



SECURITY PAPER MILL,  
HOSHANGABAD - 461005 (M.P), INDIA  
(A Unit of Security Printing and Minting Corporation of India Limited)(Wholly  
owned by Government of India)  
(Miniratna Category-I CPSE & ISO 9001:2008 & ISO 14001:2004 CERTIFIED)  
Website:<http://spmhoshangabad.spmcil.com>  
E-Mail:[gm.spm@spmCIL.com](mailto:gm.spm@spmCIL.com) CIN: U22213DL2006GOI144763  
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VAT/TIN No:23134202419&Excise Asse.Code:AAKCS4610BXM001

PR Number	PR Date	Indenter	Department
12001179	22.07.2015	E&I	E&I

Not Transferable

Security Classification: NON SECURITY

## TENDER DOCUMENT FOR PURCHASE OF: VOLTAGE STABILIZER.

**Tender Number: 6000006566/E&I/1534, Dated: 01.12.2015**

This Tender Document Contains 26 Pages.

Details of Contact person in SPMCIL regarding this tender:

**Name:** VIKAS KUMAR  
**Designation:** Officer(Material)  
**Address:** SPMH (Security Paper Mill,Hoshangabd)  
India

## Section1: Notice Inviting Tender (NIT)

6000006566 /E&I/1534

01.12.2015

(SPMCIL's Tender SI No.)

(Date)

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

Sch d. No.	Brief Description of Goods/services	Quantity (with unit)	Earnest Money (In Rs.)	Remarks
1	9 KVA Solid State voltage stabilizer	1.000 EA	11000.00INR 0.00	IN FAVOUR OF SECURITY PAPER MILL PAYABLE AT HOSHANGABAD
Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)			ONE-BID National Competitive Bid	
Dates of sale of tender documents:			From 01.12.2015 to 04.01.2016 during office hours.	
Place of sale of tender documents			ADMIN. OFFICE, S.P.M., HOSHANGABAD	
Closing date and time for receipt of tenders			05.01.2016 11:00:00	
Place of receipt of tenders			ADMIN. OFFICE, S.P.M., HOSHANGABAD	
Time and date of opening of tenders			05.01.2016 15:00:00	
Place of opening of tenders			ADMIN. OFFICE, S.P.M., HOSHANGABAD	
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.21.1 of GIT)			VIKAS KUMAR Officer(Material)	

Abbreviation:-

"EA" MEANS EACH

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. Tender documents may be purchased on payment of non-refundable fee of Rs 250/- 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 SECURITY PAPER MILL payable at HOSHANGABAD, without which your quotation will be rejected.

4. Tenderer may also download the tender documents from the web site <http://spmshoshangabad.spmcil.com> and <http://eprocure.gov.in> and submit its tender by utilizing the downloaded document, along with the required non-refundable fee.

5. 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.100/- for domestic post. The tenderer is to add the applicable postage cost in the non-refundable fee mentioned in Para 3 above.

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. SUBMISSION OF TENDER: The bid is to be submitted in one part:-

(i) 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.

(ii) The bid is to be submitted in one part in sealed envelopes duly super scribed with EMD, Tender document fee & mention our NIT reference No. with date and Due date on the top of the sealed envelope and be addressed to the General Manager, Security Paper Mill, Hoshangabad- 461005 (M.P.)



Tender Number:6000006566

(iii) Quotation will be accepted by INDIA POST/COURIER SERVICE/DROP BOX only. Quotation sent by FAX/E-Mail will not be considered.

(iv) EARNEST MONEY DEPOSIT : Rs. 11,000/- shall be submitted in the form as given below :-

a. Account Payee Demand Draft (b) Fixed Deposit Receipt (c) Banker's cheque, 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 3 of NIT. The earnest money shall be valid for a period of forty five days beyond the validity period of the tender. EMD should be sent along with your quotation. Quotation without EMD will summarily be rejected. The Earnest Money Deposit of un-successful bidders will be returned.

(8) In case of order material in your favour for Rs. 1,50,000/- or above, the supplier shall furnish the performance security amount/ Security Deposit(S.D) (10% of the ordered value) within 21 days after issue of Purchase Order by SPM, Hoshangabad in favour of The Security Paper Mill payable at Hoshangabad. The performance security will be return back without any interest to successful tenderer after the completion of all contractual obligations.

(9) NO EXEMPTION WILL BE GIVEN FOR DEPOSITING OF SECURITY DEPOSIT (S.D.) TO DIC/SSI/MSME/NSIC REGISTERED FIRM.

(10) EXEMPTION WILL BE GIVEN DEPOSITING OF ONLY TENDER FEE & EMD TO ANY DIC/SSI/MSME/NSIC REGISTERED FIRM FOR TENDERED STORE.

