



No.CHO(HR)/CSR/28/01/2013/Vol-II/2333

SECURITY PRINTING AND MINTING
CORPORATION OF INDIA LIMITED,
NEW DELHI

Wholly Owned by Government of India.

TENDER DOCUMENT FOR ENGAGING AN AGENCY
FOR EVALUATION OF CSR PROJECTS FOR THE YEAR 2020-21

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Not Transferable

**TENDER DOCUMENT FOR “ENGAGING AN AGENCY
FOR EVALUATION OF CSR PROJECTS FOR THE YEAR 2020-21”**

File No. CHO (HR)/CSR/28/01/2013/VOL-II/2333

Date: 28.09.2021

This Tender Document Contain - 31 Pages

To,

M/s _____
Address _____

Details of Contact person in SPMCIL regarding this tender:

Name, Designation : Durga Prasad, JGM (HR)

Address : Security Printing and Minting Corporation of India
Ltd, 1st Floor, Jawahar Vyapar Bhawan
New Delhi

Phone : 011-40580022

Fax : 011-43582287

Email : durga.achanta@spmcil.com

Note: This notice is being published only as an abundant precaution and is not an open invitation to quote in the Tender. Participation in this tender is by invitation only and is limited to the selected SPMCIL's Registered Bidders for the item, who have been sent this Tender by Post/Courier. Unsolicited offer are liable to be ignored.

NOTICE INVITING TENDER

File. No.CHO(HR)/CSR/28/01/2013/Vol-II/2333

Dated: 28.09.2021

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

Schedule No.	Brief Description of Goods/ Services	Earnest Money (In Rs.)	Remarks
1	ENGAGING AN AGENCY FOR EVALUATION OF CSR PROJECTS FOR THE YEAR 2020-21	NIL	This tender will be published in the website as an abundant pre-caution and participation in this tender is strictly on invitation basis
Type Of Tender		Two Bid (Technical & Financial Bid), Limited tender	
Dates of sale of tender documents		Not applicable	
Price of the Tender Document		Nil	
Place of sale of tender documents		Security Printing and Minting Corporation of India Ltd, 16th Floor, STC Building, Jawahar Vyapar Bhawan, Janpath, New Delhi	
Closing date and time for receipt of tenders		At 04:00PM on 20.10.2021	
Place of receipt of tenders		Security Printing and Minting Corporation of India Ltd, 16th Floor, STC Building, Jawahar Vyapar Bhawan, Janpath, New Delhi	
Time and date of opening of tenders		At 04:30 PM on 20.10.2021	
Place of opening of tenders		Security Printing and Minting Corporation of India Ltd, 16th Floor, STC Building, Jawahar Vyapar Bhawan, Janpath, New Delhi	
Nominated Person/ Designation to receive Bulky Tenders		Shri Durga Prasad, JGM (HR)	

- This Notice is being published as an abundant precaution and is not an open invitation to quote in the Tender. Participation in this Tender is by invitation only and is limited to the selected bidders. Unsolicited offers are liable to be ignored.
- Interested tenderers may obtain further information about this requirement from the above office. They may also visit our website mentioned above for further details.
- EMD in kept as 'NIL'. However, in place of EMD, all the bidder firms have to submit a seal & sign "Bid Security Declaration" accepting that if the firm withdraw or modify their bid during the period of bid validity after opening of tender, they will be suspended for a period of 3 years from the date of opening of tender. (As per MOF letter no. F.9/4/2020-PPD dated 12.11.2020.)
- Tenderer may also download the tender documents from the web site www.spmcil.com and submit its tender by utilizing the downloaded document.
- Tenderers shall ensure that their tenders, duly sealed and signed, 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.

