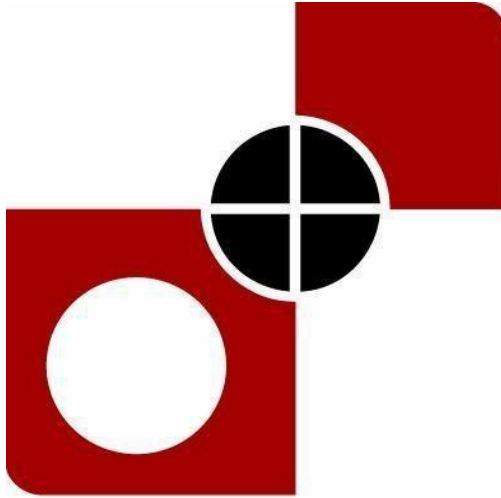


SECURITY PRINTING AND MINTING CORPORATION OF INDIA LIMITED,
NEW DELHI

(Mini Ratna Category-1, CPSE, Wholly Owned by Government of India)



TENDER DOCUMENT FOR PRINTING AND SUPPLY OF 3500 NOS OF EXECUTIVE
DIARIES AND 3500 NOS OF WALL CALENDARS

Tender No. CHO(HR)/Admin/458/10/3646 Dated:19.09.2019

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Standard Bidding Document (SBD)

Not Transferable

TENDER DOCUMENT FOR “PRINTING AND SUPPLY OF 3500 NOS OF EXECUTIVE DIARIES AND 3500 NOS OF WALL CALENDARS”

Tender No. CHO(HR)/Admin/458/10/3646 Dated:19.09.2019

This Tender Document Contain -27 Pages

Tender Documents is sold to:

M/s _____
Address _____

Details of Contact person in SPMCIL regarding this tender:

Name, Designation : Ms. Ashok Sharma, Manager (Materials)

Address : Security Printing and Minting Corporation of
India Ltd, 16th Floor, Jawahar Vyapar
Bhawan
New Delhi

Phone : 011-43582243

Fax : 011-43582287

Email : ashok.sharma2@spmcil.com

NOTICE INVITING TENDER

Tender No. CHO(HR)/Admin/458/10/3646 Dated: 19.09.2019

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

Schedule No.	Brief Description of Goods/ Services	Earnest Money Deposit (in Rs.)	Remarks
1	PRINTING AND SUPPLY OF 3500 NOS OF EXECUTIVES DIARIES	Rs.20,900/- (Rupees Twenty Thousand Nine Hundred Only)	This tender will be published in the website as an abundant precaution and participation in this tender is strictly on invitation basis
2	PRINTING AND SUPPLY OF 3500 NOS OF WALL CALENDARS		
Type of Tender		Single Bid ,	
Date of issue of tender documents		19/09/2019	
Price of the Tender Document		Nil per set	
Closing date and time for receipt of tenders		Up to 15.00 Hrs till 11/10/2019	
Place of receipt of tenders		Security Printing and Minting Corporation of India Ltd, 1 st Floor, Jawahar Vyapar Bhawan, New Delhi	
Time and date of opening of tenders		At 15.30 Hrs on 11/10/2019	
Place of opening of tenders		Security Printing and Minting Corporation of India Ltd, 1 st Floor, Jawahar Vyapar Bhawan, New Delhi	
Nominated Person/ Designation to receive Bulky Tenders		Ashok Sharma, Manager (Materials)	

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 offers are liable to be ignored.

2. Interested tenderers may obtain further information about this requirement from the above office selling the documents. They may also visit our website mentioned above for further details.
3. EMD in the form of account payee Demand Draft/Bankers Cheque/Fixed Deposit Receipt in favour of Security Printing and Minting Corporation of India Ltd is to be furnished along with Techno-commercial bid.
4. Tenderer may also download the tender documents from the web site www.spmcil.com and submit its tender by utilizing the downloaded document, along with the required non-refundable fee as mentioned in Para 3 above.
5. 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.
6. 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.
7. Late tenders shall not be accepted.
8. Tenderers shall submit their offers only on prescribed forms.
9. 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.
10. The tender documents are not transferable.
11. No Conditional Tender shall be accepted.