Special Instruction: -

(I) Micro and Small Enterprises firm are exempted from submitting Tender fees and 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.

(II) Price quotation in tenders:

(a) In tender, participating Micro and Small Enterprises quoting price within price band of L1 + 15 per cent shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprise and such Micro and Small Enterprise shall be allowed to supply up to 20 per cent of total tendered value.

(b) In case of more than one such Micro and Small Enterprise, the supply shall be shared proportionately (to tendered quantity).

(III) Special provisions for micro and small enterprises owned by SC or ST:

Out of 20 per cent allowed for procurement from Micro and Small Enterprises, a sub-target of 20 per cent (i.e., 4 per cent out of 20 per cent) shall be allowed for procurement from Micro and Small Enterprises owned by the Scheduled Caste or the Scheduled Tribe entrepreneurs. Provided that, in event of failure of such Micro and Small Enterprises to participate in tender process or meet tender requirements and L1 price, 4 per cent sub-target for procurement earmarked for Micro and Small Enterprises owned by Scheduled Caste or Scheduled Tribe entrepreneurs shall be met from other Micro and Small Enterprises.

Note :

(1) All other terms and conditions of NIT (including GIT, SIT, GCC & SCC) shall be remain as per our 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:



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<http://spmhoshangabad.spmcil.com/spmcil/uploaddocument/GIT.pdf>  
<http://spmhoshangabad.spmcil.com/spmcil/uploaddocument/GCC.pdf>

SECTION - II to XIX : APPLICABLE, EXCEPT SECTION : XIII & XVIII.  
SECTION -XIII BANK GUARANTEE FORM FOR EMD : NOT APPLICABLE  
SECTION XVIII SHIPPING ARRANGEMENTS FOR LINER CARGOES : NOT APPLICABLE

IMPORTANT NOTE:-

(1) The tender documents are not transferable.

(2) SPMs Right to Accept any Tender and to Reject any or All Tenders SPM 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, what so ever to the affected tenderer or tenderers .

Encl.:1. Annexure-I (checklist)

(Vikas Kumar)  
Officer(Material)  
For-General Manager  
E-mail : kumar.vikas@spmCIL.com  
PHONE :- (07574) 279041-60, Extension 6842,6587

CORRESPONDING ADDRESS

-----  
THE GENERAL MANAGER  
SECURITY PAPER MILL  
HOSHANGABAD-461 005 (M.P.)  
Website: <http://spmhoshangabad.spmcil.com>  
E-MAIL:- gmspm@spmCIL.com  
PHONE :- (07574)-255259  
FAX :- (07574)-255170

SIGNATURE OF BIDDER WITH NAME,  
DESIGNATION & SEAL

COPY TO : SK(E)/BC/Pre Audit/M(E&I).

.....

.....  
(Name Designation, Address telephone number etc  
of the officer signing the document)

For and on behalf of

.....



Tender Number:6000006566

## **Section II: General Instructions to Tenderers (GIT)**

### **Part 1: General Instructions Applicable to all type of Tenderers**

Kindly refer <http://spmhoshangabad.spmcil.com/spmcil/uploaddocument/GIT.pdf> for further details (GIT contains 32 pages).

SIGNATURE OF BIDDER WITH NAME,  
DESIGNATION & SEAL



Tender Number:6000006566

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## **Section II: General Instructions to Tenderers (GIT)**

### **Part II: Additional General Instructions Applicable to Specific type of Tenderers**

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Kindly refer <http://spmshangabad.spmcil.com/spmcil/uploaddocument/GIT.pdf>  
for further details (GIT contains 32 pages).

SIGNATURE OF BIDDER WITH NAME,  
DESIGNATION & SEAL

### Section III: Specific Instructions to Tenderers (SIT)

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

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

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

Sr No	GIT Clause No.	Topic	SIT Provision
01	4	Eligible Goods and Services (Origin of Goods)	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. (Page No. 257)
03	9	Time Limit for receiving request for clarification of Tender Documents	A Tenderer requiring any clarification or elucidation on any issue of the tender documents may take up the same with SPMH in writing or by fax/e-mail/telex. SPMH will respond in writing to such request provided the same is received 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 document. (Page No.259)
04	11.2	Tender Currency	Supplier is requested to quote price within 2 Decimal place. Quotation with price quote beyond 2 decimal place is ignored.
05	12.10	Applicability of Octroi and Local taxes	Applicable - bear by tenderer
07	19	Tender Validity	90 days from opening date of quotation (Page No. 268)
08	20.4	Number of Copies of Tenders to be submitted	single copy
11	43	Parallel Contracts	SPMH 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 detail (Page No. 277)
18	28.1	Discrepancy in Prices - A (Page No. 273)	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 SPMH feels that the tenderer has made a mistake in placing the decimal point in the unit price, in