7. In the event of any of the above mentioned dates being declared as a holiday/ closed day for the Purchase organization, the tenders will be sold/received/opened on the next working day at the appointed time.
8. Late tenders shall not be accepted.
9. Tenderers shall submit their offers only on prescribed forms.
10. Tender by Telegram/Fax/E-mail shall not be accepted. Tender by Post/Hand/courier received on or before the due date and time shall be accepted. Postal delay/delay by courier service etc. shall not be condoned.
11. The tender documents are not transferable.
12. No Conditional Tender shall be accepted.
13. As per the amendments to Companies Act 2013, companies are required to make certain disclosure pertaining to vendors registered under Micro, Small and Medium Enterprises Development Act 2006 (MSMED Act 2006). If your firm/company is registered under MSMED Act 2006, please send us a copy of the registration certificate along with tender document.
14. Security Printing and Minting Corporation of India Ltd reserves the right to accept any tender and to reject any or all tenders, 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, what so ever to the affected tenderer or tenderers.
15. If found, any security breach by the contractor, it will lead to:
 - a. Termination of Contract.
 - b. Payment of Damages.
16. Service Providers or their nominees may be present at the time of opening of the tender. 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 Section XVII from the corresponding tenderers.
17. The Purchaser reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason thereof and does not bind itself to accept lowest quotations.
18. The Purchaser reserves the right to modify the quantity specified in this enquiry.
19. Payment of GST is primarily the responsibility of the seller and will not be paid unless the percentage value is clearly mentioned in the quotations. If no indication regarding GST is recorded in the quotation, the GST will be considered as included.
20. Delivery Period required for supplying the services should be invariably specified in the quotation.
21. If the deliveries are not maintained and due to that account the Purchaser is forced to buy the material at your Risk and Cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting supplier.
22. Dispute Clause: Any dispute relating to the enquiry shall be subject to the jurisdiction of the court at New Delhi only.

Note:

1. All other terms and conditions of NIT (including GIT, SIT, GCC and SCC) shall remain as per SPMCIL procurement manual.
2. General instructions to tenderer (GIT) and General Conditions of contract (GCC) shall also form a part of this tender document.

For details regarding GIT and GCC please refer links as below:

<https://spmCIL.com/uploaddocument/GCC/new.pdf>

<https://spmCIL.com/uploaddocument/GIT/new.pdf>

CORRESPONDING ADDRESS:

Joint General Manager (HR)

1st Floor, Security Printing and Minting Corporation of India Ltd

Jawahar Vyapar Bhawan, New Delhi -110 001

www.spmcil.com

Ph.: 011-40580022

Email: durga.achanta@spmcil.com

GENERAL INSTRUCTION TO TENDERERS (GIT)

Kindly refer <https://spmcil.com/uploaddocument/GIT/new.pdf> for further details.

(GIT Contains 61 pages)

SPECIAL INSTRUCTION TO TENDERER (SIT)

The following Special Instructions to Tenderers will apply for this purchase. These special instructions will modify/ substitute/supplement the corresponding General Instructions to Tenderers (GIT) incorporated in Section II. The corresponding GIT clause numbers have also been indicated in the text below:

In case of any conflict between the provision in the GIT and that in the SIT, the provision contained in the SIT shall prevail.

S. No.	GIT Clause No.	Topic	SIT Provision
1	18	Earnest Money Deposit (EMD)	EMD in kept as ' NIL '. However, in place of EMD, all the bidder firms have to submit a seal & sign "Bid Security Declaration" accepting that if the firm withdraw or modify their bid during the period of bid validity after opening of tender, they will be suspended for a period of 3 years from the date of opening of tender. (As per MOF letter no. F.9/4/2020-PPD dated 12.11.2020.)
2	19	Tender Validity	120 days
3	20.4	Number of Copies of Tenders to be submitted	One Original
4	21	Submission of Tender	<p>Tenderers are required to put the two bids in separate sealed envelopes mentioning: (i) Technical Bid and (ii) Financial bid.</p> <p>The above two sealed envelopes shall again put in another sealed cover and should be super scribed as "Tender for Engagement of Agency for evaluation of CSR project for the year 2020-21" due on 20.10.2021 up to 04:30 PM and to be addressed to Joint General Manager (HR), SPMCIL, 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi-110001 and be dropped in the Tender Box kept at Reception of 16th Floor, SPMCIL, Jawahar Vyapar Bhawan, Janpath, New Delhi 110001 on or before due date and time.</p> <p>(i) Technical Bid shall consist of the following documents:-</p> <ul style="list-style-type: none"> i. Bid Security Declaration. ii. Power of Attorney/authorization with the seal of the company of person signing the tender documents. iii. The tenderer shall submit signed copy of

			<p>technical specification as per Technical Specifications as per Section VII of this tender document.</p> <p>iv. The tenderer has to submit acceptance of all sections of this tender document (GIT, SIT, SCC, Quality control requirements, Tender form, Vendor Detail, etc.).</p> <p>v. The tender document shall be signed and submitted along with this bid.</p> <p>(ii) Financial Bid: The Bidders shall quote the price as per format given in Section XI (Price Schedule) of this document. (Only in the given format). Note: (i) The tenderers shall quote the prices strictly as per the Performa given in Section XI of the tender document. No additional/extra item with price should be included other than that of section XI. If any, that particular item will not be considered for evaluation. Insertion, post script, addition and alteration shall not be recognized unless confirmed by the bidder.</p>
5	33	Schedule wise Evaluation	Bids shall be evaluated on the basis of all inclusive lump sum prices (inclusive of all taxes). Among the Bidder with the lowest price quote (L1) shall be awarded the contract.

GENERAL CONDITIONS OF CONTRACT (GCC)

Kindly refer <https://spmciil.com/uploaddocument/GCC/new.pdf> for further details.

(GCC Contains 36 pages)

(SECTION-V)

SPECIAL CONDITIONS OF CONTRACT (SCC)

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

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

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

S. No.	GCC Clause No.	Topic	SCC Provision
1	6	Performance Bond/Security	The supplier shall furnish the performance security amount/ Security Deposit (S.D) (3% of the ordered value) valid up to sixty days after the date of completion of all contractual obligations by the supplier, before executing the contract after issue of NAC by SPMCIL. SD is to be submitted in favour of Security Printing & Minting Corporation of India Ltd payable at New Delhi. The performance security will be return back without any interest to successful tenderer after the completion of all contractual obligations.
2	10.1	Terms of Delivery	The evaluation of CSR projects carried out during the year 2020-21 should be completed within 90 days from the date of issue of NAC/PO whichever is earlier.
3	21	Taxes and Duties	The lump-sum price quoted for the complete job shall be inclusive of all applicable charges/taxes etc., except GST which may be indicated separately in price schedule/bills. In case Tax is not applicable on bidder, they must enclose relevant Tax Exemption certificate.
4	22, 22.1, 22.2, 22.3, 22.4, 22.6	Terms and Mode of Payment	<ul style="list-style-type: none">i. 100% payment shall be made after satisfactory completion of the evaluation of the CSR projects for the financial year 2020-21.ii. The payment will be made by SPMCIL through RTGS / NEFT to the agency after submission of their bill duly certified by Competent Authority.iii. If income tax is payable then the bill

			<p>payment will be made after the deduction of such taxes. The TDS certificate will be provided to the Contractor accordingly. The contractor will provide PAN in bills.</p> <p>iv. Any TDS or surcharge applicable to the contractor then as per rule the deduction from the bill will be made along with surcharge. The copy of the same will be provided accordingly.</p>
5	24.1	Liquidated damages	<p>If the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame incorporated in the contract. SPMCIL shall, without prejudice to other rights and remedies available to SPMCIL under the contract, deduct from contract price, as liquidated damages, as sum equivalent to the 0.5% 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%. During the above mentioned delayed period of supply and/or performance, the conditions incorporated under GCC sub-clause 23.4 shall also apply.</p>
6	33.1	Resolution of Disputes	<p>If dispute or difference of any kind shall arise between SPMCIL and the contractor in connection with or relating the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within 21 days of its occurrence, then, unless otherwise provided in the SCC, either SPMCIL or the supplier may seek recourse to settlement of disputes through arbitration clause 33.2.</p>

LIST OF REQUIREMENTS

Engaging an agency for Evaluation of CSR Projects carried out during the year 2020-21

1. DELIVERABLES

The Agency will be required to submit 2 copies of the final report after the completion of evaluation of CSR Projects carried out by SPMCIL during the financial year 2020-21.

2. TIME FRAME & SCHEDULE

The evaluation of the CSR projects is required to be submitted within 90 days from the date of issue of NAC/Lol/PO.

TECHNICAL SPECIFICATIONS**Introduction**

Security Printing & Minting Corporation of India Ltd (SPMCIL), wholly owned company of Government of India, was incorporated in January 2006 with its HQs at New Delhi. It is a Mini Ratna status central public sector undertaking under the administrative control of Department of Economic Affairs of Ministry of Finance. SPMCIL is engaged in the manufacture of security paper, printing of currency and bank notes, non-judicial stamp papers, postage stamps, travel documents, minting of coins etc. There are nine units under the control of SPMCIL viz. four Mints, two Bank Note Printing Presses, two Security Printing Presses and one Security Paper Mill.

SPMCIL carries out CSR projects as per CSR and Sustainable Policy of the Company.

SCOPE OF WORK

1. The work mentioned above is to be evaluated and certified by independent agency short listed. The work involves seeing the flow of expenditure, document the project in a professional manner by highlighting the social benefits achieved under CSR and Internal benefits of the project and evaluation thereof shall be studied. Methodology of undertaking CSR projects and evaluation requirement may be seen from SPMCIL Corporate Social Responsibility and Sustainability Policy (Enclosed as **Annexure-I**)

2. Details of the projects to be monitored and evaluated are detailed below:

(Figures in Rupees)

Sr. No.	Name of the CSR Projects to be evaluated	Implementing agency/Units	Expenditure during 2020-21
1	Providing physical and digital Infrastructure for smart class in 70 schools in Barwani District (Aspirational District)	BNP, Dewas	1,95,49,180
2.	Providing 05 Nos. of Dental X-Ray Machine with 05 Nos. Stabilizers and 05 Nos. Dental Autoclave(sterilizers) at various Community Health Centers at GB Nagar	IGM. Noida	19,02,650
3.	Providing Medical equipment to Grant Government Medical College & Sir JJ Group of Hospitals, Mumbai.	IGM, Mumbai	76,46,000
4.	Providing Furniture & fixtures to P&T Senior Secondary School, Atul Grove Road, New Delhi.	SPMCIL, New Delhi	2,81,000
5.	Skill Development Training program for 100 candidates (Divyangjan/PwD) through NHFDC (<i>Impact/ Employability Assessment of the trainees</i>)	SPMCIL/CNP, Nashik/BNP, Dewas and SPM, Hoshangabad	6,73,750
6.	Providing 2 nos Ambulances and 2 nos ventilators to District Hospital, Dewas for prevention of Covid-19.	BNP, Dewas	44,00,000

7.	Providing underground drainage system in Pudur village, Medchal Mandal, Malkajgiri Distt. Hyderabad	IGM, Hyderabad	24,10,462
8.	Providing Assistive devices to Divyangjan through ALIMCO, at Nashik, Dewas, Hoshangabad and Hyderabad	SPMCIL, New Delhi	36,67,317
9.	Distribution of Handheld Kapas plucking machines to small and marginal farmers in two Distt. Of Madhya Pradesh, Dewas and Barwani and Nashik Distt. through Cotton Corporation of India Ltd	SPMCIL, New Delhi & BNP-Dewas	47,43,530
10.	Providing infrastructure to SDMC Co-ed Primary School, Sector 9, R.K. Puram, New Delhi	SPMCIL, New Delhi	1,90,020
11.	Skill Development Training programme for of 160 Candidates for Machine Operator Assistant through National Scheduled Castes Finance Development Corporation (NSFDC), New Delhi. <i>(Impact/ Employability Assessment of the trainees)</i>	SPMCIL, New Delhi	21,28,512
12.	Providing One Tata Diesel Bus 54+1 and Tata SFC 407 pick-up Truck to Earth Saviour Foundation, Gurugram	SPMCIL, New Delhi	42,76,785
13.	Installation of 5 Ton Capacity Plant in Waster to Wonder Park, Sarai Kale khan through SDMC, New Delhi.	SPMCIL, New Delhi	1,10,37,250
14.	Providing equipment to (i) Deep Chand Bandhu Hospital, (ii) Dr. Babasaheb Ambedkar Hospital, Sector 6, Rohni & (iii) Deen Dayal Upadhaya Hospital, Hari Nagar, New Delhi and (iv) Setting up New M& CW Centre at Andrews Ganj	SPMCIL, New Delhi	13,73,452
15.	Construction of Overhead tank, tube well and laying of pipeline for providing Drinking Water to village Kawaria, Tehsil Bagli, District Dewas (MP).	BNP, Dewas	61,90,800
16.	Construction of Class rooms, Toilets for Boys and Girls, Kitchen cum dining hall and RO UV water Purifier for Mandal Parishad Upper Primary School (Government School) in village Parvathapur, Distt Malkajgiri.	IGM, Hyderabad	63,92,678
17.	Construction of (a) classroom, girl toilet and painting in ZPH School Gowdapally, Medchal Dist. Hyderabad (b) Renovation of School building, providing computers and other accessories for digital Class Room in GPP School,	SPP, Hyderabad	19,68,199

	Khairatabad.		
18.	Providing Medical Equipment to Sir J.J. Hospital, Mumbai for the management of COVID-19 pandemic	IGM, Mumbai	53,09,000
19.	Providing 300 Hydraulic Beds with mattress and pillow to Distt. Hospital, Hoshangabad.	SPM, Hoshangabad	38,99,700
20.	Construction of Library Hall and Reading Room for Sinnar Nagar Parishad Nashik District and providing Books for Library.	ISP, Nashik	33,57,417
21.	Providing Medical Equipment to Tata Memorial Hospital, Mumbai for enhancing the capacity of hospital and also for the management of COVID-19 pandemic	IGM, Mumbai	1,31,20,000
	Total		10,45,17,702

3. Inspection Services

Consultant shall arrange to carry out final evaluation of all CSR projects which has been executed and shall report any short comings/ variations therein.

4. Time Schedule

Total period of completion of project shall be 3 months (i.e. 90 days) from the date of award of work.

5. Duration of validity

Quotation submitted to SPMCIL, New Delhi shall remain valid for 120 days following the date of submission of offer.

6. Evaluation of Financial Bid

The Bidders shall quote the price as per format given in Section XI (Price Schedule) of this document. (Only in the given format).

7. Terms of payment

The lump sum payment will be made after submission of final evaluation report regarding execution of the projects and also highlighting effective utilization of the amount.

QUALITY CONTROL REQUIREMENTS

-----In conformance with Section VI and VII-----

QUALIFICATION / ELIGIBILITY CRITERIA

-----NOT APPLICABLE-----

Tender Form

Date.....

To

.....
..... (Complete address of SPMCIL)

Ref: Your Tender document No.dated

We, the undersigned have examined the above mentioned tender enquiry document, including amendment No. -----, dated ----- (if any), the receipt of which is hereby confirmed. We now offer to supply and deliver..... (Description of goods and services) in conformity with your above referred document for the sum of (total tender amount in figures and words), as shown in the price schedule(s), attached herewith and made part of this tender.

If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements.

We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of GCC clause 6, read with modification, if any, in Section V – “Special Conditions of Contract”, for due performance of the contract.

We agree to keep our tender valid for acceptance for a period up to -----, 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 up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We confirm that in case of downloaded Tender Document, we have not changed/edited its contents. We realise that in case any such change is noticed at any stage including after the award of contract, we would be liable to action under clause 44 of the GIT.

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

We also solemnly declare as under:

1. MSMEs Status:

Having read and understood the Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 (as amended and revised till date), and solemnly declare the following:

(a) Company/Partnership Firm/Proprietary Concern/Society/Trust/NGO/Others (Please Specify):.....

- (b) Micro/ Small / Medium Enterprise/ SSI/ Govt. Deptt. / PSU/ Others:....
- (c) Name of MSME Registering Body (NSIC/ DIC/ KVIC/KVIB etc.):.....
- (d) MSME Registration no. (with copy of registration):.....
- (e) Udyog Aadhaar Memorandum no.....
- (f) Whether Proprietor/ Partner belongs to SC/ ST or Women category. (Please specify names and percentage of shares held by SC/ST Partners):.....

2. Make in India Status:

Having read and understood the Public Procurement (Preference to Make in India PPP_MII) Order, 2017 (as amended and revised till date) and related notifications from the relevant Nodal Ministry/ Department, and solemnly declare the following:

- (a) Self-Certification for category of supplier:
 - Class-I Local Supplier/
 - Class-II Local Supplier/
 - Non-Local Supplier.
- (b) We also declare that
 - There is no country whose bidders have been notified as ineligible on reciprocal basis under this order for offered product, or
 - We do not belong to any Country whose bidders are notified as ineligible on reciprocal basis under this order

3. Restrictions on procurement from bidders from a country or countries, or a class of countries under Rule 144 (xi) of the General Financial Rules 2017

Having read and understood the Order (Public Procurement No. 1) issued vide F.No.6/18/2019-PPD dated 23rd July 2020 (and its amendments if any) by Department of Expenditure, Ministry of Finance under the above provision and solemnly declare the following:

- We do not belong to any Country whose bidders are notified as ineligible under this order

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

- Yes (with period of Ban)
- No, We, solemnly declare that neither we nor any of our affiliates or subsidiaries – including subcontractors or suppliers for any part of the contract – do not stand declared ineligible/ blacklisted/ banned/ debarred by any Government Agency anywhere in the world, for participating in its tenders, under that country’s laws or official regulations.

5. Penalties for false or misleading declarations: I/we hereby confirm that the particulars given above are correct and complete and also undertake to advise any future changes to the above details. We understood that any wrong or misleading self-declaration by us would be violation of code of Ethics and would attract penalties as mentioned in this tender document, including debarment.

..... (Signature and seal with date)

..... (Name and designation)

Duly authorized to sign tender for and on behalf of

PRICE SCHEDULE

No.CHO(HR)/CSR/28/01/2013/Vol.II/

Date: --.....

With reference to SPMCIL Tender Enquiry No. _____ for evaluation of the CSR projects for the year 2020-21, the Financial Bid (fees) for the assignment proposed by SPMCIL is as follows:

S.no	Details of heads	Amount (in Rs.)
1.	Lump sum price (Rs.) in words and figure for Conducting evaluation of CSR Projects for the year 2020-21	
2	GST (%)	
	Grand Total	

GST No. of the Firm _____ SAC Code _____

Total in Figures: _____

Total in Words: _____

Signature of Bidder

Note:-

- 1) The lump-sum price quoted for the complete job shall be inclusive of all applicable charges/taxes etc., except GST which may be indicated separately.
- 2) The lump sum price quoted would be inclusive of :
 - Consultancy charges
 - Cost of travel of the personnel to the locations for carrying out evaluation of the CSR projects at various locations/Report making cost/any other activity associated with the assignment.
 - Other miscellaneous expenditure etc.
- 3) In case of any difference in quoted price in word and figure, the value in words would prevail.
- 4) Evaluation of the technically suitable bids shall be done on minimum Charges quoted by the bidder.
- 5) GST number of the bidder has to be quoted.
- 6) SAC code for the service has to be quoted by the bidder.
- 7) In case if Taxes are not applicable, tax exemption certificate should be enclosed along with the bid.

Vendor Details

The tenderer should furnish specific details mentioned below. In case a question/issue does not apply to a tenderer, the same should be answered with the remark “not applicable”.

Wherever necessary and applicable, the tenderer shall enclose certified copy as documentary proof/ evidence to substantiate the corresponding statement.

In case a tenderer furnishes a wrong or misleading answer against any of the under mentioned question/ issues, its tender will be liable to be ignored.

1. Vendor/ Contractor particulars:

- (a) Name of the Company:.....
- (b) Corporate Identity No. (CIN):
- (c) Registration if any with SPMCIL:
- (d) Complete Postal Address:
- (e) Pin code/ ZIP code:
- (f) Telephone nos. (with country/area codes):
- (g) Fax No.: (with country/area codes):
- (h) Cell phone Nos.: (with country/area codes):
- (i) Contact persons /Designation:
- (j) Email IDs:

2. Taxation Details:

- (a) PAN number:
- (b) Type of GST Registration (Registered, Unregistered, Composition, SEZ, RCM etc.):
- (c) GSTIN number:
- (d) Registered Address as per GST registration and Place of Delivery for GST Purpose:
- (e) Contact Names, Nos. & email IDs for GST matters (Please mention primary and secondary contacts):

We solemnly declare that our GST rating on the GST portal / Govt. official website is NOT negative / blacklisted during the last three financial years.

.....

(Signature with date)

.....

.....

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

For and on behalf of

.....

.....

(Name, address, and stamp of the tendering firm)

(SECTION – XIII)

BANK GUARANTEE FORM FOR EARNEST MONEY DEPOSIT

-----NOT APPLICABLE-----

MANUFACTURER’S AUTHORIZATION FORM

-----NOT APPLICABLE-----

PROFORMA OF BANK GUARANTEE FOR CONTRACT PERFORMANCE
GUARANTEE BOND
(ON BANK’S LETTERHEAD WITH ADHESIVE STAMP)

Ref.....
Bank Guarantee No

Date

To,
(Insert Name & Address of the Purchaser)

Dear Sir,

1. Against contract vide Notification for Award of the Tender Nodated covering supply of(hereinafter called the ‘contract’) entered into between the**(insert name of Purchaser)** (herein after called as the Purchaser) and M/s.....,..... (here in after called the ‘Contractor’), this is to certify that, at the request of the Contractor, we**(name of the bank)**, are holding in trust in favour of the Purchaser, the amount of**(write the sum here in words)**, to indemnify and keep indemnified the Purchaser, against any loss or damage that may be caused to, or suffered by the Purchaser, by reason of any breach by the Contractor of any of the terms and conditions of the said contract and/or in the performance thereof. We agree that the decision of the Purchaser, whether any breach of any of the terms and conditions of the said contract and/or in the performance thereof has been committed by the Contractor; and the amount of loss or damage that has been caused or suffered by the Purchaser, shall be final| and binding on us, and the amount of the said loss or damage shall be paid by us, forthwith on demand and without demur to the Purchaser.

2. We **(name of the bank)**, further agree that, the guarantee herein contained, shall remain in full force and effect, for sixty days after the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period whichever is later, i.e. till, (hereinafter called the ‘said date’) and that if any claim accrues or arises against us **(name of the bank)**, by virtue of this guarantee before the said date, the same shall be enforceable against us **(name of the bank)**, notwithstanding the fact that the same is enforced within six months after the said date, provided that notice of any such claim has been given to us, **(name of the bank)**, by the Purchaser, before the said date. Payment under this bond of guarantee shall be made promptly, upon our receipt of notice to that effect, from the Purchaser.

3. It is fully understood that this guarantee is effective from the date of the said contract and that we **(name of the bank)**, undertake not to revoke this guarantee during its currency, without the consent in writing of the Purchaser.

4. We undertake to pay to the Purchaser, any money so demanded, notwithstanding any dispute or disputes raised by the Contractor, in any suit or proceeding pending before any Court or Tribunal, relating thereto, our liability under this present, being absolute and unequivocal. The payments so

made by us under this bond, shall be a valid discharge of our liability for payment thereunder, and the Contractor shall have no claim against us, for making such payments.

5. We..... **(name of the bank)**, further agree that the Purchaser shall have the fullest liberty, without affecting in any manner our obligations hereunder, to vary any of the terms and conditions of the said contract, or to extend time of performance by the Contractor, from time to time, or to postpone for any time or form, time to time, any of the powers exercisable by the Purchaser, against the said Contractor and to for bear or enforce any of the terms and conditions relating to the said contracts and we..... **(name of the bank)**, shall not be released from our liability under this guarantee, by reason of any such variation or extension being granted to the said Contractor, or for any forbearance and/or omission on the part of the Purchaser, or any indulgence by the Purchaser towards the said Contractor, or by any other matter or thing whatsoever, which under the law relating to sureties, would, but for this provision, have the effect of so releasing us from our liability under this guarantee.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor.

Date
Place

Signature
(Printed Name)
(Designation)

Witnesses

(Bank's Common Seal)

CONTRACT FORM

(Address of SPMCIL’s office issuing the contract)

Contract No..... Dated.....

This is in continuation to this office’s Notification of Award No..... Dated

1. Name & address of the Supplier:
2. SPMCIL’s Tender document No..... dated..... And subsequent Amendment No....., dated..... (If any), issued by SPMCIL
3. Supplier’s Tender No..... dated..... and subsequent communication(s) No..... dated (If any), exchanged between the supplier and SPMCIL in connection with this tender.
4. In addition to this Contract Form, the following documents etc., which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as part of this contract:
 - (i) General Conditions of Contract;
 - (ii) Special Conditions of Contract;
 - (iii) List of Requirements;
 - (iv) Technical Specifications;
 - (v) Quality Control Requirements;
 - (vi) Tender Form furnished by the supplier;
 - (vii) Price Schedule(s) furnished by the supplier in its tender;
 - (viii) Manufacturers’ Authorization Form (if applicable for this tender);
 - (ix) SPMCIL’s Notification of Award

Note:- The words and expressions used in this contract shall have the same meanings as are respectively assigned to them in the conditions of contract referred to above. Further, the definitions and abbreviations incorporated under Section –V - „General Conditions of Contract“ of SPMCIL’s Tender document shall also apply to this contract.

5. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:
 - (i) Brief particulars of the goods and services which shall be supplied/ provided by the supplier are as under:

Schedule No.	Brief description of goods/ services	Accounting unit	Quantity to be supplied	Unit Price (in Rs.)	Total price (in Rs.)

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 SPMCIL's inspecting officer
- (v) Destination and dispatch instructions
- (vi) Consignee, including port consignee, if any
- (vii) Warranty clause
- (viii) Payment terms
- (ix) Paying authority

.....

(Signature, name and address of SPMCIL's authorized official)

For and on behalf of.....

Received and accepted this contract

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

For and on behalf of

..... (Name and address of the supplier)

..... (Seal of the supplier)

Date:

Place:

Letter of Authority for attending a Bid Opening

(Refer to clause 24.2 of GIT)

To
Deputy General Manager (HR)
Security Printing & Minting Corporation of India Ltd
16th Floor, Jawahar Vyapar Bhawan,
Delhi – 110 001

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.

PROFORMA OF BILLS FOR PAYMENTS

(Refer Clause 22.6 of GCC)

Name and Address of the Firm.....
Bill No.....Dated.....
Purchase order.....No.....Dated.....
Name and address of the consignee.....

S.No	Authority for purchase	Description of Stores	Number or quantity	Rate Rs. P.	Price per Rs. P.	Amount
Total						

1. GST/ CGST/ SGST/ UTGST/ IGST Amount
2. Freight (if applicable)
3. Excise Duty (if applicable)
4. Packing and Forwarding charges (if applicable)
5. Others (Please specify)
6. PVC Amount (with calculation sheet enclosed)
7. (-) deduction/Discount
8. Net amount payable (in words Rs.)

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

Dated.....(enclosed)

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

Place and Date

Received Rs.....(Rupees).....

We solemnly certify that:

- a. Goods and Services Tax (GST) charged on this Bill is not more than what is payable under the provision of the relevant Act or the Rules made there under.
- b. Goods on which GST has been charged have not been exempted under the GST Act or the rules made there under and the charges on account of GST on these goods are correct under the provisions of that Act or the Rules made there under.
- c. We are registered with above indicated GSTIN as dealer in the State where in their Billing address is located for the purpose of GST.
- d. This bill form / invoice is not a replacement for the GST invoice. The proper GST invoice as per requirements of GST rules has been sent to the Purchaser as and when deliveries are made to the consignee.
- e. that the payment being claimed is strictly in terms of the contract and all the obligations on the part of the supplier for claiming that payment has been fulfilled as required under the contract.

Revenue stamp

Signature and of Stamp Supplier

NEFT Mandate
(Refer clause 22.2 of GCC)

From: M/s. -----

Date: -----

To:

(Insert Name and Address of Purchaser's Paying Authority as per NIT Clause 1)

Sub: NEFT payments

We refer to RBI's NEFT scheme. Our mandate SPMCIL for making payments to us through the above scheme to our under noted account.

NATIONAL ELECTRONIC FUNDS TRANSFER MANDATE FORM

1.	Name of City	
2.	Bank Code No.	
3.	Branch Code No.	
4.	Bank's Name	
5.	Branch Address	
6.	Branch Telephone / Fax No.	
7.	Supplier's Account No.	
8.	Type of Account	
9.	IFSC code for NEFT	
10.	IFSC code for RTGS	
11.	Supplier's name as per Account	
12.	MICR Code No.	
In Lieu of Bank Certificate to be obtained as under, please attach a bank cancelled cheque or photocopy of a cheque or front page of your bank passbook issued by your bank for verification of the above particulars.		

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

Date

Signature of the Customer

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

Stamp and Signature of authorized official of the bank