12. 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. Further, the bidders who comes under the Micro and Small Enterprise category under MSE 2012 Policy & submitting the required certificate will be exempted from submission of Earnest Money Deposit (EMD) and also will be entitled to other benefits such as award of at least 25% qty etc, as per policy guidelines or any further directions from MSME as applicable time to time.
13. 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
14. If found, any security breach by the contractor, will lead to:
 - a. Termination of Contract.
 - b. Payment of Damages.
15. 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 SBD XVII from the corresponding tenderers.
16. Right of Acceptance: SPMCIL 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.

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:

<http://www.spmcil.com/spmcil/UploadDocument/GIT.pdf>

<http://www.spmcil.com/spmcil/UploadDocument/GCC.pdf>

SECTION - I to XIX: APPLICABLE, EXCEPT SECTION: IX, XIII, XIV, XVI, XVIII & XIX.

SECTION - IX QUALIFICATION/ELIGIBILITY CRITERIA: NOT APPLICABLE

SECTION - XIII BANK GUARANTEE FORM FOR EMD: NOT APPLICABLE

SECTION - XIV MANUFACTURER'S AUTHORIZATION FORM: NOT APPLICABLE

SECTION - XVI CONTRACT FORM: NOT APPLICABLE

SECTION - XVIII SHIPPING ARRANGEMENTS FOR LINER CARGOES: NOT APPLICABLE

SECTION - XIX PROFORMA OF BILLS FOR PAYMENT: NOT APPLICABLE

(Ashok Sharma)

Manager (Materials)

CORRESPONDING ADDRESS:

Security Printing and Minting Corporation of India Ltd, 16th Floor,
Jawahar Vyapar Bhawan, New Delhi - 110 001

www.spmcil.com

Ph: 011-43582243

Email: ashok.sharma2@spmcil.com

GENERAL INSTRUCTION TO TENDERERS (GIT)

Kindly refer <http://www.spmcil.com/spmcil/uploaddocument/git.pdf> for further details.

(GIT Contains 32 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.		SIT Provision
1	18	Earnest Money Deposit (EMD)	Tender should be accompanied with Earnest Money Deposit (Non-interest bearing) of Rs.20,900/- (Rupees Twenty Thousand Nine Hundred Only) in the forms as given below. a) Account Payee Demand Draft or b) Fixed Deposit Receipt of any Scheduled commercial bank in India or c) Banker's cheque. The earnest money shall be valid for a period of forty five days beyond the validity period of the tender. Micro and Small Enterprises firm are exempted from submitting Earnest Money deposit. Please send the copy of valid registration certificate of Micro and Small Enterprises along with your bid / quotation otherwise your offer will not be considered for above exemption.
2	19	Tender Validity	90 days
3	20.4	Number of Copies of Tenders to be submitted	One
4	21	Submission of Tender	Technical and financial bid are to be submitted in a single sealed envelope on or before the due date of submission of tenders. The sealed envelope shall again be put in another sealed cover and should be superscribed "PRINTING AND SUPPLY OF 3500 NOS OF EXECUTIVE DIARIES AND 3500 NOS OF WALL CALENDARS" be addressed to the Manager (Material), SPMCIL, 1st Floor, Jawahar Vyapar Bhawan, New Delhi 110001 and be dropped in the Tender Box kept at Reception of 1st Floor, SPMCIL, Jawahar Vyapar Bhawan, New Delhi 110001. Tenders shall be submitted as below :- i. Earnest Money Deposit. ii. Power of Attorney/authorization with the seal of the company of person signing the tender documents. iii. The tenderer shall submit detailed technical offer as per Technical Specifications as per Section VII of this tender document. iv. The tenderer has to submit acceptance of all sections of

			<p>this <i>tender</i> document (GIT, SIT, SCC, Quality control requirements, Tenderform, Questionnaire, etc.,).</p> <p>v. One original copy of tender shall be submitted alongwith the Bid. consisting of commercial package including all terms and conditions.</p> <p>vi. The tenderers shall quote the price strictly as per the proforma given in Section XI of the tender document. No additional/extra item with price should be included other than that of section XI. Extra items mentioned will not be considered for evaluation. Insertion, post script, addition and alteration shall not be recognized unless signed by the bidder.</p>
5	33	Schedule wise Evaluation	Bids that are technically suitable shall be evaluated on the basis of all inclusive prices (inclusive of all taxes) quoted for each schedule separately. Among the Bidder with the lowest price quote (L1) shall be awarded the contract.
6	52.3	Pre-Production Samples and others	<p>I. The successful bidder has to collect the telephone list and Holiday list of SPMCIL including photographs etc.</p> <p>II. Five themes/concepts to be provided by the successful bidder for calendar to the satisfaction of the Competent Authority of SPMCIL. Photographs to be used in the calendar should not be in violation of copyright Act.</p> <p>III. The layout/Artwork of Diary/Calendar shall be developed by the successful bidder/s which shall be submitted to SPMCIL for vetting before printing of the said items within 10 days of receipt of work order.</p> <p>IV. Dummies of both the products shall be got approved from the Competent Authority before going ahead for final printing.</p> <p>V. The final product (Diary and Calendar) should be completed within 20 days after the receipt of approval of Diary and Calendar.</p> <p>VI. Successful bidder/s shall dispatch/Deliver the Diary and Calendar to SPMCIL and the Units as per Section-VI within 5 days after printing of final products mentioned in Point V above.</p> <p>VII. The rates quoted for Diary and Calendar (each item) by the bidder shall be inclusive of all charges i.e. Designing, Printing cost, papers cost, packaging, Postage (Speed Post/ Courier) and other charges.</p>

GENERAL CONDITIONS OF CONTRACT (GCC)

Kindly refer <http://www.spmcil.com/spmcil/uploaddocument/gcc.pdf> for further details.

(GCC Contains 28pages)

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 on 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) (10% 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 LOI/Purchase order 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 returned back without any interest to successful tenderer after the completion of all contractual obligations. EMD shall be refunded/returned immediately after receipt of Performance Guarantee.
2	10.1	Terms of Delivery	The diaries and Calendars should be dispatched/ delivered to SPMCIL and the Units within 5 days after printing of final products.
3	21.2	Taxes and Duties	The bidder has to indicate the break-up of all taxes 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	100% payment shall be made after receipt and acceptance of 3500 Nos. of Diaries and 3500 Nos. Wall Calendars each at places. The payment will be made by SPMCIL through RTGS/ NEFT to the agency after submission of their bill duly certified by DM (HR & Coord.) If income tax is payable then the bill 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. 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.

			v. Bidder while quoting shall include the provision for TDS within its quoted price.
5	24.1	Quantum of LD	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% (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 shall also apply.
6	33.1	Resolution of Disputes	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 act 33.2.

LIST OF REQUIREMENTS

Schedule No.	Brief Description of Goods/ Services	Earnest Money Deposit (in Rs.)	Accounting unit	Quantity
1	PRINTING AND SUPPLY OF 3500 NOS OF EXECUTIVE DIARIES	Rs.20,900/- (Rupees Twenty Thousand Nine Hundred Only)	Nos	3500 Nos each
2	PRINTING AND SUPPLY OF 3500 NOS OF WALL CALENDARS			

The rates quoted for Diary and Calendar (each item) by the bidder shall be inclusive of all charges i.e. Designing, Printing cost, papers cost, packaging, Postage (Registered/ Courier) and other charges.

Successful Bidder will be required to deliver the items as per the below destination by Speed Post Post/Courier:

Delivery is to be made to 10 units of SPMCIL on F.O.R door delivery basis duly unloaded including packing and forwarding.

Sl No	Destination	Diary (Approx. Nos.)	Calendar (Approx. Nos.)
1	SPMCIL, 1st Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi – 110 001	2150	1800
2	India Government Mint, Block D-2, Sector – 1, Noida – 2010301	75	100
3	India Government Mint, Shahid Bhagat Singh Marg, Fort, Mumbai, Maharashtra - 400001	100	200
4	India Government Mint, IDA, Phase-II, Cherapally, (R.R district), Hyderabad, Telangana – 500051	75	100
5	India Government Mint, Alipore, Kolkata, West Bengal - 700053	100	200
6	India Security Press, Nashik Road, Nashik, Maharashtra - 422101	300	250
7	Currency Note Press, Nashik Road, Nashik, Maharashtra - 422101	300	250
8	Security Printing Press, Mint Compound, Saifabad, Hyderabad, Telangana - 500063	100	100
9	Bank Note Press, Dewas, Madhya Pradesh - 455001	150	250
10	Security Paper Mill, Hoshangabad, M.P - 461005	150	250
	Total	3500	3500

TECHNICAL SPECIFICATIONS**A. SPECIFICATION FOR DIARIES - 2020**
(As per sample kept in SPMCIL)

1	Finishing Size	Hard Case Size 19x25.5 cm (Inside 18.5x24.5 cm)
2	Quantity	3500 Nos.
3	Paper	Outer Cover – Geltex jacket covered, outer colour will be intimated later on. 4 colour printing on geltex sheet within the window of PU cover.
		Separator - 130 gsm art paper
		End Paper - 120 gsm SS Maplitha of “A” grade paper.
		Inside Page - 70 gsm SS Maplitha paper of “A” grade paper.
4	No. of page	Date page – 320 pages including information pages + 2 telephone index page and 3 page of list of holidays.
		Separator - 12 pages, (one page before every month)
5	Color	Cover: <ul style="list-style-type: none"> • Gold Leaf printing of Logo and Name of the Company (Bi-lingual) on the bottom of front cover. • Executive Diary engraved in English and 2020 in Golden Leaf printing on the top of front cover. • Gold leaf printing of Name, address and Logo of the Company on back cover (Bi-lingual). • All inside pages in two colours. • Front (Aster) pages in four colours. • As per the sample available in SPMCIL Office.
		Separator: 4 colours front & 2 colours back (month planner) End Paper (Astar) – Planner 2020 in 2 colours.
		SPMCIL Logo on every date page.
6	Fabrication	Cover: <ul style="list-style-type: none"> • Engraving of Logo and Name of the Company (Bi-lingual) on the bottom of front cover. • Executive Diary engraved in English and 2020 in Golden Leaf printing on the top of front cover. • Gold Leaf printing of Name, address and Logo of the Company on back cover (Bi-lingual).
		12 separate (finepasting).
		Month wise Index Cutting.
7	Binding	Hard Case Bound with siraja & ribbon.
8	Packing	A. Each diary is to be inserted in a box of 250 gsm white back duplex duly printed in 2 colours. B. 25 Diaries inserted in box to be packed in corrugated box. C. The corrugated box should be properly sealed with plastic strip.

B. SPECIFICATION FOR WALL CALENDARS - 2020

Sr. No.	Details
1	3500 Nos.
2	3 leaves - front & back printing.
3	4 Colour printing.
4	1 fly leaf 4+0 colour printed.
5	Calendar size 22" x 17" (55 x 42 cms).
6	Paper – 250 gsm, imported art card (Gloss).
7	Five themes/concepts to be provided by the successful bidder for calendar to the satisfaction of the Competent Authority of SPMCIL. Photographs to be used in the calendar should not be in violation of copyright Act.
8	Designing/typesetting to be done by successful bidder on each side of the leaf. (two months on each leaf)
9	Binding: Wiro Binding with Metal Loop, hanger of 16" length coated as per the color of wiro.
10	Individually packed in paper envelop of 110 gsm sunshine maplitho with SPMCIL logo and name in bilingual with same colour scheme.
11	25 Calendars are to be packed in each corrugated box.

QUALITY CONTROL REQUIREMENTS

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

QUALIFICATION / ELIGIBILITY CRITERIA

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

Tender Form

ACCEPTANCE OF TERMS & CONDITIONS

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

..... (Signature with date)

..... (Name and designation)

Duly authorized to sign tender for and on behalf of

.....

.....

PRICE SCHEDULE

No.....

Date:

With reference to SPMCIL CHO(HR)/Admin/458/10/3646 Dated:19.09.2019 for printing and supply of 3500 nos of Executive Diaries and 3500 nos of Wall Calendars is as follows:

1. SCHEDULE FOR PRINTING/SUPPLY OF EXECUTIVE DIARIES				
S. No	Details of heads	Quantity	Rate/per piece (in Rs.)	Amount (in Rs.) (Qty x Rate quoted)
1.	Printing and Supply of Executive Diaries	3500 Nos		
	GST %		
Total for 3500 Nos Diaries				

Total in Words: _____

2. SCHEDULE FOR PRINTING/SUPPLY OF WALL CALENDARS				
S. No	Details of heads	Quantity	Rate/per piece (in Rs.)	Amount (in Rs.) (Qty x Rate quoted)
1.	Printing and Supply of Wall Calendars	3500 Nos		
	GST %		
Total for 3500 nos Wall Calendars				

Total in Words: _____

GST No. _____

Signature of Bidder

Note:-

- 1) Price bids are to be given in the above format only. Conditional price bids are liable to be rejected.
- 2) All the charges should be clearly specified in the appropriate column.
- 3) Cutting/Overwriting should be avoided.
- 4) GST number of the bidder has to be quoted.
- 5) SAC code for the service has to be quoted by the bidder.
- 6) In case if Taxes are not applicable, tax exemption certificate should be enclosed along with the bid.
- 7) L1 shall be decided for all inclusive rates quoted schedule wise separately.
- 8) The rates quoted for Diary and Calendar (each item) by the bidder shall be inclusive of all charges i.e. Designing, Printing cost, papers cost, packaging, Postage (Speed Post/ Courier) and other charges.

QUESTIONNAIRE

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 up to
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 stands 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)

BANK GUARANTEE FORM FOR EARNEST MONEY DEPOSIT

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

MANUFACTURER'S AUTHORIZATION FORM

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

BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

_____ [insert: Bank's Name, and Address of Issuing Branch or Office]
Beneficiary: _____ [insert: Name and Address of SPMCIL] 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 SPMCIL up to the above amount upon receipt of its first written demand, without SPMCIL having to substantiate its demand.

This guarantee will remain in force for a period of Sixty days after the period of currency of contract 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

CONTRACT FORM

(Address of SPMCIL "s office issuing the contract) Contract No..... Dated..... This is in continuation to this office" Notification of Award No..... Dated

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

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

- 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 despatch instructions
- (vi) Consignee, including port consignee, if any
- (vii) Warranty clause
- (viii) Payment terms
- (ix) Paying authority

.....

(Signature, name and address of SPMCIL"s authorized official) For and on

behalf of.....

Received and accepted this contract

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

For and on behalf of

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

..... (Seal of the supplier)

Date:

Place:

Letter of Authority for attending a Bid Opening

(Refer to clause 24.2 of GIT)

The Manager (Material),
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.

Permission for entry to the hall where bids are opened may be refused in case
2. authorization as prescribed above is not produced.

(SECTION - XVIII)

SHIPPING ARRANGEMENTS FOR LINER CARGOES

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

PROFORMA OF BILLS FOR PAYMENTS

(Refer Clause 22.6 of GCC)

Name and Address of the Firm.....

Bill No.

Purchase order..... No. Dated

Name and address of the

Purchaser.....

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

1. G.S.T No.
2. Others (Please specify)
3. (-) deduction/Discount
4. Net amount payable (in words Rs.)

Dated..... (enclosed)

Place:

Date:

Received Rs..... (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