Sr No	GIT Clause No.	Topic	SIT Provision
			which case the total price as quoted shall prevail over the unit price and the unit price corrected.
19	28.2	Discrepancy in Prices - B (Page No. 273)	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
20	28.3	Discrepancy in Prices - C (Page No. 273)	If there is a discrepancy between the amount expressed in words and figures , the amount in words shall prevail If , as per the judgment of SPMH , 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 SPMH, the tender is liable to be ignored.





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## **Section IV: General Conditions of Contract (GCC)**

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Kindly refer <http://spmhoshangabad.spmcil.com/spmcil/uploaddocument/GCC.pdf>  
for further details (GCC contains 28 pages).

SIGNATURE OF BIDDER WITH NAME,  
DESIGNATION & SEAL

## 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
01	8.2	Packing and Marking	The quality of packing, the manner of marking within & outside the packages and provision of accompanying documentation shall strictly comply with requirements as provided in Technical Specifications and Quality Control Requirements under Section 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. (Page No. 294-295)
02	11.2	Transportation of Domestic Goods	Supplied material only through Registered Common Carriers. For Inter-state movement of goods, necessary Road permits are being issued by SPMH. These road permits must be enclosed along-with invoices.. (Page No. 297-298)
03	12.2	Insurance	The supplier shall make arrangements for insuring the goods against loss or damage incidental to manufacture or acquisition, transportation, storage and deliver as per clause no. 12.3, 12.4, 12.5 (Page No. 298) Bear by firm
04	14.1	Incidental Services	Applicable (Page No. 299)
05	15	Distribution of Dispatch Documents for clearance/ Receipt of Goods	Applicable - (Page No. 300)
06	16.2, 16.4	Warrantee Clause	Warranty shall remain valid for 24 months after the goods have been delivered to the final destination & accepted by SPMH in terms of the contract. (Page No. 301)
07	19.3	Option Clause	Not applicable
09	21.2	Taxes and Duties	Applicable ( Henceforth, every supplier has to indicate the break-up of Tax (VAT, CST & Service Tax Etc.) in price schedule/bills. In case Tax is not applicable on supplier, they must enclose relevant Tax Exemption certificate. It is must for availing input tax rebate. (Page No. 303)
10	22, 22.1, 22.2, 22.4, 22.3, 22.6	Terms and Mode of payments	100% PAYMENT ON RECEIPT AND SUITABILITY OF MATERIAL ON PRODUCTION OF ALL REQUIRED DOCUMENTS BY SUPPLIER BY

SI.No	GCC Clause No.	Topic	SCC Provision
			RTGS/NEFT ONLY (Page No. 303)
11	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. SPMH shall,without prejudice to other rights and remedies available to SPMH under the contract,deduct from contrat 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 therof until actual delivery or performance, subject to a .....apply. (Page No. 308)
13	33.1	Resolution of Disputes	If dispute or difference of any kind shall arise between SPMH and the supplier 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 theirdispute or difference by such mutual consulation withing 21 days of its occurrence, then,unless otherwise provided in the SCC, either SPMH or the supplier may seek recourse to settlement of disputes through arbitration act 33.2. (Page No. 312)

## Section VI: List of Requirements

Schedule No.	Breif Description of goods and services (Related Specifications etc. are in Section-VII)	Accounting Unit	Quantity	Amount of Earnest Money
00010	9 KVA Solid State voltage stabilizer	EA	1.000	11000.00 INR 0.00

(1) Bid: ONE BID

(i) Technical Specification : As per Section-VII & firm can also submitted supporting documents/leaflet/catalogue etc.

(ii) Price Bid: As per Section-XI

(2). Tender Fee : Rs. 250/- in the form of DD in favour of Security Paper Mill, drawn at HOSHANGABAD (M.P.)

(3). EARNEST MONEY DEPOSIT (EMD): Rs. 11,000/- shall be submitted in the form as given below :-

a. Account Payee Demand Draft (b) Fixed Deposit Receipt (c) Banker's cheque, 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 3 of NIT. The earnest money shall be valid for a period of forty five days beyond the validity period of the tender. EMD should be sent along with your quotation. Quotation without EMD will summarily be rejected. The Earnest Money Deposit of un-successful bidders will be returned.

(4). Validity: 90 days from the date of opening of the tender, offer valid for a shorter period shall be treated as unresponsive & rejected.

(5). F.O.R.: SPM, Hoshangabad, door delivery duly unloading.

(6). Required Delivery Schedule: Within 60 days from the date of issue of Purchase Order.

(7). Taxes: If any - Please strictly incorporate in our NIT Section - XI.

(8). Warranty: As per Section -V Sr. No. 6.

(9). Submit valid Manufacturer authorization form as per NIT Section XIV of this document.

(10). Exemption from Tender fee & EMD: - Firms were having NSIC/MSME/DIC/SSI registration for the tendered stores are only exempted from Tender fee & EMD. Enclosed copy of valid NSIC/MSME/DIC/SSI registration along with bid.

(11). No Deviation Certificate: Bidder should confirm in their quotation, "We acceptance of all terms and condition with technical specification of tender document without any deviation".

(12). Firm should submit the list of spare part & confirm its availability for five(5) years after warranty period.

(13) All Sections & pages of the tender documents strictly should be signed, name and sealed by bidder firm.

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SIGNATURE OF BIDDER WITH NAME,  
DESIGNATION & SEAL

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## Section VII: Technical Specifications

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Material Description :

9 KVA Solid State Voltage Stabilizer

1. Supply of Solid state 3 phase AC voltage Stabilizer (power rating 9KVA).
2. Input :  $\pm 20\%$ , 3phase, 4wire(3P+N)
3. Output: Pre settable for any voltage 380/200V, 400/230V or 415/240V
4. Accuracy : 0.5%
5. Frequency : 45 to 50 HZ
6. Response time : less than 1ms.
7. Correction time : 3~5 cycles( Correction Speed 70 V / phase)/sec
8. Efficiency: 95% or better
9. Power factor : Any lagging to 0.95 leading.
10. Surge rating : 10 x Max current rating for 2 seconds  
5 x Max current rating for 30 seconds.  
2 x Max current rating for 2 minutes.
11. Surge suppression : Protect loads against high energy spikes and transient voltage.
12. noise attenuation : Transvers noise 60db@100kHz or better
13. Independent Phase control : Maintain each phase voltage stable irrespective of load unbalance, even upto 100% load unbalance.
14. Application : CNC machine
15. Environment: temperature range -15 to 50 Deg. C suitable for indoor tropical use , 95% RH( non - condensing).
16. Construction: Enclosure to IP20 with cooling arrangement.
17. Standard feature : Static and modular structure with thyristor and SMPS technology Input Circuit Breaker, Over/Low Voltage Protection, Loss of Phase and Phase reversal trip protection, voltmeter/Selector Switch, Ammeter/Selector Switch.
18. Output Circuit Breaker, Manual Maintenance bypass Switch Lighting Arrestors.
19. The supply of above said item will be followed by one day training, to be provided by the successful bidder.
20. Firm should submit the list of spare part & confirm its availability for five(5) years after warranty period.

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Tender Number:6000006566

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## **Section VIII: Quality Control Requirements**

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-----// As per technical Specifications (Section-VII) //-----



Tender Number:6000006566

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## **Section IX: Qualification/Eligibility Criteria**

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-----// Not Applicable //-----



Tender Number:6000006566

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## Section X: Tender Form

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Date:

To,  
Security Paper Mill, Hoshangabad  
A Unit of Security Printing & Minting  
Corporation of India Limited  
(Wholly Owned by Govt. of India)  
Hoshangabad

Ref: Your Tender document No.6000006566 /E&I/1534 dated 01.12.2015

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

.....

.....



## Section XI: Price Schedule

(The Price bid should clearly indicate the break-up of the price as under:-

S.No. Price Break Up	Amount (Rs.)
1. Basic Price per unit	Rs.....
2. Packing and Forwarding charges	Rs.....
(A) TOTAL (1+2)	Rs.....
3. Discount (on Basic only)	Rs.....
(B) TOTAL (A-3)	Rs.....
4. Ex. Duty in percentage(%)only on (B)	Rs.....
(C) TOTAL (B+4)	Rs.....
5. CST(with/without "C" form)/VAT in percentage (%) only on (C)	Rs.....
(D) TOTAL (C+5)	Rs.....
6. Freight charges (%/OR VALUE ON BASIC) (Please specify)	Rs.....
7. Unloading Charges	Rs.....
8. Other Charges (if any) Please Specify.	Rs.....
9. Total Price (F.O.R, SPM, H#bad) duly unloading in figures only per unit =(D+6+7+8)	Rs.....
10. Total Quantity 01 No.	
11. Total Price (F.O.R, SPM, H#bad) (in figures only) =(9X10)	Rs.....
12. Total Price (F.O.R, SPM, H#bad) (in words only)	Rs.....

**NOTE:**

- Levies/Taxes would not be paid on Forwarding & Freight charges.
- Conditional price & Variable Price in Tender are liable to be rejected.
- Bidder should mention separately regarding Duties/Taxes otherwise tax exemption Certificate may be enclosed.
- Quote your rates in your quotation as per the given above price schedule format only and accept our condition i.e. F.O.R., VALIDITY, DELIVERY PERIOD, PAYMENT TERMS AND ALL OTHER TERMS AND CONDITION INCLUDING G.C.C. & G.I.T. OF TENDER without any deviation otherwise your offer will be rejected without any communication.



Tender Number:6000006566

5.Evaluation Criteria :

The method of evaluation of L1 criteria for awarding the contract shall be on consolidation offer by the bidder by decided taking into consideration of total offered price by adding entry tax liability @ 2% on the total price for the supplies to be received from outside of MP state as per above.

6.Mode of Payment: Payment will be made through RTGS/ NEFT (Please provide the details as required)

S.no.	Details	
1.	Name of supplier	.....
2.	Account No	.....
3.	Account Type	.....
4.	Name of the Bank	.....
5.	Branch	.....
6.	City	.....
7.	Branch Code	.....
8.	MICR Code	.....
9.	IFSC Code	.....

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SIGNATURE OF BIDDER  
(WITH NAME, DESIGNATION AND SEAL)



## Section XII: 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 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)



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## Section XIV: Manufacturer's Authorization FORM

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To,  
Security Paper Mill, Hoshangabad  
A Unit of Security Printing & Minting  
Corporation of India Limited  
(Wholly Owned by Govt. of India)  
Hoshangabad

Dear Sirs,

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

We..... who are proven and reputable manufacturers of  
..... (name and description of the goods offered in the tender) having factories at  
..... here by authorize Messrs..... (name and address of the agent) to  
submit a

tender, process the same further and enter into a contract with you against your requirement as contained in the  
above referred tender enquiry documents for the above goods manufactured by us.

We further confirm that no supplier or firm or individual other than Messrs..... (name and address  
of the above agent) is authorized to submit a tender, process the same further and enter into a contract with you  
against your requirement as contained in the above referred tender enquiry documents for the above goods  
manufactured by us.

We also hereby extend our full warranty, as applicable as per clause 16 of the General Conditions of Contract read  
with modification, if any, in the Special Conditions of Contract for the goods and services offered for supply by the  
above firm against this tender document.

Yours faithfully,

.....

.....

[Signature with date, name and designation]

Note: This letter of authorization should be on the letter head of the manufacturing firm and should be signed by a  
person competent and having the power of attorney to legally bind the manufacturer.



## 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 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 SPCMIL 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 forty five days after the currency of this contract and any demand in respect thereof should reach the bank note later than the above date.

.....  
(Signature with date 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

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

This is in continuation to this office' 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 clause 0 of 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:
- (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:

## Section XVII: Letter of authority for attending a Bid opening

The General Manger,  
Security Paper Mill, Hoshangabad.

Subject: Authorization for attending bid opening on 05.01.2016 in the Tender of VOLTAGE STABILIZER..

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
1.		
1.		
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 recovered.



Tender Number:6000006566

## Section XIX: Proforma of Bills for Payments (Refer to 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	No.or qty.	Rate Rs. P.	Price per Rs. P	Amount

1. C.S.T./Sales Tax 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)

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

Modvat Certificate No.....(enclosed)

Excise Duty Gate pass.....(enclosed)

Place and Date





Tender Number:6000006566

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

**ANNEXURE - I**

**ONE BID,SINGLE STAGE (ONE PACKET) TENDER**

**BIDDER'S CHECK LIST BEFORE TENDER SUBMISSION**

<b>S.No.</b>	<b>Tender Submission Check Points</b>	<b>Check before submission Tick ( <input checked="" type="checkbox"/> )</b>
1	Tender Fee Rs.250/-	
2	Earnest Money Deposited Rs.11,000/-	
3	Tender Document duly Seal & Signed	
4	Term of Delivery :- FOR, SPM Hoshangabad , duly unloaded	
5	Price Bid as per Section XI (Price including all taxes & other charges)	
6	Tender Validity <b>90 Days</b> as per the tender	
7	Technical Specification –Section VII as per tender	
8	Submit Manufacturer's Authorization – Section XIV <b>(if Applicable)</b>	
9	Accept the Warranty clause as per tender <b>(If Applicable)</b>	
10	Fill Tender Form – Section X duly seal & sign ( Without mentioning price)	

.....  
(Bidder's Seal & Sign)

**Note : