- a) The price of goods quoted FAS / FOB port of shipment, CIF port of entry in India or CIF specified place of destination in India as indicated in the List of Requirements.
 - b) Wherever applicable, the amount of custom duty and import duty on the goods to be imported.
 - c) The charges for inland transportation, insurance and other local costs incidental to delivery of the goods from the port of entry in India to their final destination, as specified in the List of Requirements and
 - d) The charges for incidental services, as and if mentioned in the List of



Requirements.

12.7 Additional information and instruction on Duties and Taxes:

If the Tenderer desires to ask for excise duty, sales tax, custom duty etc. to be paid extra, the same must be specifically stated. In the absence of any such stipulation the price will be taken inclusive of such duties and taxes and no claim for the same will be entertained later.

12.8 Excise Duty:

- a) If reimbursement of excise duty is intended as extra over the quoted prices, the supplier must specifically say so also indicating the rate, quantum and nature of the duty applicable. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of excise duty will be entertained after the opening of tenders.
- b) If a Tenderer chooses to quote a price inclusive of excise duty and also desires to be reimbursed for variation, if any, in the excise duty during the time of supply, the tenderer must clearly mention the same and also indicate the rate and quantum of excise duty included in its price. Failure to indicate all such details in clear terms may result in statutory variations being denied to the tenderer.
- c) Subject to sub clauses 12.8 (a) & (b) above, any change in excise duty upward/ downward as a result of any statutory variation in excise duty taking place within original Delivery Period shall be allowed to the extent of actual quantum of excise duty paid by the supplier. In case of downward revision in excise duty, the actual quantum of reduction of excise duty shall be reimbursed to IGM, Mumbai by the supplier. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the supplier.

12.9 Sales Tax/ VAT/ CST/ GST:

If a tenderer asks for sales tax/ VAT/ CST/ GST to be paid extra, the rate and nature of such taxes applicable should be shown separately. Such taxes will be paid as per the rate at which it is liable to be assessed or has actually been assessed provided the transaction of sale is legally liable to such taxes and is payable as per the terms of the contract.

12.10 Wherever Value Added Tax is applicable, the following may be noted:

- (i) The tenderer should quote the exact percentage of VAT that they will be charging extra.
- (ii) While quoting the rates, tenderer should pass on (by way of reduction in prices) the set off/input tax credit that would become available to them by switching over to the system of VAT from the existing system of sales tax, duly stating the quantum of such credit per unit of the item quoted for.
- (iii) The tenderer while quoting for tenders should give the following declaration:



“We agree to pass on such additional set off/input tax credit as may become available in future in respect of all the inputs used in the manufacture of the final product on the date of supply under the VAT scheme by way of reduction in price and advise the purchaser accordingly.”

- 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 `_____ has accrued and accordingly the same is being passed on to the purchaser and to that effect the payable amount may be adjusted .

12.11 Octroi and Local Taxes:

Unless otherwise stated in the SIT, the goods supplied against contracts placed by IGM, Mumbai are not exempted from levy of Town Duty, Octroi Duty, Terminal Tax and other Levies of local bodies. In such cases, the supplier should make the payment to avoid delay in supplies and forward the receipt of the same to the purchasing department for reimbursement and, also, for further necessary action.

In cases where exemption is available, suppliers should obtain the exemption certificate from the purchasing department to avoid payment of such levies and taxes.

12.12 Duties/ Taxes on Raw Materials

IGM, Mumbai is not liable for any claim from the supplier on account of fresh imposition and/or increase (including statutory increase) of excise duty, custom duty, sales tax etc. on raw materials and/or components used directly in the manufacture of the contracted goods taking place during the pendency of the contract, unless such liability is specifically agreed to in terms of the contract.

12.13 Imported Stores not liable to Above-mentioned Taxes and Duties:

Above mentioned Taxes and Duties are not leviable on imported Goods and hence would not be reimbursed.

12.14 Customs Duty:

In respect of imported stores offered from abroad, the tenderer shall specify the rate as well as the total amount of customs duty payable. The tenderer shall also indicate the corresponding Indian Customs Tariff Number applicable for the goods in question.

12.14.1. For transportation of imported goods offered from abroad, relevant instructions as incorporated under GCC Clause 11 shall be followed.

12.14.2. For insurance of goods to be supplied, relevant instructions as provided under GCC Clause 12 shall be followed.



12.14.3. Unless otherwise specifically indicated in this tender document, the terms FOB, FAS, CIF etc. for imported goods offered from abroad, shall be governed by the rules & regulations prescribed in the current edition of INCOTERMS, published by the International Chamber of Commerce, Paris.

12.14.4. The need for indication of all such price components by the tenderers, as required in this clause (viz., GIT clause 12) is for the purpose of comparison of the tenders by IGM, Mumbai and will no way restrict IGM, Mumbai's right to award the contract on the selected tenderer on any of the terms offered.

13. Indian Agent

If a foreign tenderer has engaged an agent in India in connection with its tender, the foreign tenderer, in addition to indicating Indian agent's commission, if any, in a manner described under GIT sub clause 11.2 above, shall also furnish the following information:

- a) The complete name and address of the Indian Agent and its permanent income tax account number as allotted by the Indian Income Tax authority.
- b) The details of the services to be rendered by the agent for the subject requirement.

One manufacturer can authorize only one agent/dealer. Also one agent cannot represent more than one supplier or quote on their behalf in a particular tender enquiry. Such quote is likely to be rejected. There can be only one bid from :

- a) The principal manufacturer directly or one Indian agent on his behalf
- b) The foreign principal or any of its branch/ division
- c) Indian/ Foreign Agent on behalf of only one Principal.

14. Firm Price / Variable Price

14.1 Unless otherwise specified in the SIT, prices quoted by the tenderer shall remain firm and fixed during the currency of the contract and not subject to variation on any account.

14.2 In case the tender documents require offers on variable price basis, the price quoted by the tenderers will be subject to adjustment during original Delivery Period to take care of the changes in the cost of labour and material components in accordance with the price variation formula to be specified in the SIT. If a tenderer submits firm price quotation against the requirement of variable price quotation, that tender will be prima-facie acceptable and considered further, taking price variation asked for by the tenderer as zero.

14.3 However, as regards taxes and duties, if any, chargeable on the goods and payable, the conditions stipulated in GIT clause 12 will apply for both firm price tender and variable price tender.

14.4 Subject to provisions of Clause 11 above, where prices are quoted in foreign currencies, involving imports - Foreign Exchange Rate Variation (ERV) would be borne by the



Purchaser within the original Delivery Period. The offer of the Tenderer should indicate import content and the currency used for calculating import content.

14.5 Base Exchange rate of each major currency used for calculating FE content of the contract should be indicated. The base date of ERV would be contract date and variation on the base date can be given up to the midpoint manufacture, unless firm has already indicated the time schedule within which material will be imported by the firm.

14.6 In case delivery period is refixed/ extended, ERV will not be admissible, if this is due to default of the supplier.

14.7 Documents for claiming ERV:

- i. A bill of ERV claim enclosing working sheet
- ii. Banker's Certificate/debit advice detailing F.E. paid and exchange rate
- iii. Copies of import order placed on supplier
- iv. Invoice of supplier for the relevant import order

15. Alternative Tenders

Unless otherwise specified in the Schedule of Requirements, alternative tenders shall not be considered.

16. Documents Establishing Tenderer's Eligibility and Qualifications

16.1 Pursuant to GIT clause 10, the tenderer shall furnish, as part of its tender, relevant details and documents establishing its eligibility to quote and its qualifications to perform the contract if its tender is accepted.

16.2 The documentary evidence needed to establish the tenderer's qualifications shall fulfill the following requirements:

- a) In case the tenderer offers to supply goods, which are manufactured by some other firm, the tenderer has been duly authorized by the goods manufacturer to quote for and supply the goods to IGM, Mumbai. The tenderer shall submit the manufacturer's authorization letter to this effect as per the standard form provided under Section XIV in this document.
- b) The tenderer has the required financial, technical and production capability necessary to perform the contract and, further, it meets the qualification criteria incorporated in the Section IX in these documents.
- c) in case the tenderer is not doing business in India, it is/ will be duly represented by an agent stationed in India fully equipped and able to carry out the required contractual functions and duties of the supplier including after sale service, maintenance & repair etc. of the goods in question, stocking of spare parts and fast moving components and other obligations, if any, specified in the conditions of contract and/ or technical specifications.
- d) In case the tenderer is an Indian agent quoting on behalf of a foreign



manufacturer, the Indian agent is already enlisted under the Compulsory Enlistment Scheme of Ministry of Finance, Govt. of India, operated through Directorate General of Supplies & Disposals (DGS&D), New Delhi.

17. Documents establishing Good's Conformity to Tender document

- 17.1** The tenderer shall provide in its tender the required as well as the relevant documents like technical data, literature, drawings etc. to establish that the goods and services offered in the tender fully conform to the goods and services specified by IGM, Mumbai in the tender documents. For this purpose the tenderer shall also provide a clause-by-clause commentary on the technical specifications and other technical details incorporated by IGM, Mumbai in the tender documents to establish technical responsiveness of the goods and services offered in its tender.
- 17.2** In case there is any variation and/ or deviation between the goods & services prescribed by IGM, Mumbai and that offered by the tenderer, the tenderer shall list out the same in a chart form without ambiguity along with justification, and provide the same along with its tender.
- 17.3** If a tenderer furnishes wrong and/ or misleading data, statement(s) etc. about technical acceptability of the goods and services offered by it, its tender will be liable to be ignored and rejected in addition to other remedies available to IGM, Mumbai in this regard.

18. Earnest Money Deposit (EMD)

- 18.1** Pursuant to GIT clause 10.1(d) the tenderer shall furnish along with its tender, earnest money for amount as shown in the List of Requirements. The earnest money is required to protect IGM, Mumbai against the risk of the tenderer's unwarranted conduct as amplified under sub-clause 23.2 below.
- 18.2** The tenderers who are currently registered and, also, will continue to remain registered during the tender validity period with DGS&D or with National Small Industries Corporation, New Delhi or with SPMCIL are exempted from payment of earnest money. In case the tenderer falls in these categories, it should furnish certified copy of its valid registration details (with DGS&D or NSIC or SPMCIL as the case may be).
- 18.3** The earnest money shall be denominated in Indian Rupees.
- 18.4** The earnest money shall be furnished in one of the following forms:
- a) Account Payee Demand Draft or
 - b) Fixed Deposit Receipt or
 - c) Banker's cheque or
 - d) Bank Guarantee, only in the case of Global Tender.

The demand draft, fixed deposit receipt or banker's cheque shall be drawn on any scheduled commercial bank in India, in favour of Account specified in the Clause 4 of



NIT. In case of bank guarantee, the same is to be provided from/confirmed by any scheduled commercial bank in India as per the format specified under Section XIII in these documents.

18.5 The earnest money shall be valid for a period of forty five days beyond the validity period of the tender.

18.6 Unsuccessful tenderers' earnest monies will be returned to them without any interest, after expiry of the tender validity period, but not later than thirty days after conclusion of the resultant contract. Successful tenderer's earnest money will be returned without any interest, after receipt of performance security from that tenderer.

18.7 Earnest money of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender. The successful tenderer's earnest money will be forfeited if it fails to furnish the required performance security within the specified period.

19. Tender Validity

19.1 If not mentioned otherwise in the SIT, the tenders shall remain valid for acceptance for a period of 90 days (Ninety days) in case of single bid tender system and 120 days in case of two-bid system 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.

19.2 In exceptional cases, the tenderers may be requested by IGM, Mumbai to extend the validity of their tenders upto a specified period. Such request(s) and responses thereto shall be conveyed by surface mail or by fax/email/ telex/ cable 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 and they are also to extend the validity period of the EMD accordingly.

19.3 In case the day upto which the tenders are to remain valid falls on/ subsequently declared a holiday or closed day for IGM, Mumbai, the tender validity shall automatically be extended upto the next working day.

19.4 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 and the same to be submitted alongwith Techno-Commercial Bid.

20. Signing and Sealing of Tender

20.1 An authenticated copy of the document which authorizes the signatory to commit on behalf of the firm shall accompany the offer. The individual signing the tender or any other documents connected therewith should clearly indicate his full name and designation and also specify whether he is signing,



- (a) As Sole Proprietor of the concern or as attorney of the Sole Proprietor;
- (b) As Partner (s) of the firm;
- (c) As Director, Manager or Secretary in case the of Limited Company duly authorized by a resolution passed by the Board of Directors or in pursuance of the Authority conferred by Memorandum of Association.

- 20.2 The authorized signatory of the tenderer must sign the tender at appropriate places and initial the remaining pages of the tender.**
- 20.3** The tenderers shall submit their tenders as per the instructions contained in GIT Clause 10.
- 20.4 Unless otherwise mentioned in the SIT, a tenderer shall submit two copies of its tender marking them as “Original” and “Duplicate”.**
- 20.5** The original and other copies of the tender shall either be typed or written in indelible ink and the same shall be signed by the tenderer or by a person(s) who has been duly authorized to bind the tenderer to the contract. **The letter of authorization shall be by a written power of attorney, which shall also be furnished along with the tender.**
- 20.6** All the copies of the tender shall be duly signed at the appropriate places as indicated in the tender documents and all other pages of the tender including printed literature, if any shall be initialed by the same person(s) signing the tender. The tender shall not contain any erasure or overwriting, except as necessary to correct any error made by the tenderer and, if there is any such correction; the same shall be initialed by the person(s) signing the tender.
- 20.7** The tenderer is to seal the original and each copy of the tender in separate envelopes, duly marking the same as “Original”, “Duplicate” and so on and writing the address of IGM, Mumbai and the tender reference number on the envelopes. The sentence “NOT TO BE OPENED” before (The tenderer is to put the date & time of tender opening) are to be written on these envelopes. The inner envelopes are then to be put in a bigger outer envelope, which will also be duly sealed, marked etc. as above. If the outer envelope is not sealed and marked properly as above, IGM, Mumbai will not assume any responsibility for its misplacement, premature opening, late opening etc.
- 20.8** For purchasing capital equipment, high value plant, machinery etc. of complex and technical nature, tender document will seek quotation in two parts (Two Bid System)- first part containing the relevant technical details of the equipment / machinery etc., and in the second part, price quotation along with other allied issues. First part will be known as 'Technical Bid', and the second part 'Financial bid'. Tenderer shall seal separately 'Technical Bid' and 'Financial bid' and covers will be suitably super scribed. Both these sealed covers shall be put in a bigger cover and sealed and evaluation would be done as described in Clause 24.4 below. Further details would be given in SIT, if considered necessary.



20.9 If permitted in the SIT, the tenderer may submit its tender through e-tendering procedure.

D SUBMISSION OF TENDERS

21. Submission of Tenders

21.1 Unless otherwise specified, the tenderers are to deposit the tenders in the tender box kept for this purpose at a place as indicated in NIT. In case of bulky tender, which cannot be put into tender box, the same shall be submitted by the tenderer by hand to the designated officers of IGM, Mumbai, as indicated in NIT. The officer receiving the tender will give the tenderer an official receipt duly signed with date and time.

21.2 The tenderers must ensure that they deposit their tenders not later than the closing time and date specified for submission of tenders. In the event of the specified date for submission of tender falls on / is subsequently declared a holiday or closed day for IGM, Mumbai, the tenders will be received upto the appointed time on the next working day.

22. Late Tender

A tender, which is received after the specified date and time for receipt of tenders will be treated as "late" tender and will be ignored.

23. Alteration and Withdrawal of Tender

23.1 The tenderer, after submitting its tender, is permitted to alter / modify its tender so long as such alterations / modifications are received duly signed, sealed and marked like the original tender, within the deadline for submission of tenders. Alterations / modifications to tenders received after the prescribed deadline will not be considered.

23.2 **No tender should be withdrawn after the deadline for submission of tender and before expiry of the tender validity period. If a tenderer withdraws the tender during this period, it will result in forfeiture of the earnest money furnished by the tenderer in its tender besides other sanctions by IGM, Mumbai.**

E TENDER OPENING

24. Opening of Tenders

24.1 IGM, Mumbai will open the tenders at the specified date and time and at the specified place as indicated in clause of NIT. In case the specified date of tender opening falls on / is subsequently declared a holiday or closed day for IGM, Mumbai, the tenders will be opened at the appointed time and place on the next working day.

24.2 Authorized representatives of the tenderers, who have submitted tenders on time may attend the tender opening, provided they bring with them letters of authority as per the format in SBD XVII from the corresponding tenderers. The tender opening official(s) will prepare a list of the representatives attending the tender opening. The list will contain the representatives' names & signatures and corresponding tenderers' names and



addresses.

- 24.3** During the tender opening, the tender opening official(s) will read the salient features of the tenders like description of the goods offered, price, special discount if any, delivery period, whether earnest money furnished or not and any other special features of the tenders, as deemed fit by the tender opening official(s).
- 24.4** In the case of two bid system mentioned in Clause 20.8 above, the technical bids are to be opened in the first instance, at the prescribed time and date. These bids shall be scrutinized and evaluated by the competent committee/ authority with reference to parameters prescribed in the tender document. Thereafter, in the second stage, the financial bids of only the technically acceptable offers (as decided in the first stage) shall be opened for further scrutiny and evaluation. Other financial bids would be returned unopened to the respective bidders under Registered AD/ Reliable Courier or any other mode with proof of delivery.

F SCRUTINY AND EVALUATION OF TENDERS

25. Basic Principle

Tenders will be evaluated on the basis of the terms & conditions already incorporated in the tender document, based on which tenders have been received and the terms, conditions etc. mentioned by the tenderers in their tenders. No new condition will be brought in while scrutinizing and evaluating the tenders.

26. Preliminary Scrutiny of Tenders

- 26.1** The tenders will first be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the tender document. The tenders, that do not meet the basic requirements, are liable to be treated as unresponsive and ignored.
- 26.2** The following are some of the important aspects, for which a tender may be declared unresponsive and ignored;
- a) Tender is unsigned.
 - b) Tenderer is not eligible.
 - c) Tender validity is shorter than the required period.
 - d) Required EMD has not been provided.
 - e) Tenderer has quoted for goods manufactured by a different firm without the required authority letter from that manufacturer.
 - f) Tenderer has not agreed to give the required performance security.
 - g) Goods offered are sub-standard, not meeting the required specification etc.
 - h) Tenderer has not agreed to essential condition(s) specially incorporated in the tender enquiry.



- i) Against a schedule in the List of Requirement (incorporated in the tender enquiry), the Tenderer has not quoted for the entire requirement as specified in that schedule.

27. Minor Infirmary/ Irregularity/ Non-Conformity

If during the preliminary examination, IGM, Mumbai find any minor infirmity and/ or irregularity and/ or non-conformity in a tender, IGM, Mumbai may waive the same provided it does not constitute any material deviation and financial impact and, also, does not prejudice or affect the ranking order of the tenderers. Wherever necessary, IGM, Mumbai will convey its observation on such 'minor' issues to the tenderer by registered/ speed post etc. asking the tenderer to respond by a specified date. If the tenderer does not reply by the specified date or gives evasive reply without clarifying the point at issue in clear terms, that tender will be liable to be ignored.

28. Discrepancy in Prices

28.1 If, in the price structure quoted by a tenderer, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless IGM, Mumbai feels that the tenderer has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.

28.2 If there is an error in a total price, which has been worked out through addition and/ or subtraction of subtotals, the subtotals shall prevail and the total corrected; and

28.3 If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail, subject to sub clause 28.1 and 28.2 above.

28.4 If, as per the judgment of IGM, Mumbai there is any such arithmetical discrepancy in a tender, the same will be suitably conveyed to the tenderer by registered / speed post. If the tenderer does not agree to the observation of IGM, Mumbai, the tender is liable to be ignored.

29. Discrepancy between original and copies of Tender

In case any discrepancy is observed between the text etc. of the original copy and that in the other copies of the same tender set, the text etc. of the original copy shall prevail. Here also, IGM, Mumbai will convey its observation suitably to the tenderer by register / speed post and, if the tenderer does not accept IGM, Mumbai's observation, that tender will be liable to be ignored.

30. Clarification of Bids

During evaluation and comparison of bids, purchaser may, at its discretion ask the bidder for clarification of its bid. The clarification should be received within 7 days from the bidder from date of receipt of such request. The request for clarification shall be in



writing and no change in prices or substance of the bid shall be sought, offered or permitted. **No post bid clarification at the initiative of the bidder shall be entertained.**

31. Qualification/ Eligibility Criteria

Tenders of the tenderers, who do not meet the required qualification/ eligibility criteria prescribed in Section IX, will be treated as unresponsive and will not be considered further.

32. Conversion of tender currencies to Indian Rupees

In case the tender document permits the tenderers to quote their prices in different currencies, all such quoted prices of the responsive tenderers will be converted to a single currency viz., Indian Rupees for the purpose of equitable comparison and evaluation, as per the B.C. selling exchange rates established by the State Bank of India for similar transactions, as on the date of tender opening.

33. Schedule-wise Evaluation

In case the List of Requirements contains more than one schedule, the responsive tenders will be evaluated and compared separately for each schedule. The tender for a schedule will not be considered if the complete requirements prescribed in that schedule are not included in the tender. However, as already mentioned in GIT sub clause 12.2, tenderers have the option to quote for any one or more schedules and offer discounts for combined schedules. Such discounts, wherever applicable, will be taken into account to determine the tender or combination of tenders offering the lowest evaluated cost for IGM, Mumbai in deciding the successful tenderer for each schedule, subject to that tenderer(s) being responsive.

34. Comparison on CIF Destination Basis

Unless mentioned otherwise in Section-III – Special Instructions to Tenderers and Section-VI – List of Requirements, the comparison of the responsive tenders shall be on CIF destination basis, duly delivered, commissioned, etc. as the case may be.

35. Additional Factors and Parameters for Evaluation and Ranking of Responsive Tenders.

35.1 Further to GIT Clause 33 above, IGM, Mumbai's evaluation of a tender will include and take into account the following:

- a) In the case of goods manufactured in India or goods of foreign origin already located in India, sales tax & other similar taxes and excise duty & other similar duties, which will be contractually payable (to the tenderer), on the goods if a



contract is awarded on the tenderer; and

- b) In the case of goods of foreign origin offered from abroad, customs duty and other similar import duties/ taxes, which will be contractually payable (to the tenderer) on the goods if the contract is awarded on the tenderer.

35.2 IGM Mumbai's evaluation of tender will also take into account the additional factors, if any, incorporated in SIT in the manner and to the extent indicated therein.

35.3 As per policies of the Government from time to time, the purchaser reserves its option to give price preference to Small Scale Industries in comparison to the large scale Industries. This price preference cannot however be taken for granted and every endeavor need to be made by such firms to bring down cost and achieve competitiveness.

35.4 If the tenders have been invited on variable price basis, the tenders will be evaluated, compared and ranked on the basis of the position as prevailing on the day of tender opening and not on the basis of any future date.

36. Tenderer's capability to perform the contract

36.1 IGM, Mumbai, through the above process of tender scrutiny and tender evaluation will determine to its satisfaction whether the tenderer, whose tender has been determined as the lowest evaluated responsive tender is eligible, qualified and capable in all respects to perform the contract satisfactorily. If, there is more than one schedule in the List of Requirements, then, such determination will be made separately for each schedule.

36.2 The above mentioned determination will, inter-alia, take into account the tenderer's financial, technical and production capabilities for satisfying all the requirements of IGM, Mumbai as incorporated in the tender document. Such determination will be based upon scrutiny and examination of all relevant data and details submitted by the tenderer in its tender as well as such other allied information as deemed appropriate by IGM, Mumbai.

37. Cartel Formation/ Pool Rates

Cartel formation or quotation of Pool/ Co-ordinated rates, leading to "Appreciable Adverse Effect on Competition" (AAEC) as identified in Competition Act, 2002, as amended by Competition (Amendment) Act, 2007, would be considered as a serious misdemeanor and would be dealt accordingly as per Clause 44 below.

38. Negotiations

Normally there would be no price negotiations. But IGM, Mumbai reserves its right to negotiate with the lowest acceptable bidder (L1), who is technically cleared/approved for supply of bulk quantity and on whom the contract would have been placed but for the decision to negotiate, under special circumstances in accordance with CVC guidelines i.e. Normally there should be no negotiation. Selection of contractors by negotiations should be a rare exception rather than the rule and may be resorted to only in the



exceptional circumstances under the following circumstances:--

- a. Where the procurement is done on proprietary basis
- b. Items to be procured are supplied by only limited sources of supply
- c. Items where there is suspicion of cartel formation.

39. Contacting IGM, Mumbai

39.1. From the time of submission of tender to the time of awarding the contract, if a tenderer needs to contact IGM, Mumbai for any reason relating to this tender enquiry and / or its tender, it should do so only in writing.

39.2. It will be treated as a serious misdemeanor in case a tenderer attempts to influence IGM, Mumbai's decision on scrutiny, comparison, evaluation and award of the contracts. In such a case the tender of the tenderer shall be liable for rejection in addition to appropriate administrative actions being taken against that tenderer, as deemed fit by IGM, Mumbai, in terms of clause 44 of GIT.

G AWARD OF CONTRACT

40. IGM, Mumbai's Right to Accept any Tender and to Reject any or All Tenders

IGM, Mumbai reserves the right to accept in part or in full any tender or reject any tender without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of contract, without incurring any liability, whatsoever to the affected tenderer or tenderers.

41. Award Criteria

Subject to GIT clause 36 above, the contract will be awarded to the lowest evaluated responsive tenderer decided by IGM, Mumbai in terms of GIT Clause.

42. Variation of Quantities at the Time of Award

No variation of quantities at the time of awarding the contract.

43. Parallel Contracts

IGM, Mumbai reserves its right to conclude Parallel contracts, with more than one bidder (for the same tender). If this is foreseen at the time of Tendering, a clause would be included in SIT giving further details.

44. Serious Misdemeanors

44.1. Following would be considered serious misdemeanors:

- i. Submission of misleading/ false/ fraudulent information/ documents by the bidder in their bid
- ii. Submission of fraudulent/ unencashable Financial Instruments stipulated under Tender or Contract Condition.
- iii. Violation of Code of Ethics laid down in Clause 32 of the GCC.
- iv. Cartel formation or quotation of Pool/ Co-ordinated rates leading to "Appreciable



Adverse Effect on Competition” (AAEC) as identified under the Competition Act, 2002.

- v. Deliberate attempts to pass off inferior goods or short quantities.
- vi. Violation of Fall Clause by Rate Contract holding Firms.
- vii. Attempts to influence IGM, Mumbai’s Decisions on scrutiny, comparison, evaluation and award of Tender.

44.2. Besides, suitable administrative actions, like rejecting the offers or delisting of registered firms, IGM, Mumbai would ban/ blacklist Tenderers committing such misdemeanor, including declaring them ineligible to be awarded IGM Mumbai contracts for indefinite or for a stated period.

45. Notification of Award

45.1 Before expiry of the tender validity period, IGM Mumbai will notify the successful tenderer(s) in writing, by registered / speed post or by fax/email / telex/ cable (to be confirmed by registered / speed post) that its tender for goods & services, which have been selected by IGM Mumbai, has been accepted, also briefly indicating therein the essential details like description, specification and quantity of the goods & services and corresponding prices accepted. The successful tenderer must furnish to IGM, Mumbai the required performance security within twenty one days from the date of this notification. Relevant details about the performance security have been provided under GCC Clause 0 under Section IV.

45.2 The notification of award shall constitute the conclusion of the contract.

46. Issue of Contract

46.1 Within seven working days of receipt of performance security, IGM Mumbai will send the contract form (as per Section XVI duly completed and signed, in duplicate, to the successful tenderer by registered / speed post.

46.2 Within seven days from the date of issue of the contract, the successful tenderer will return the original copy of the contract, duly signed and dated, to IGM, Mumbai by registered / speed post.

47. Non-receipt of Performance Security and Contract by IGM, Mumbai

Failure of the successful tenderer in providing performance security within 21 days of receipt of notification of award and / or returning contract copy duly signed in terms of GIT clauses 45 and 46 above shall make the tenderer liable for forfeiture of its EMD and, also, for further sanctions by IGM, Mumbai against it.

48. Return of EMD



The earnest money of the successful tenderer and the unsuccessful tenderers will be returned to them without any interest, whatsoever, in terms of GIT Clause 18.6.

49. Publication of Tender Result

The name and address of the successful tenderer(s) receiving the contract(s) will be mentioned in the notice board/ bulletin/ web site of SPMCIL & IGM, Mumbai.



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 provisions contained in the SIT shall prevail.

Sl. No.	GIT Clause No.	Topic	SIT Provision
1.	18.2 & 18.4	Earnest Money Deposit (EMD)	<p>Earnest Money Deposit amounting to Rs.49,000/- (Rupees Forty Nine Thousand only) in the form of account payee Demand Draft or Bankers Cheque/FD receipt ONLY, in favour of "India Government Mint (unit of SPMCIL) Collection A/c" is to be furnished alongwith the Techno-Commercial Bid. Bank Guarantee will not be accepted for the same.</p> <p>The participating MSEs who are currently registered and will continue to remain registered during the tender validity period with District Industries Centers or Khadi & Village Industries commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts & Handlooms or any other body specified by Ministry of Micro Small & Medium Enterprises are exempted from payment of EMD if the Bidder's MSE Certificate clearly mentions the scope as per Tender subject.</p> <p>In case the tenderer falls in these categories, it should furnish certified copy of its valid registration details.</p> <p>However, the Security Deposit/Performance Security will be applicable. No exemption will be given for depositing of Security Deposit (S.D) to any mentioned above.</p>
2.	19	Tender Validity	180 days
3.	35.3	Additional Factors for Evaluation of Offers	The participating MSEs quoting price within price band of L1+15% shall also be allowed to supply a portion up to 25% of requirement by bringing down their price to L1 price where L1 is non MSEs.
4.	Nil	Undertaking	Please refer Clause No.3b. Point No. xi. under Section VI
5.	Nil	Submission of offer	Please refer Clause No.3 under Section VI



SECTION IV: GENERAL CONDITIONS OF CONTRACT (GCC)

Part I : General Conditions of Contract applicable to all types of Tenders

1. Definitions; Interpretation and abbreviations: In the contract, unless the context otherwise requires:

1.1 Definitions and Interpretation:

- (i) "Contract" means the letter or memorandum communicating to the Contractor the acceptance of this tender and includes "Intimation of Award" of his tender; "Contract" includes and Bid Invitation, Instructions to Tenderers, Tender, Acceptance of Tender, General Conditions of Contract, Schedule of Requirements, particulars and the other conditions specified in the acceptance of tender and includes a repeat order which has been accepted or acted upon by the Contractor and a formal agreement, if executed;
- (ii) "Contractor" or "Supplier" means the individual or the firm supplying the goods and services. The term includes his employees, agents, successors, authorized dealers, stockists and distributors. Other homologous terms are : Vendor, Firm, Manufacturer, OEM etc.;
- (iii) "Drawing" means the drawing or drawings specified in or annexed to the Specifications;
- (iv) "Government" means the Central Government or a State Government as the case may be;
- (v) The "Inspecting Officer" means the person, or organisation specified in the contract for the purpose of inspection of stores of work under the contract and includes his/their authorised representative;
- (vi) "Purchase Officer" means the officer signing the acceptance of tender and includes any officer who has authority to execute the relevant contract on behalf of the Purchaser;
- (vii) The "Purchaser" means SPMCIL – the organization purchasing goods and services as incorporated in the documents;
- (viii) "Signed" includes stamped, except in the case of an acceptance of tender or any amendment thereof;
- (ix) "Test" means such test as is prescribed by the particulars or considered necessary by the Inspecting Officer whether performed or made by the Inspecting Officer or any agency acting under the direction of the Inspecting Officer;
- (x) The delivery of the stores shall be deemed to take place on delivery of the stores in accordance with the terms of the contract, after approval by the Inspecting Officer if so provided in the contract —
 - a. The consignee at his premises; or
 - b. Where so provided, the interim consignee at his premises; or
 - c. A carrier or other person named in the contract for the purpose of transmission to



the consignee: or

- d. The consignee at the destination station in case of contract stipulating for delivery of stores at destination station.
- (xi) "Writing" or "Written" includes matter either in whole or in part, in manuscript, typewritten, lithographed, cyclostyled, photographed or printed under or over signature or seal, as the case may be.
 - (xii) Words in the singular include the plural and vice-versa.
 - (xiii) Words importing the masculine gender shall be taken to include the feminine gender and words importing persons shall include any company or association or body of individuals, whether incorporated or not.
 - (xiv) The heading of these conditions shall not affect the interpretation or construction thereof.
 - (xv) Terms and expression not herein defined shall have the meanings assigned to them in the Indian Sale of Goods Act, 1930 (as amended) or the Indian Contract Act, 1872 (as amended) or the General Clauses Act, 1897 (as amended) as the case may be.
 - (xvi) PARTIES: The parties to the contract are the "Contractor" and the "Purchaser", as defined above;
 - (xvii) "Tender" means quotation / bid received from a firm / supplier.
 - (xviii) "Goods" means the articles, material, commodities, livestock, furniture, fixtures, raw material, spares, instruments, machinery, equipment, industrial plant etc. which the supplier is required to supply to IGM, Mumbai under the contract. Other homologous terms are: Stores, Materials etc.
 - (xix) "Services" means services allied and incidental to the supply of goods, such as transportation, installation, commissioning, provision of technical assistance, training, after sales service, maintenance service and other such obligations of the supplier covered under the contract.
 - (xx) "Earnest Money Deposit" (EMD) means monetary guarantee to be furnished by a tenderer along with its tender.
 - (xxi) "Performance Security" means monetary guarantee to be furnished by the successful Tenderer for due performance of the contract placed on it. Performance Security is also known as Security Deposit or Performance Bank Guarantee.
 - (xxii) "Consignee" means the person to whom the goods are required to be delivered as specified in the Contract. If the goods are required to be delivered to a person as an interim consignee for the purpose of despatch to another person as provided in the Contract then that "another" person is the consignee, also known as ultimate consignee.
 - (xxiii) "Specification" or "Technical Specification" means the drawing/ document/ standard that prescribes the requirement to which product or service has to conform.
 - (xxiv) "Inspection" means activities such as measuring, examining, testing,



analyzing, gauging one or more characteristics of the product or service and comparing the same with the specified requirement to determine conformity.

(xxv) "Day" means calendar day

1.2 Abbreviations:

“AAEC”	means “Appreciable Adverse Effect on Competition” as per Competition Act
“BG”	means Bank Guarantee
“BL or B/L”	means Bill of Lading
“CD”	means Custom Duty
“CIF”	means Cost, Insurance and Freight Included
“CMD”	means Chairman and Managing Director
“CPSU”	means Central Public Sector Undertaking
“CST”	means Central Sales Tax
"DDO"	means Direct Demanding Officer in Rate Contracts
“DGS&D”	means Directorate General of Supplies and Disposals
“DP”	means Delivery Period
"ECS"	means Electronic clearing system
“ED”	means Excise Duty
"EMD"	means Earnest money deposit
"EOI"	means Expression of Interest (Tendering System)
"ERV"	means Exchange rate variations
"FAS"	means Free alongside shipment
"FOB"	means Freight on Board
"FOR"	means Free on Rail
“GCC”	means General Conditions of Contract
“GIT”	means General Instructions to Tenderers
"GST"	means Goods and Services Tax which will replace Sales Tax
"H1, H2 etc"	means First Highest, Second Highest Offers etc in Disposal Tenders
"Incoterms"	means International Commercial Terms, 2000 (of ICC)



IGM, Mumbai "L1. L2 etc"	means India Government Mint, Mumbai means First or second Lowest Offer etc.
"LC"	means Letter of Credit
"LD or L/D"	means Liquidated Damages
"LSI"	means Large Scale Industry
"NIT"	means Notice Inviting Tenders.
"NSIC"	means National small industries corporation
"PQB"	means Pre qualification bidding
"PSU"	means Public Sector Undertaking
"PVC"	means Price variation clause
"RC"	means Rate contract
"RR or R/R"	means Railway Receipt
"SBD" or "T E Document"	means (Standard) BID / Tender Document
"SCC"	means Special Conditions of Contract
"SIT"	means Special Instructions to Tenderers
"SPMCIL"	means Security Printing and Minting Corporation Limited
"SSI"	means Small Scale Industry
"ST"	means Sales Tax
"VAT"	means Value Added Tax

2 Application

2.1. The General Conditions of Contract incorporated in this section shall be applicable for this purchase to the extent the same are not superseded by the Special Conditions of Contract (SCC) prescribed under Section V of this document.

2.2. General Conditions of the contract shall not be changed from one tender to other.

2.3. Other Laws and Conditions That will Govern the Contract:

Besides GCC and SCC following conditions and Laws will also be applicable and would be considered as part of the contract:

- i. Indian Contracts Act, 1872
- ii. Sale of Goods Act, 1930
- iii. Arbitration and Conciliation Act, 1996



- iv. Competition Act, 2002 as amended by Competition (Amendment Act), 2007
- v. Contractor's Tender Submissions including Revised Offer during Negotiations, if any
- vi. Conditions in other parts of the Tender Documents
- vii. Correspondence including counter-offers if any; between the Contactor and IGM, Mumbai during the Tender Finalization
- viii. Notification of award and Contract Documents
- ix. Subsequent Amendments to the Contract

3. Use of contract documents and information

- 3.1 The supplier shall not, without IGM, Mumbai's prior written consent, disclose the contract or any provision thereof including any specification, drawing, sample or any information furnished by or on behalf of IGM, Mumbai in connection therewith, to any person other than the person(s) employed by the supplier in the performance of the contract emanating from this tender document. Further, any such disclosure to any such employed person shall be made in confidence and only so far as necessary for the purposes of such performance for this contract.
- 3.2 During the process of procurement of Security or Sensitive Machinery and Items, Tender Documents and the specifications/ drawings of such items would be issued only to Vendors having security clearance within the validity of such clearance and he shall maintain absolute secrecy and strictly control the number of copies and access to the documents and copies thereof, in addition to safeguards mentioned in sub-para above.
- 3.3 Further, the supplier shall not, without IGM, Mumbai's prior written consent, make use of any document or information mentioned in GCC sub-clause 3.1 above except for the sole purpose of performing this contract.
- 3.4 Except the contract issued to the supplier, each and every other document mentioned in GCC sub-clause 3.1 above shall remain the property of IGM, Mumbai and, if advised by IGM, Mumbai, all copies of all such documents shall be returned to IGM, Mumbai on completion of the supplier's performance and obligations under this contract.

4. Patent Rights

- 4.1 The supplier shall, at all times, indemnify IGM, Mumbai, free of cost, against all claims which may arise in respect of goods & services to be provided by the supplier under the contract for infringement of any right protected by patent, registration of designs or trademarks. In the event of any such claim in respect of alleged breach of patent, registered designs, trademarks etc. being made against IGM, Mumbai, IGM, Mumbai shall notify the supplier of the same and the supplier shall, at his own expenses take care of the same for settlement without any liability to IGM, Mumbai.

5. Country of Origin



5.1 All goods and services to be supplied and provided for the contract shall have the origin in India or in the countries with which the Government of India has trade relations.

5.2 The word “origin” incorporated in this clause means the place from where the goods are mined, cultivated, grown, manufactured, produced or processed or from where the services are arranged.

6 Performance Bond/ Security

6.1 Within twenty-one days after the issue of notification of award by IGM, Mumbai, the supplier shall furnish performance security to IGM, Mumbai for an amount equal to ten per cent of the total value of the contract, valid up to sixty days after the date of completion of all contractual obligations by the supplier, including the warranty obligations.

6.2 The Performance security shall be denominated in Indian Rupees or in the currency of the contract and shall be in one of the following forms:

a) Account Payee Demand Draft or Fixed Deposit Receipt drawn on any commercial bank in India, in favour of IGM, Mumbai as indicated in the clause 4 of NIT in reference to EMD.

b) Bank Guarantee issued by a commercial bank in India, in the prescribed form as provided in Section XV of this document.

6.3 In the event of any loss due to supplier’s failure to fulfill its obligations in terms of the contract, the amount of the performance security shall be payable to IGM, Mumbai to compensate IGM, Mumbai for the same.

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

6.5 Subject to GCC sub-clause 6.3 above, IGM, Mumbai will release the performance security without any interest to the supplier on completion of the supplier’s all contractual obligations including the warranty obligations.

7. Technical Specifications and Standards

7.1 The Goods & Services to be provided by the supplier under this contract shall conform to the technical specifications and quality control parameters mentioned in ‘Technical Specification’ and Quality Control Requirements’ under Sections VII and VIII of this document.

8. Packing and Marking

8.1 The packing for the goods to be provided by the supplier should be strong and durable enough to withstand, without limitation, the entire journey during transit



including transshipment (if any), rough handling, open storage etc. without any damage, deterioration etc. As and if necessary, the size, weights and volumes of the packing cases shall also take into consideration, the remoteness of the final destination of the goods and availability or otherwise of transport and handling facilities at all points during transit upto final destination as per the contract.

8.2 The quality of packing, the manner of marking within & outside the packages and provision of accompanying documentation shall strictly comply with the requirements as provided in Technical Specifications and Quality Control Requirements under Sections VII and VIII and in SCC under Section V. In case the packing requirements are amended due to issue of any amendment to the contract, the same shall also be taken care of by the supplier accordingly.

8.3 Packing instructions:

Unless otherwise mentioned in the Technical Specification and Quality Control Requirements under Sections VII and in SCC, the supplier shall make separate packages for each consignee (in case there is more than one consignee mentioned in the contract) and mark each package on three sides with the following with indelible paint of proper quality:

- a) contract number and date
- b) brief description of goods including quantity
- c) packing list reference number
- d) country of origin of goods
- e) consignee's name and full address and
- f) supplier's name and address

9. Inspection and Quality Control

9.1 IGM, Mumbai and/ or its nominated representative(s) will, without any extra cost to IGM, Mumbai, inspect and/ or test the ordered goods and the related services to confirm their conformity to the contract specifications and other quality control details incorporated in the contract. IGM, Mumbai shall inform the supplier in advance, in writing, IGM, Mumbai's programme for such inspection and, also the identity of the officials to be deputed for this purpose.

9.2 The Technical Specification and Quality Control Requirements incorporated in the contract shall specify what inspections and tests are to be carried out and, also, where and how they are to be conducted. If such inspections and tests are conducted in the premises of the supplier or its subcontractor(s), all reasonable facilities and assistance, including access to relevant drawings, design details and production data, shall be furnished by the supplier to IGM, Mumbai's inspector at no charge to IGM, Mumbai.

9.3 If during such inspections and tests the contracted goods fail to conform to the required specifications and standards, IGM, Mumbai's inspector may reject them and the supplier



- shall either replace the rejected goods or make all alterations necessary to meet the specifications and standards, as required, free of cost to IGM, Mumbai and resubmit the same to IGM, Mumbai's inspector for conducting the inspections and tests again.
- 9.4 In case the contract stipulates pre-despatch inspection of the ordered goods at suppliers premises, the supplier shall put up the goods for such inspection to IGM, Mumbai's inspector well ahead of the contractual delivery period, so that IGM, Mumbai's inspector is able to complete the inspection within the contractual delivery period.
- 9.5 If the supplier tenders the goods to IGM, Mumbai's inspector for inspection at the last moment without providing reasonable time to the inspector for completing the inspection within the contractual delivery period, the inspector may carry out the inspection and complete the formality beyond the contractual delivery period at the risk and expense of the supplier. The fact that the goods have been inspected after the contractual delivery period will not have the effect of keeping the contract alive and this will be without any prejudice to the legal rights and remedies available to IGM, Mumbai under the terms & conditions of the contract.
- 9.6 IGM, Mumbai's contractual right to inspect, test and, if necessary, reject the goods after the goods' arrival at the final destination shall have no bearing of the fact that the goods have previously been inspected and cleared by IGM, Mumbai's inspector during pre-despatch inspection mentioned above.
- 9.7 Goods accepted by IGM, Mumbai and/ or its inspector at initial inspection and in final inspection in terms of the contract shall in no way dilute IGM, Mumbai's right to reject the same later, if found deficient in terms of the warranty clause of the contract, as incorporated under GCC Clause 16.
- 10 Terms of Delivery**
- 10.1 Goods shall be delivered by the supplier in accordance with the terms of delivery specified in the contract.
- 11 Transportation of Goods**
- 11.1 The supplier shall not arrange part-shipments and/ or transshipment without the express/prior written consent of IGM, Mumbai.
- 11.2 **Instructions for transportation of domestic goods including goods already imported by the supplier under its own arrangement:** In case no instruction is provided in this regard in the SCC, the supplier will arrange transportation of the ordered goods as per its own procedure.
- 11.3 **Shipping Arrangement for Foreign Contracts:** In the case of FOB/FAS contracts, shipping arrangements shall be made by the Ministry of Shipping & Transport (Chartering Wing), New Delhi, INDIA, in accordance with details given in SBD Section XVIII. The Contractor shall give adequate, notice to the Forwarding Agents/Nominees about the readiness of the cargo from time to time and at least six weeks' notice in



advance of the required position for finalising the shipping arrangements. In the case of C&F contracts, the Contractor shall arrange shipment in accordance with the requirements of the Ministry of Shipping & Transport, New Delhi, INDIA, indicated in the same SBD section (as applicable).

12 Insurance:

12.2 Unless otherwise instructed in the SCC, the supplier shall make arrangements for insuring the goods against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the following manner:

12.3 In case of supply of domestic goods on CIF destination basis, the supplier shall be responsible till the entire stores contracted for arrive in good condition at destination. The transit risk in this respect shall be covered by the Supplier by getting the stores duly insured. The insurance cover shall be obtained by the Supplier in its own name and not in the name of IGM, Mumbai or its Consignee.

12.4 In the case of FOB and C&F offers for import of Goods, insurance shall be arranged by the Purchaser. However, the supplier must give sufficient notice to the Purchaser prior to the date of shipment, so that the Insurance Cover for the shipment can be activated. The Supplier must co-ordinate so as to ensure that the Shipment sails only with Insurance cover in place.

12.5 In case of Import of Goods, even in case where the insurance is paid by the Purchaser, and loss or damage shall be made good by the Contractor free of cost, without waiting for the settlement of insurance claim. The payment after settlement of insurance claim shall be reimbursed by the Purchaser to the Contractor. It will be entirely the responsibility of the Contractor to make good loss/damage without waiting for settlement of insurance claim so that machine is commissioned within the time specified in the contract.

13 Spare parts

13.1 If specified in the List of Requirements and in the resultant contract, the supplier shall supply/ provide any or all of the following materials, information etc. pertaining to spare parts manufactured and/ or supplied by the supplier:

a) The spare parts as selected by IGM, Mumbai to be purchased from the supplier, subject to the condition that such purchase of the spare parts shall not relieve the supplier of any contractual obligation including warranty obligations; and

b) In case the production of the spare parts is discontinued:

i. sufficient advance notice to IGM, Mumbai before such discontinuation to provide adequate time to IGM, Mumbai to purchase the required spare parts etc., and

ii. immediately following such discontinuation, providing IGM, Mumbai, free of



cost, the designs, drawings, layouts and specifications of the spare parts, as and if requested by IGM, Mumbai.

- 13.2 Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the goods so that the same are supplied to IGM, Mumbai promptly on receipt of order from IGM, Mumbai.

14 Incidental services

- 14.1 Subject to the stipulation, if any, in the SCC (Section –V) and the Technical Specification (Section – VII), the supplier shall be required to perform any or all of the following services.

- a) Providing required jigs and tools for assembly, start-up and maintenance of the goods
- b) Supplying required number of operation & maintenance manual for the goods
- c) Installation and commissioning of the goods
- d) Training of IGM, Mumbai's operators for operating and maintaining the goods
- e) Providing after sales service during the tenure of the contract
- f) Providing maintenance service after expiry of the warranty period of the goods if so incorporated in the contract

- 14.2 Prices to be paid to the supplier by IGM, Mumbai for any of the required incidental services, if not already included in the contract price during the placement of the contract, shall be settled and decided in advance by IGM, Mumbai and the supplier. However, such prices shall not exceed the contemporary rates charged by the supplier to other customers for similar services.

15 Distribution of Despatch Documents for Clearance/ Receipt of Goods

- 15.1. The supplier shall send all the relevant despatch documents well in time to IGM, Mumbai to enable IGM, Mumbai to clear or receive (as the case may be) the goods in terms of the contract. Unless otherwise specified in the SCC, the usual documents involved and the drill to be followed in general for this purpose are as follows:

- 15.2. For Domestic Goods, including goods already imported by the supplier under its own arrangement Within 24 hours of despatch, the supplier shall notify IGM, Mumbai, consignee, and others concerned if mentioned in the contract, the complete details of despatch and also supply the following documents to them by registered post / speed post (or as instructed in the contract):

- (a) Supplier's Invoice indicating, inter alia description and specification of the goods, quantity, unit price, total value;
- (b) Packing list;
- (c) Insurance certificate;



- (d) Railway receipt/ Consignment note;
 - (e) Manufacturer's guarantee certificate and in-house inspection certificate;
 - (f) Inspection certificate issued by IGM, Mumbai's inspector
 - (g) Expected date of arrival of goods at destination and
 - (h) Any other document(s), as and if specifically mentioned in the contract.
- 15.3.** For Imported Goods, within 3 days of despatch, the supplier will Notify IGM, Mumbai, consignee and other concerned if mentioned in the contract, the complete details of despatch and also supply the following documents to them by Courier (or as instructed in the Contract), besides advance intimation by Fax/ email:
- (a) Clean on Board Airway Bill/Bill of Lading (B/L)
 - (b) Original Invoice
 - (c) Packing List
 - (d) Certificate of Origin from Seller's Chamber of Commerce
 - (e) Certificate of Quality and current manufacture from OEM
 - (f) Dangerous Cargo Certificate, if any.
 - (g) Insurance Policy of 110% if CIF/CIF contract.
 - (h) Performance Bond/Warranty Certificate

16. Warranty

- 16.1.** The supplier warrants that the goods supplied under the contract is new, unused and incorporate all recent improvements in design and materials unless prescribed otherwise by IGM, Mumbai in the contract. The supplier further warrants that the goods supplied under the contract shall have no defect arising from design, materials (except when the design adopted and / or the material used are as per IGM, Mumbai's specifications) or workmanship or from any act or omission of the supplier, that may develop under normal use of the supplied goods under the conditions prevailing in India.
- 16.2.** This warranty shall remain valid for twelve months after the goods or any portion thereof as the case may be, have been delivered to the final destination and installed and commissioned at the final destination and accepted by IGM, Mumbai in terms of the contract or for fifteen months from the date of despatch from the supplier's premises for domestic goods (including goods already imported by the supplier under its own arrangement) or for eighteen months after the date of shipment from the port of loading in the source country for imported goods offered from abroad, whichever is earlier, unless specified otherwise in the SCC.
- 16.3.** In case of any claim arising out of this warranty, IGM, Mumbai shall promptly notify the same in writing to the supplier.
- 16.4.** Upon receipt of such notice, the supplier shall, with all reasonable speed (or within the period, if specified in the SCC), repair or replace the defective goods or parts thereof,



free of cost, at the ultimate destination. The supplier shall take over the replaced parts/ goods after providing their replacements and no claim, whatsoever shall lie on IGM, Mumbai for such replaced parts/ goods thereafter.

- 16.5.** In the event of any rectification of a defect or replacement of any defective goods during the warranty period, the warranty for the rectified/ replaced goods shall be extended to a further period of twelve months from the date such rectified / replaced goods starts functioning to the satisfaction of IGM, Mumbai.
- 16.6.** If the supplier, having been notified, fails to rectify/ replace the defect(s) within a reasonable period (or within the period, if specified in the SCC), IGM, Mumbai may proceed to take such remedial action(s) as deemed fit by IGM, Mumbai, at the risk and expense of the supplier and without prejudice to other contractual rights and remedies, which IGM, Mumbai may have against the supplier.

17. Assignment

- 17.1.** The Supplier shall not assign, either in whole or in part, its contractual duties, responsibilities and obligations to perform the contract, except with IGM, Mumbai's prior written permission.

18. Sub Contracts

- 18.1.** The Supplier shall notify IGM, Mumbai in writing of all sub contracts awarded under the contract if not already specified in its tender. Such notification, in its original tender or later, shall not relieve the Supplier from any of its liability or obligation under the terms and conditions of the contract.
- 18.2.** Sub contract shall be only for bought out items and sub-assemblies.
- 18.3.** Sub contracts shall also comply with the provisions of GCC Clause 5 ("Country of Origin").

19. Modification of contract

- 19.1.** Once a contract has been concluded, the terms and conditions thereof will generally not be varied. However if necessary, IGM, Mumbai may, by a written order given to the supplier at any time during the currency of the contract, amend the contract by making alterations and modifications within the general scope of contract in any one or more of the following:
- (a) Specifications, drawings, designs etc. where goods to be supplied under the contract are to be specially manufactured for IGM, Mumbai,
 - (b) mode of packing,
 - (c) incidental services to be provided by the supplier
 - (d) mode of despatch,
 - (e) place of delivery, and
 - (f) any other area(s) of the contract, as felt necessary by IGM, Mumbai depending on the merits of the case.



19.2. In the event of any such modification/ alteration causing increase or decrease in the cost of goods and services to be supplied and provided, or in the time required by the supplier to perform any obligation under the contract, an equitable adjustment shall be made in the contract price and/ or contract delivery schedule, as the case may be, and the contract amended accordingly. If the supplier doesn't agree to the adjustment made by IGM, Mumbai, the supplier shall convey its views to IGM, Mumbai within twenty one days from the date of the supplier's receipt of IGM, Mumbai's amendment / modification of the contract.

19.3 Option Clause : By a suitable provision in the SCC, the Purchaser may reserve the right to increase the ordered quantity by 25% at any time, till final delivery date of the contract, by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of delivery period.

20. Prices

20.1. Prices to be charged by the supplier for supply of goods and provision of services in terms of the contract shall not vary from the corresponding prices quoted by the supplier in its tender or during negotiations, if any, and incorporated in the contract except for any price adjustment authorized in the SCC.

21. Taxes and Duties

21.1. Supplier shall be entirely responsible for all taxes, duties, fees, levies etc. incurred until delivery of the contracted goods to IGM, Mumbai.

21.2. Further instruction, if any, shall be as provided in the SCC.

22. Terms and Mode of Payment: Unless specified otherwise in SCC, the terms of payments would be as follows:

22.1. Unless otherwise specified in SCC, usual payment term is 100% on receipt and acceptance of goods by the Purchaser and on production of all required documents by the supplier.

22.2. For Domestic Goods: Unless otherwise specified in the SCC, payments to suppliers are usually made by account payee cheque or through ECS only.

22.2.1. Where the terms of delivery is FOR dispatching Station, the payment terms, depending on the value and nature of the goods, mode of transportation etc. maybe – 60% to 90% (as specified in SIT) on proof of despatch and other related documents and balance on receipt at site and acceptance by the consignee.

22.2.2. Where the terms of delivery is CIF destination/delivery at site/FOR destination, usual payment term is 100% on receipt and acceptance of goods by the consignee and on production of all required documents by the supplier.

22.2.3. Where goods to be supplied also need installation and commissioning by the supplier, the payment terms are generally as under:



- (a) For a contract with terms of delivery as FOR dispatching station
 - i. 60% on proof of despatch along with other specified documents
 - ii. 30% on receipt of the goods at site by the consignee and balance
 - iii. 10% on successful installation and commissioning and acceptance by the user department.
 - (b) For a contract with terms of delivery as CIF destination/Delivery at site/FOR destination
 - i. 90% on receipt and acceptance of goods by the consignee at destination and on production of all required documents by the supplier
 - ii. 10% on successful installation and commissioning and acceptance by the consignee.
- 22.3. For Imported Good:** Unless otherwise specified in SCC, payments are made through an irrevocable Letter of Credit (LC).
- (a) Cases where Installation, Erection and Commissioning (if applicable) are not the responsibility of the Supplier – 100 % net FOB/FAS price is to be paid against invoice, shipping documents, inspection certificate (where applicable), manufacturers' test certificate, etc.
 - (b) Cases where Installation, Erection and Commissioning are the responsibility of the Supplier - 80% – 90% net FOB/FAS price (as specified in the SCC) will be paid against invoice, inspection certificate (where applicable), shipping documents etc. and balance within 21 - 30 days of successful installation and commissioning at the consignee's premises and acceptance by the consignee.
 - (c) Payment of Agency Commission against FOB/FAS Contract – Entire 100% agency commission is generally paid in Indian Rupees; after all other payments have been made to the supplier in terms of the contract.
- 22.4.** Unless specified otherwise in the SCC, the following general conditions will apply for payment to the supplier.
- 22.5.** The payment shall be made in the currency / currencies authorized in the contract.
- 22.6.** The supplier shall send its claim for payment in writing as per Section XIX – “ Proforma for Bill for Payments”, when contractually due, along with relevant documents etc., duly signed with date, as specified in SCC and in a manner as also specified therein.
- 22.7.** While claiming payment, the supplier is also to certify in the bill 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.



22.8. The important documents which the supplier is to furnish while claiming payment are:

- a) Original Invoice
- b) Packing List
- c) Certificate of country of origin of the goods from seller's Chamber of Commerce.
- d) Certificate of pre-despatch inspection by IGM, Mumbai's representative/ nominee
- e) Manufacturer's test certificate
- f) Performance/ Warrantee Bond
- g) Certificate of Insurance
- h) Clean on Bill of lading/ Airway bill/ Rail receipt or any other despatch document, issued by a government agency (like postal department) or an agency duly authorized by the concerned ministry/ department
- i) Consignee's Certificate confirming receipt and acceptance of goods
- j) Dangerous Cargo Certificate, if any, in case of Imported Goods.
- k) Any other document specified.

22.9. While claiming reimbursement of duties, taxes etc. (like sales tax, excise duty, custom duty) from IGM, Mumbai, as and if permitted under the contract, the supplier shall also certify that, in case it gets any refund out of such taxes and duties from the concerned authorities at a later date, it (the supplier) shall refund to IGM, Mumbai the IGM, Mumbai's share out of such refund received by the supplier. The supplier shall also refund the applicable amount to IGM, Mumbai immediately on receiving the same from the concerned authorities.

22.10. In case where the supplier is not in a position to submit its bill for the balance payment for want of receipted copies of Inspection Note from the consignee and the consignee has not complained about the non-receipt, shortage, or defects in the supplies made, balance amount will be paid by the paying authority without consignee's receipt certificate after three months from the date of the preceding part payment for the goods in question, subject to the following conditions:

- a) The supplier will make good any defect or deficiency that the consignee (s) may report within six months from the date of despatch of goods.
- b) Delay in supplies, if any, has been regularized.
- c) The contract price where it is subject to variation has been finalized.
- d) The supplier furnishes the following undertakings:

"I/ We, _____ certify that I/ We have not received back the Inspection Note duly receipted by the consignee or any communication from IGM, Mumbai or the consignee about non-receipt, shortage or defects in the goods supplied. I/ We _____ agree to make good any defect or deficiency that the consignee may report within three months from the date of receipt of this balance payment or six months from the date of despatch whichever is later.



23. Delay in the supplier's performance

- 23.1.** The time for and the date specified in the contract or as extended for the delivery of the stores shall be deemed to be the essence of the contract and the supplier shall deliver the goods and perform the services under the contract within the time schedule specified by IGM, Mumbai in the List of Requirements and as incorporated in the contract.
- 23.2.** Subject to the provision under GCC clause 28, any unexcused delay by the supplier in maintaining its contractual obligations towards delivery of goods and performance of services shall render the supplier liable to any or all of the following sanctions besides any administrative action:
- a) imposition of liquidated damages,
 - b) forfeiture of its performance security and
 - c) termination of the contract for default.
- 23.3.** If at any time during the currency of the contract, the supplier encounters conditions hindering timely delivery of the goods and performance of services, the supplier shall promptly inform IGM, Mumbai in writing about the same and its likely duration and make a request to IGM, Mumbai for extension of the delivery schedule accordingly. On receiving the supplier's communication, IGM, Mumbai shall examine the situation as soon as possible and, at its discretion, may agree to extend the delivery schedule, with or without liquidated damages for completion of supplier's contractual obligations by issuing an amendment to the contract.
- 23.4.** When the period of delivery is extended due to unexcused delay by the supplier, the amendment letter extending the delivery period shall, inter alia contain the following conditions:
- a) IGM, Mumbai shall recover from the supplier, under the provisions of the clause 24 of the General Conditions of Contract, liquidated damages on the goods and services, which the Supplier has failed to deliver within the delivery period stipulated in the contract.
 - b) That no increase in price on account of any ground, whatsoever, including any stipulation in the contract for increase in price on any other ground and, also including statutory increase in or fresh imposition of customs duty, excise duty, sales tax or on account of any other tax or duty which may be levied in respect of the goods and services specified in the contract, which takes place after the date of delivery stipulated in the contract shall be admissible on such of the said goods and services as are delivered and performed after the date of the delivery stipulated in the contract.



- c) But nevertheless, IGM, Mumbai shall be entitled to the benefit of any decrease in price on account of reduction in or remission of customs duty, excise duty, sales tax or any other duty or tax or levy or on account of any other grounds, which takes place after the expiry of the date of delivery stipulated in the contract.

23.5. The supplier shall not despatch the goods after expiry of the delivery period. The supplier is required to apply to IGM, Mumbai for extension of delivery period and obtain the same before despatch. In case the supplier despatches the goods without obtaining an extension, it would be doing so at its own risk and no claim for payment for such supply and / or any other expense related to such supply shall lie against IGM, Mumbai.

24. Liquidated damages

24.1. Subject to GCC clause 28, 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, IGM, Mumbai shall, without prejudice to other rights and remedies available to IGM, Mumbai under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the ½% percent (or any other percentage if prescribed in the SCC) 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%

(or any other percentage if prescribed in the SCC) of the delayed goods' or services' contract price(s). During the above mentioned delayed period of supply and / or performance, the conditions incorporated under GCC sub-clause 23.4 above shall also apply.

25. Custody and Return of IGM, Mumbai Materials/ Equipment/ Documents loaned to Contractor

25.1. Whenever stores are required to be issued to the firm/contractor for fabrication or prototypes or sub-assemblies are issued for guidance in fabrication, these would be issued against appropriate Bank Guarantee as specified in SCC. In addition to the Bank Guarantee, appropriate insurance may be asked if specified in the SCC.

25.2. All drawings and samples issued to the contractor in connection with the contract must be returned by him. Final payment will be withheld if this is not done, besides any other sanction deemed fit by IGM, Mumbai.

26. Termination for default

26.1. IGM, Mumbai, without prejudice to any other contractual rights and remedies available to it (IGM, Mumbai), may, by written notice of default sent to the supplier, terminate the contract in whole or in part, if the supplier fails to deliver any or all of the goods or fails to perform any other contractual obligation(s) within the time period specified in the



contract, or within any extension thereof granted by IGM, Mumbai pursuant to GCC sub-clauses 23.3 and 23.4.

- 26.2.** In the event of IGM, Mumbai terminates the contract in whole or in part, pursuant to GCC sub-clause 26.1 above, IGM, Mumbai may procure goods and/ or services similar to those cancelled, with such terms and conditions and in such manner as it deems fit at the “Risk and Cost” of the supplier and the supplier shall be liable to IGM, Mumbai for the extra expenditure, if any, incurred by IGM, Mumbai for arranging such procurement.
- 26.3.** Unless otherwise instructed by IGM, Mumbai, the supplier shall continue to perform the contract to the extent not terminated.

27. Termination for insolvency

- 27.1.** If the supplier becomes bankrupt or otherwise insolvent, IGM, Mumbai reserves the right to terminate the contract at any time, by serving written notice to the supplier without any compensation, whatsoever, to the supplier, subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and / or will accrue thereafter to IGM, Mumbai.

28. Force Majeure

- 28.1.** In the event of any unforeseen event directly interfering with the supply of stores arising during the currency of the contract, such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the Contractor shall, within a week from the commencement thereof, notify the same in writing to the Purchaser with reasonable evidence thereof. Unless otherwise directed by in writing, the supplier shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. If the force majeure condition(s) mentioned above be in force for a period of 90 days or more at any time, either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days’ notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other, save and except those which had occurred under any other clause of this contract prior to such termination.
- 28.2.** Notwithstanding the provisions contained in GCC clauses 23, 24 and 26, the supplier shall not be liable for imposition of any such sanction so long the delay and/ or failure of the supplier in fulfilling its obligations under the contract is the result of an event of Force Majeure.
- 28.3.** In case due to a Force Majeure event is unable to fulfill its contractual commitment and



responsibility, IGM, Mumbai will notify the supplier accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.

29. Termination for convenience

- 29.1.** IGM, Mumbai reserves the right to terminate the contract, in whole or in part for its (IGM, Mumbai's) convenience, by serving written notice on the supplier at any time during the currency of the contract. The notice shall specify that the termination is for the convenience of IGM, Mumbai. The notice shall also indicate inter-alia, the extent to which the supplier's performance under the contract is terminated, and the date with effect from which such termination will become effective.
- 29.2.** The goods and services which are complete and ready in terms of the contract for delivery and performance within thirty days after the supplier's receipt of the notice of termination shall be accepted by IGM, Mumbai following the contract terms, conditions and prices. For the remaining goods and services, IGM, Mumbai may decide:
- a) to get any portion of the balance completed and delivered at the contract terms, conditions and prices; and / or
 - b) to cancel the remaining portion of the goods and services and compensate the supplier by paying an agreed amount for the cost incurred by the supplier towards the remaining portion of the goods and services.

30. Governing language

- 30.1.** The contract shall be written in Hindi or English language following the provision as contained in GIT clause 2. All correspondence and other documents pertaining to the contract, which the parties exchange, shall also be written accordingly in that language.

31. Notices

- 31.1.** Notice, if any, relating to the contract given by one party to the other, shall be sent in writing or by cable or telex or facsimile and confirmed in writing. The procedure will also provide the sender of the notice, the proof of receipt of the notice by the receiver. The addresses of the parties for exchanging such notices will be the addresses as incorporated in the contract.
- 31.2.** The effective date of a notice shall be either the date when delivered to the recipient or the effective date specifically mentioned in the notice, whichever is later.

32. Code of Ethics

IGM, Mumbai as well as Bidders, Suppliers, Contractors, and Consultants under contracts shall observe the highest standard of ethics during the procurement or execution of such contracts. In pursuit of this policy, for the purposes of this provision, the terms set forth below are defined as follows:



- (a) "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
- (b) "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
- (c) "Collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Purchaser, designed to establish bid prices at artificial, non competitive levels; and
- (d) "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.
- (e) A particular violation of ethics may span more than one of above mentioned unethical practices.

32.1. The following policies will be adopted in order to maintain the standards of ethics during procurement:

- (a) A proposal for award will be rejected if it is determined that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.
- (b) A contract will be cancelled if it is determined at any time that IGM, Mumbai representatives/ officials have directly or indirectly, engaged in corrupt, fraudulent, collusive or coercive practices during the procurement or the execution of that contract.
- (c) In case any individual staff is found responsible, suitable disciplinary proceedings should be initiated against such staff under the applicable government conduct rules. The existing provisions under the Indian law including the instructions of Central Vigilance Commission should be followed in this regard.
- (d) Firms or individuals shall be banned/ blacklisted after following due process, including declaring them ineligible, either indefinitely or for a stated period of time, to be awarded a IGM, Mumbai contract, if it at any time determines that they have, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a IGM, Mumbai contract.

33. Resolution of disputes

33.1. If dispute or difference of any kind shall arise between IGM, Mumbai and the supplier in



connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within twenty one days of its occurrence, then, unless otherwise provided in the SCC, either IGM, Mumbai or the supplier may seek recourse to settlement of disputes through arbitration as per The Arbitration and conciliation Act 1996 as per following clause.

33.2. Arbitration Clause:- If both parties fail to reach such amicable settlement, then either party (the Purchaser or Seller) may within 21 days of such failure give a written notice to the other party requiring that all matters in dispute or difference be arbitrated upon. Such written notice shall specify the matters which are in difference or of difference of which such written notice has been given and no other matter shall be referred to the arbitration in accordance with the conciliation and arbitration rules of International Chamber of Commerce (ICC)/ United National Commission on International Trade Law (UNCITRL) by three arbitrators appointed in accordance with the procedure set out in clause below. The arbitration proceeding shall be held in New Delhi and shall be conducted in English language. All documentation to be reviewed by the arbitrators and/ or submitted by the parties shall be written or translated into English. Venue of arbitration shall be New Delhi. The arbitrator or arbitrators appointed under this article shall have the power to extend time to make the award with the consent of the parties. Pending reference to arbitration, the parties shall make all endeavours to complete the contract/work in all respects and all disputes, if any, will finally be settled in the arbitration.

34. Applicable Law

- 34.1.** The contract shall be interpreted in accordance with the laws of India.
- 34.2.** Irrespective of the place of delivery, or the place of performance or the place of Payments under the contract, the contract shall be deemed to have been made at the place from which the notification of acceptance of the tender has been issued.
- 34.3.** The courts of the place from where the notification of acceptance has been issued – shall alone have jurisdiction to decide any dispute arising out or in respect of the contract.

35. Secrecy

- 35.1.** The Contractor shall take all reasonable steps necessary to ensure that all persons



employed in any work in connection with the contract, have full knowledge of the Official Secrets Act and any regulations framed there under.

- 35.2.** Any information obtained in the course of the execution of the contract by the Contractor; his servants or agents or any person so employed, as to any matter whatsoever, which would or might be directly or indirectly, of use to any enemy of India, must be treated secret and shall not at any time be communicated to any person.
- 35.3.** Any breach of the aforesaid conditions shall entitle the Purchaser to cancel the contract and to purchase or authorise the purchase of the stores at the risk and cost of the Contractor, In the event of such cancellation, the stores or parts manufactured in the execution of the contract shall be taken by the Purchaser at such price as he considers fair and reasonable and the decision of the Purchaser as to such price shall be final and binding on the Contractor.



SECTION V: SPECIAL CONDITIONS OF CONTRACT (SCC)

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

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

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

Sl. No.	GCC Clause No	Topic	SCC Provision
1.	10	Terms of Delivery	The contract period is for One year from the date of issue of Purchase Order. The contract may be subject to further extension by 3 months under Option Clause (Sl.No.4), if required by I.G.Mint, Mumbai at same rates and other terms & conditions.
2.	16.2, 16.4	Warranty Clause	Not applicable.
3.	22,22.1, 22.2, 22.3, 22.4,22.6	Terms and mode of payment	Refer Section VI. Point No. 3. (b). Part 1. B
4.	19.3	Option Clause	India Government Mint Mumbai reserves the right to extend the contract at the same rate and terms & conditions for a further period of 3 months by giving reasonable notice before the last date of contract period.
5.	24	Liquidated damages	a. In case of short deployment of the Agency, the contractor shall be liable for a penalty which may extend up to Rs. 5000/- Per month. If short deployment of manpower is below than 90% of Present days out of total working days per month this clause may applicable. b. If job work is not completed in time, Mint reserves the right to procure or complete the work from any alternate source at the risk and cost of the supplier. c. The manpower supplier firm shall have to engage the required number of manpower and in case required number is not available on any day without proper and acceptable reason Mint can impose penalty on manpower supplier firm as it thinks fit.



SECTION VI : LIST OF REQUIREMENTS

Schedule No.	Brief description of goods and services	Accounting Unit	Quantity	Amount of Earnest Money
1	Hiring of services of Multitasking Staff (Office Boy) As per Section VII – Technical Specifications.	AU	1	Rs. 49,000/- to be submitted alongwith Techno Commercial Bid.

1. REQUIRED TERMS OF DELIVERY:

The contract period is for one year from the date of issue of Purchase Order. The contract may be subject to further extension by 3 months under Option Clause (Sec.V SCC SI.No.4), if required by I.G.Mint, Mumbai at same rates and terms & conditions.

2. PLACE OF SERVICE:

India Government Mint, Mumbai

3. SUBMISSION OF TENDERS AND TENDER EVALUATION :

(a) Techno-Commercial Bid and Price Bid are to be submitted in two separate double sealed envelopes. The envelopes containing bids shall be superscribed “Techno-Commercial Bid”, “Price Bid”, as the case may be, for “Hiring of Services of Multitasking Staff (Office Boy) ”. The sealed envelopes shall again be put in another sealed cover and should be superscribed “TENDER NO. 6000013171 DATED. 10.06.2019. FOR HIRING OF SERVICES OF MULTITASKING STAFF (OFFICE BOY)”. The sentence “NOT TO BE OPENED” before 12.07.2019 (The tenderer is to put the date & time of tender opening) is to be written on this envelope and is to be submitted on or before the due date of submission of tender.

(b) Bid to be submitted in Two Parts as given below:

PART 1 : TECHNO-COMMERCIAL BID

- i. Containing un-priced tender document duly sealed and signed with complete Qualification/Eligibility of the tenderer as per the criteria mentioned in Section IX of the tender document.
- ii. One original and one duplicate copy shall be submitted. It should not have any price aspects.
- iii. Power of Attorney/Authorization with the seal of the company, of person signing the tender documents.
- iv. Tender document fee of Rs. 1180/- (Exempted for MSEs as per NIT Clause no.3)



- v. Earnest Money Deposit (EMD): Rs.49,000/- (Exempted for MSEs as per NIT Clause no.4)
- vi. Duly signed and filled up Tender Form (Section X)
- vii. Duly signed and filled up Questionnaire (Section XII)
- viii. Submit the copy of GST No. Registration and SAC no.
- ix. The tenderer shall submit detailed techno-commercial offer as per Technical Specifications given in Section VII of this tender document.
- x. The tenderer has to submit acceptance of all Sections of this Tender document (GIT, SIT, GCC, SCC).
- xi. The following undertaking needs to be invariably submitted along with the offer failing which the offer shall be rejected and no further communication shall be entertained.
Undertaking:-
 - "Our offer against tender no:_____ doesn't contain any deviation from the stipulated tender conditions and we accept all the terms and conditions of the tender enquiry without any deviations."
 - Declaration to submit "Labour license" on award of Purchase Order.
 - Declaration that on award of purchase order, the Firm/Agency has to ensure payment of minimum wages as per GOI, Ministry of Labour & Employment Office of the Chief Labour Commissioners (C), New Delhi, F.No.1/8(1)/2019-LS-II dt. 27.03.2019 as on date and revised from time to time & compliance of all labour laws/regulations.

The said undertaking should be provided in a letter head duly sealed and signed by the bidder.
- xii. Documents/declarations to be provided along with the bid:
 - EPF A/C No. and authority with whom registered.
 - ESI Reg. No. and authority with whom registered.
 - Permanent A/C No.
 - Registered Office Address with Telephone No.
- xiii. The tenderer has to submit acceptance to other terms and conditions as below:

A. Contract Period:

1. Hiring of Services of Multitasking Staff (Office Boy) on contract basis for one year from 01.09.2019 to 31.08.2020 which may change at the time of placement of Purchase Order.
2. Working Hours: The services are required for six days in a week, 48 hours per week.
"However the duty time will be intimated at the time of joining and the defined time may be changed as per the requirement of India Govt. Mint, Mumbai." However the timing may be changed at the discretion of the I.G.Mint, Mumbai, from time to time. In case of urgency/emergency, the labour can be deployed beyond normal duty hour which shall be compensated on hourly basis.



B. Payment Terms:

1. Payment will be made on Monthly basis subject to submission of bill with satisfactory completion certificate from the competent authority of each month. The payment will be made for the number of working days worked in a given month.
2. The Agency/Firm has to ensure the payment of minimum wages under GOI, Ministry of Labour & Employment Office of the Chief Labour Commissioners (C), New Delhi, F.No.1/8(1)/2019-LS-II dt. 27.03.2019 as on date and revised from time to time. Compliance of all labour laws/ regulations must be complied by the Contract/agency. The firm should be registered under P.F, ESI, GST and the copies of certificates should be enclosed accordingly.
3. The employee needs to have bank a/c no. in their names. It is mandatory that the contractor has to make payments to their employees directly through online bank transfer only by the 10th day after the last day of wage period in respect of which wages are payable. The details of the same need to be enclosed along with the monthly bill submitted by the contractor.
4. All wages allied benefits such as leave, salary, PF, etc. as per the provisions of related act, shall be paid by the contractor and IGMM shall not incur any liability or additional expenditure whatsoever for personnel deployed.
5. The payment shall be made to the contractor subject to deduction of taxes to be imposed by any Government as per rules from time to time. The bill must be submitted in duplicate.
6. The agency shall furnish a copy of deposition of monthly EPF/ESIC challans>Returns etc. with next bill, failing which amount as deemed fit by I.G. Mint Mumbai shall be withheld in the next subsequent bill. It may be further ensured that the ECR (Electronic Challan-cum-Receipt) along with a copy of the paid-in challan are submitted as documentary proof of having deposited EPF.
7. The contractor also has to issue wage slips to the labours before wage disbursement. In case of disputes for non-payment of wages to the supplied manpower or any other disputes, the payment due to the manpower supplier firm can be withheld till settlement of the disputes by the board or on the orders of the court of law.

PART 2 : PRICE BID

The Bidders shall quote the price and other elements of price as per the format given as Section XI of this tender document. Insertion, post script, addition and alteration shall not be made. If any, will not be considered for calculating the price.

NOTE:

1. ALL SECTION AND PAGES OF THE TENDER DOCUMENT STRICTLY SHOULD BE SIGNED, NAME AND SEALED BY BIDDER FIRM.
2. BIDDER TO FURNISH STIPULATED DOCUMENTS ALONG WITH TENDER IN SUPPORT OF FULFILMENT OF TENDER CRITERIA. FURTHER CORRESPONDENCE IN THIS REGARD WILL NOT BE ENTERTAINED FOR ANY REASON. NON-SUBMISSION OR INCOMPLETE SUBMISSION OF DOCUMENTS MAY LEAD TO REJECTION OF OFFER.”



(c) Evaluation Criteria for L1 Bidder:

The techno-commercial bids are to be opened in the first instance, at the prescribed time and date. These bids shall be scrutinized and evaluated by the competent committee/authority with reference to the parameters prescribed in the PART 1 : TECHNO-COMMERCIAL BID, above. Subsequently, in the next stage, the Price Bid of only the techno-commercially acceptable offers (as decided in the first stage) shall be opened for further scrutiny and evaluation. Intimation regarding opening of Price bids shall be given to acceptable tenderers to enable them to attend the Price Bid opening, if they so desire. The method of evaluation of L1 bidder for awarding the Contract shall be on the basis of Bidder's Commission.



SECTION VII : TECHNICAL SPECIFICATIONS

Hiring of services of Multitasking Staff

For engaging the services of an agency for 'Multitasking Staff (Office Boy)' at I.G.Mint, Mumbai.

Role: Multitasking Staff (Office Boy)

Requirement: 9 nos.

Category: Unskilled

Education Qualification: Minimum 10th passed

Contract period for one year.

Special Terms & Conditions:

Multitasking Staff (Office Boy) have to attend all the activities of office like cleaning of furniture & equipment, attend to officers, identifying and movement of papers.

General Terms & Conditions:-

1. The personnel should present themselves for duty in neat & clean dress. He should be polite, obedient and courteous.
2. The personnel shall be between the age of 18 and 30 years.
3. The Contractor also required to produce the Character & Antecedent Certificate in respect of the persons to be engaged by him to carry out the works in the Mint. The personnel's will be permitted to join/continue duty only on submission of Police verification report in respect of their Character and antecedents.
4. The Contractor or any part shall not subcontract/ sublet shares or interest of contract, not to be transferred or assigned by the contract directly or indirectly to any person or persons whomsoever without the permission of India Government Mint, Mumbai
5. The contractor shall indemnify this Mint against damage/loss that may be caused to the life or property in discharging the obligations.
6. The Contractor shall compensate and make good all damages or loss of property or injury to the passengers or to others as a result of road accidents or any accident on account of whatsoever cause.
7. In case of any loss or theft, it shall be made good by the agency and failure on the part of the contractor/agency part to do so within a period of 30 days, the loss shall be made good by the encashment of bank guarantees, and if the amount of loss or damage exceed the amount of bank guarantee then remaining amount shall be recovered from amount standing due and payable to the contractor/agency.



8. The bidder should quote the rates for the services of personnel and his service commission separately. The payment will be made for the number of working days worked in a given month. Conditional offers are liable for rejection.
9. The Contractor should co-ordinate in carrying out the jobs and liaison with Mint management. He should ensure provision of services of alternate personnel in case of absence of regular person on account of sickness, personal work etc.
10. To ensure security of employed personnel, the contractor should submit photograph along with their complete details, viz identity proof, residence proof etc.
11. The Agency/Firm has to ensure the payment of Minimum wages under payment of wages act issued by GOI, Ministry of Labour & employment office and other statutory obligations such as PF & ESI etc. to its deployed employees. (As on date and revised from time to time). The firm should be registered under P.F, ESI, GST, Service Tax Act and the copies of certificates should be enclosed accordingly.
12. The Contractor will be held responsible for conduct and action of persons/equipment employed for the job during the course of work in Office, factory and estate.
13. If the services of the contractor are found not to be satisfactory, the General Manager, will have the right to terminate the contract without assigning any reasons whatsoever at any time.
14. In case of conduct of a person's employed by service provider is found to objectionable or for security reasons the management decides to remove that employee, Mint management will inform the same and the contractor will remove employee immediately and replace with proper employee.
15. The contractor will issue photo identity cards & shall ensure that their personnel's display photo identity cards all the time while in the premises.
16. The personnel shall not mix or establish any contacts with IGM's employees or do any undue favour or any private work other than their normal duties assigned during the working hours.
17. The personnel accepting any tips from IGM's employees/visitors shall be removed from the premises and not allowed to work from the date of such an incident.
18. The personnel shall not disturb the IGM's employees and/or use undesirable and abusive language while dealing with them. If any such incident is reported, the agency shall be held fully responsible for its consequences.
19. The personnel shall not make any sort of noise including shouting of slogans etc. or take part in any type of agitation in the IGM, Mumbai's premises.
20. The personnel shall not enter into any unlawful activity within the IGM, Mumbai's premises and shall have good moral character & conduct.



21. The agency shall have his staff examined and medically checked prior to their deployment. Any person found medically unfit shall not be deployed.
22. In case of short deployment of the Agency, the contractor shall be liable for a penalty which may extend up to Rs. 5000/- Per month. If short deployment of manpower is below than 90% of Present days out of total working days per month this clause may be applicable.
23. IGM, Mumbai has sole right to increase and decrease the manpower during the period of contract as per requirements.
24. The agency shall ensure getting proper licence/permission from the concerned authorities wherever applicable under the contract labour (regulation and abolition) act, 1970.
25. The agency shall supervise the work of all the satisfactory performance of their personnel under the contract.
26. The agency must allow inspection and checking of their all statutory records by IGM, Mumbai
27. Representatives of the agency will attend or report to Assistant Manager(HR) immediately, as and when directed. They will personally attend any meeting or discussions as per instructions from IGM, Mumbai. The service provider shall have their representatives accessible either by person or by phone during or after office hours.
28. The said rate quoted should be as per minimum wages Government of India, Ministry of Labour & employment office of the Chief Labour Commissioner (C), New Delhi and statutory compliance of all labour laws/ regulations must be complied by the Contract agency.
29. The manpower supplier firm must fulfill all the conditions required under
Contract Labour (R&A) Act.1970,
Factories Act 1948,
Employer's Liability Act, 1938,
Industrial Disputes Act.1947,
The Provident Fund & Miscellaneous Provision Act 1952,
The Minimum Wages Act 1940,
The Payment of Wages Act 1936,
The Employee State Insurance Act 1948, any other laws (if any).
30. The supplied manpower will wear proper uniform without pocket as approved by the I.G.Mint, Mumbai with name plate to be provided by the manpower supplier firm, failing which wages of that day is liable to be deducted

Also Note:

1. Vendor has to adhere to rules and regulations and timings of I.G.Mint, Mumbai, which is being a security sensitive organization.
2. I.G.Mint, Mumbai, is not responsible for nay injury accident caused to contractor or any person appointed by him to carry out the job/project.



OTHER TERMS AND CONDITIONS OF CONTRACT:

1. LIQUIDATED DAMAGES/PENALTY: -

- a. In case of short deployment of the Agency, the contractor shall be liable for a penalty which may extend up to Rs. 5000/- Per month. If short deployment of manpower is below than 90% of Present days out of total working days per month this clause may applicable.
- b. If job work is not completed in time, Mint reserves the right to procure or complete the work from any alternate source at the risk and cost of the supplier.
- c. The manpower supplier firm shall have to engage the required number of manpower and in case required number is not available on any day without proper and acceptable reason Mint can impose penalty on manpower supplier firm as it thinks fit.

2. COMPENSATION FOR DAMAGES:

- a. The contractor shall be responsible for the all other damages to any person, tools & tackles, animal or property arising out of and incidental to the negligent or defective carryout of this contract. He shall also indemnify the IGM, Mumbai in respect of any costs, charges or expenses arising out of any claim or proceedings and also in respect of any award of compensation or damages arising there from. The IGM MUMBAI shall be entitled to deduct the amount of any damage, compensation, charges , costs and expenses arising or occurring from or in respect of any such claims or damage from any or all sums due or to become due to the contractor, without prejudice to the IGM,MUMBAI other rights in respect thereof.
- b. Any damages/ breakdowns arising out of negligence, improper handling or improper maintenance will be viewed seriously. In such case the entire expenditure incurred for rectifying or replacing the damage items will be borne by the contractor. The amount determined by IGM MUMBAI shall be final and binding. The contractor shall indemnify to this effect. If the contractor fails to carry out the job as per the schedule, a suitable deduction shall be made from the bill. In case any work is left out intentionally or not done within the time frame, the same will be got done through any other contractor and payment shall be made to him by deducting such amount from the bill. An additional amount as may be determined by IGM MUMBAI shall also be deducted towards penalty. The decision of the IGM MUMBAI Authorities in such matter shall be final and binding on the Contractor.

3. TERMINATION OF THE CONTRACT BY IGM MUMBAI:

- a. If the Contractor stops the works for more than 3 days continuously, then the IGM MUMBAI has the power to terminate the Contract without giving any notice whatever may be the reason. In this case the contractor has no power to claim compensation and their Security Deposit will be forfeited. The IGM MUMBAI has the authority to complete the remaining works through other agencies. Decision of the IGM MUMBAI in this regard is final.
- b. The IGM MUMBAI has the authority to terminate the contract without specifying any reasons thereof, without any compensation at any time during the currency of the contract. However, one month notice will be given prior to cancellation.
- c. The contractor has no right to withdraw or leave the contract in mid-way before expiry of the term of the specified valid tenure of the contract.
- d. To enforce Fore-closure clause after placement of job orders by giving due notice of 15 days i.e. if at any time during the currency of the contract, the contractor can be terminated by the General Manager, India Government Mint, Mumbai.
- e. If the contractor repeatedly violates the terms and conditions of the contract or fails to supply required number of manpower despite I G Mint Mumbai having served him proper notices, the contract shall be liable to be terminated and security so deposited shall be forfeited.



4. PERFORMANCE EVALUATION:

A Confidential performance Evaluation of the overall performance shall be done by the dealing official(s) on periodical basis & continuation of the contract shall primarily depend upon their performance. In case the performance is found to be unsatisfactory at any point of time, the contract shall be terminated without any notice and security deposit will be forfeited.

5. CO-ORDINATIONS WITH OTHER AGENCIES:

IGM MUMBAI reserves the right to use premises and any portions of the site for the execution of any work not included in this contract which it may desire to have carried out by other persons, and the contractor shall allow all reasonable facilities for the execution of such work but shall not be required to provide any plant or material for the execution of such work except by special arrangement with IGM MUMBAI.

6. CONTRACTOR'S RESPONSIBILITY:

a. The contractor shall provide everything necessary for the proper execution of the works according to the intent and meaning of the schedule of quantities and specifications taken together whether the same may or may not be particularly shown or described therein provided that the same can reasonably be inferred there from. If that contractor finds any discrepancy in the schedule of the quantities and specifications, he shall immediately and in writing refer the same to the IGM MUMBAI Authorities who shall decide which is to be followed.

b. It shall be the sole responsibility of the contractor to ensure safety to all his workers. The Contractor will be required to extend the benefits of employees Compensation Insurance policy to all of his workmen engaged for the said job.

c. Any untoward incident arising out of improper supervision or inadequate safety measures will be the sole responsibility of the contractor. The Contractor shall conform to all the Labour Laws and shall remain solely responsible for the obligation under the relevant statutory provisions. The contractor should properly maintain all necessary first aid kits under his custody and ensure that all its employees are adequately trained in administering first aid in case of emergencies.

d. The manpower supplier firm should make suitable arrangement for supervision of the manpower supplied and other related works.

e. The manpower supplier firm shall be responsible for all injuries and accidents to persons employed by him. The workmen shall be insured against personal accidents arising out of and during the course of their duties. In the event of injury, illness or mis-happening to any worker, the company will not be liable to pay any compensation. The insurance cover shall include the liability under the employees Compensation Act.

f. Successful manpower supplier has to submit the following documents alongwith bills:

- i. Attendance sheet certified by user Dept.
- ii. Wages sheet with Bank transfer details to concerned Contract Labours
- iii. PF Challan along with ECR
- iv. ESI Challan
- v. Employee Compensation Policy
- vi. Copy of Labour License under The Contract Labour (R & A) Act 1970 if required.

7. ALTERATION IN QUANTITY OR WORK, SPECIFICATION & DESIGN / ADDITION OF WORK/ DELETION OF WORK:

The IGM MUMBAI shall have power to make any alterations/ additions to or substitutions for the original specification and instructions that may appear to him to be necessary during work. For that purpose or if for any other reason it shall in his opinion be desirable, he shall have power to order the contractor to do any or all of the following:

- a) Increase or decrease the quantity of any work included in the contract.



- b) Delete any such work.
- c) Change the character or quantity or kind of any such work.
- d) Execute additional work of any kind necessary for the completion of the works and
- e) Change in any specified sequence, method of timing of the work.

The contractors shall be bound to carry out the work in accordance with any instructions in this connection which may be given to him in writing signed by the IGM MUMBAI Authorities and shall not on any way vitiate or invalidate the contract.

8. That the agency shall ensure that their staff supplied for service in IGM MUMBAI premises shall be available during their duty hours as per the roster and they shall not leave their place of duty without authorization.

9. That the IGM MUMBAI authorities shall have the right to seek replacement of any staff of the agency by any other suitable person in case the staff is not discharging its services properly. The decision of IGM MUMBAI shall be final and the agency shall comply with the same at the earliest.

10. Manpower supplier shall be responsible to ensure high integrity of the manpower supplied by it. Any personnel supplied by the agency, caught making theft shall be handed over to the local police as per the law in addition to actions liable as contained in the terms and condition of the tender/contract. Manpower supplier should ensure that all administrative & security rules of the IGM MUMBAI must adhere by the personal supplied by the agency.

11. Any controversy of dispute arising out of this contract shall be referred to the sole arbitrator for adjudication of dispute to be appointed by I.G. Mint Mumbai and/or any other officer authorized by I G Mint Mumbai it on an application made to it within 30days of the arising of the dispute. To entertain ability of an application made after the period of thirty days shall be at the discretion of I G Mint Mumbai and / or any other officer authorized by I G Mint Mumbai The arbitration and conciliation act, 1996 shall apply and the venue of the arbitration shall be in Mumbai. The cost of arbitration shall be shared equally by both the parties.

12. For any security reasons or unsatisfactory performance by the contractor, without giving any right to the contractor for any claim or damages or loss to be lodged against India Government Mint, Mumbai.

13. The names of the workers to be supplied by the agency shall be made known to the authorities with their identity card / employment number, before commencing supply. The frequent changes in the manpower will not be allowed. The agency shall deploy suitable personnel at all relevant time for rendering services and shall further maintain a list of the reserves police verification duly complied to provide the replacement and supplement the strength at short notice. The agency shall furnish such list to the officer authorized by I.G. Mint Mumbai every month.

14. The manpower supplier firm shall maintain a daily attendance register including the number and names of the workers engaged in the Mint for works as per scope of the contract. Also shall maintain all necessary registers as per mandatory requirement under the law of land. The agency shall be responsible to provide immediate replacement for personnel who are not available on duty at the place of posting for any emergency and pressing reasons. The agency staff shall carry out such other legitimate duties as are entrusted to them from time to time.

15. I G Mint Mumbai is not responsible for any dispute of manpower supplied, and the manpower so provided shall not be in any way is the employees of India Government Mint, Mumbai.



16. NON-COMPLIANCE OF SITE INSTRUCTION:

If the contractor after receipt of written notice from the IGM MUMBAI requiring compliance within 7 days fails to comply with such instructions, the IGM MUMBAI may employ and pay other contractor to execute any such work whatever that may be necessary to give effect thereto, and all cost incurred in connection therewith shall be recoverable from the contractor by the IGM MUMBAI as a debt or may be deducted from any payment due to the contractor.



Section VIII: Quality Control Requirements

Services to be provided as per the specifications mentioned in Section VI and Section VII.



SECTION IX : QUALIFICATION/ELIGIBILITY CRITERIA

For Non-MSE Firms:

The bidder should meet the following qualification criteria

1. **Experience & Past Performance-** Bidder Firm should have “successfully completed at least one similar work/contract of supplying at least 3 (Three) manpower to any Govt./PSU or any other reputed organization in any one year during last five years ending 31.03.2019”.
2. **Capability - Equipment & Facilities:-** Bidder firm must have an annual capacity to supply at least 3 (Three) manpower to any Govt./PSU or any other reputed organization in any one year during last five years ending 31.03.2019”.
3. **Financial Standing:-**
 - a. Average Annual Turnover of the Bidder firm during last three financial years ending 31.03.2018 should be more than Rs.7,41,607/-.
 - b. Bidder Firm should not have suffered any financial loss for more than one financial year during the last three financial years ending 31.03.2018.
 - c. The net worth of the firm should not have eroded by more than 30% in the last three financial years ending 31.03.2018.

For MSE Firms:

The bidder should meet the following qualification criteria

1. **Capability - Equipment & Facilities:-** Bidder firm must have an annual capacity to supply at least 3 (Three) manpower to any Govt./PSU or any other reputed organization in any one year during last five years ending 31.03.2019”.

NOTE :-

1. All experience, past performance and capacity/capability related/ data should be certified by the authorized signatory of the bidder firm. The credentials regarding experience and past performance to the extent required as per the above eligibility criteria as submitted by the Bidder should be verified from the parties for whom work has been done.
2. All financial standing data should be certified by certified accountants e.g Chartered Accountants (CA) in India and Certified Public Accountant/Chartered Accountants of other countries.

BIDDER TO FURNISH STIPULATED DOCUMENTS IN SUPPORT OF FULFILLMENT OF QUALIFYING CRITERIA. NON-SUBMISSION OR INCOMPLETE SUBMISSION OF DOCUMENTS MAY LEAD TO REJECTION OF OFFER.



SECTION X: TENDER FORM

Date:

To
India Government Mint,
(A Unit of Security Printing &
Minting Corporation of India Ltd.)
Shahid Bhagatsingh Road, Fort
MUMBAI – 400 001.

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 terms of tender document.

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

Dated this _____ day of _____

For and on behalf of

(With seal)

Signature

Name

In the capacity of

(DULY AUTHORISED TO SIGN THE BID)



SECTION XI : PRICE SCHEDULE

A price schedule appropriate to the nature of goods/services to be attached here

1. Name of tenderer:
2. Opening date & time:
3. The tender shall remain valid for acceptance for 180 days, from the date of tender opening.
4. The Price bid should clearly indicate the break-up of the price as under:-
Adhering to the format given below is a Pre-requisite for considering your quotations; quotation, which contains prices, should be in this Performa only (in tabular format) on your letterhead. Price should be quoted in Indian rupees and on door delivery basis:

Price Break Up for: Hiring Service of Multitasking Staff (Office Boy):

No. of person required: 9 persons

1. Rate of wages as per rates notified by RLC Mumbai (Min. wage per day): Rs. 584

2. Monthly Wages (Min. wage for 26 days) = $584 * 26 =$ Rs. 15184

3. EPF @ 13% (Rs. 15184*13%)=Rs. 1973.92

4. ESI @ 4.75% (Rs. 15184*4.75%)=Rs. 721.24

5. Total: (2+3+4): (Rs. 15184+Rs.1973.92+Rs. 721.24)=Rs. 17879.16

6. Bidder/Contractor's Service Commission per person per month (In Rupees):

7. Total : (5+6) :

8. No of person : 9 Nos.

9. Total for 9 persons per month:

10. GST (18%) on (9)

11. Total with taxes for one month for 9 persons : (9+10)

12. Total with taxes for 12 months for 9 persons : (11*12 months)



NOTE:

1. The payment to the Hiring Services of Multitasking Staff (Office Boy) should not be less than minimum wages as per the Notification No: F.No.1/8(1)/2019-LS-II dt. 27.03.2019 of Dy. Chief Labour Commissioner (Central), Mumbai and as amended from time to time.
2. Bidder needs to quote for only for Serial No. (6) in Rupees strictly as per Price bid format above, failing which the offer shall be summarily been rejected.
3. The Evaluation of L1 bidder shall be based on the Bidders commission offered by the bidder.
4. Any firm quoting the Bidder/Contractor's Service Commission % as "Nil" or "Zero" and "beyond two decimal places" shall be treated as unresponsive and the offer will be rejected.
5. Quoting the Bidders commission in % shall also be considered as unresponsive and the offer will be rejected. Bidders commission shall be fixed & can't be changed in case of change in minimum wages.
6. Statutory compliance has to be complied by the bidder as per government norms.
7. Please mention the SAC code.
8. Un-workable rates are liable to be rejected.

Important

No price to be indicated in the format which is to be enclosed alongwith Techno-commercial Tender (Part I). However, Price Bid (Part II) which contains prices should be in this Proforma only and to be enclosed in a sealed cover separately. The sealed Price-Bid duly superscribed as Price Bid (Part II) should be enclosed to the Techno-commercial bid of the Tender.

.....
Signature of bidder with name, designation and seal



SECTION XII: QUESTIONNAIRE

(to be submitted duly filled)

The tenderer should furnish specific answers to all the questions/ issues 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 evasive answer against any of the under mentioned question/ issues, its tender will be liable to be ignored.

1. Brief description and of goods and services offered:
2. Offer is valid for acceptance upto
3. Your permanent Income Tax A/C.No. as allotted by the Income Tax Authority of Government of India :

Please attach certified copy of your latest/ current Income Tax clearance certificate issued by the above authority.

4. Status :
 - a) Are you currently registered with the Directorate General of Supplies & Disposals (DGS&D), New Delhi, and/ or the National Small Industries Corporation (NSIC), New Delhi, and/ or the present SPMCIL and/ or the Directorate of Industries of the concerned State Government for the goods quoted? If so, indicate the date up to which you are registered and whether there is any monetary limit imposed on your registration.
 - b) Are you currently registered under the Indian Companies Act, 1956 or any other similar Act?

Please attach certified copy(s) of your registration status etc. in case your answer(s) to above queries is in affirmative.



5. Please indicate name & full address of your Banker(s) :

6. Please state whether business dealings with you currently stand suspended/ banned by any Ministry/ Deptt. of Government of India or by any State Govt.

.....

(Signature with date)

.....

.....

(Full name, designation & address of the
person duly authorized sign on behalf of the tenderer)

For and on behalf of

.....

.....

(Name, address and stamp of the tendering firm)



SECTION XV: BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

_____ [insert: Bank’s Name, and Address of Issuing Branch or Office]

Beneficiary: _____ [insert: Name and Address of IGM, Mumbai]

Date: _____

PERFORMANCE GUARANTEE No.: _____

WHEREAS (name and address of the supplier) (hereinafter called “the supplier”) has undertaken, in pursuance of contract no..... dated to supply (description of goods and services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or



modification.

We undertake to pay IGM, Mumbai up to the above amount upon receipt of its first written demand, without IGM, Mumbai having to substantiate its demand.

This guarantee will remain in force for a period of sixty days after the date of completion of all contractual obligations by the supplier, including the warranty obligations and any demand in respect thereof should reach the Bank not later than the above date.

.....

(Signature of the authorized officer of the Bank)

.....

.....

Name and designation of the officer

.....

Seal, name & address of the Bank and address of the Branch

.....

Name and designation of the officer

.....

.....

Seal, name & address of the Bank and address of the Branch



SECTION XVI: CONTRACT FORM

(applicable to successful bidder)

The General Manager,
India Government Mint,
(A Unit of SPMCIL),
Wholly owned by Government of India
Shahid Bhagatsingh Road, Fort,
MUMBAI – 400 001

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

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

1. Name & address of the Supplier:

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

3. Supplier's Tender No..... dated..... and subsequent communication(s) No..... dated (If any), exchanged between the supplier and IGM, Mumbai 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) IIGM, Mumbai 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 IGM, Mumbai’s Tender document shall also apply to this contract.

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

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

Schedule No.	Brief description of goods/services	Accounting Unit	Quantity to be supplied	Unit Price (In `)	Total Price (In `)
--------------	-------------------------------------	-----------------	-------------------------	-------------------	--------------------

Any other additional services (if applicable) and cost thereof:

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 IGM, Mumbai’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 IGM, Mumbai's authorized official)

For and on behalf of.....

Received and accepted this contract

(Signature, name and address of the supplier's executive duly authorized to sign on behalf of the supplier)

For and on behalf of

(Name and address of the supplier)

.....

(Seal of the supplier)

Date:

Place:



SECTION XVII: LETTER OF AUTHORITY FOR ATTENDING A BID OPENING

(Refer to clause 24.2 of GIT)

The General Manager
India Government Mint,
Mumbai

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 bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not produced.



SECTION XIX: 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	Price per	Amount

Total

1. Freight (if applicable)
2. Packing and Forwarding charges (if applicable)
3. Others (Please specify)
4. GST (as applicable)
5. Net amount payable (in words Rs.)

Despatch detail RR No. other proof of despatch.....

Dated.....(enclosed)



Inspection Certificate No.....Dated.....(enclosed)

Income Tax Clearance Certificate No.....Dated.....(enclosed)

Place and Date

Received `(Rupees).....

I hereby certify 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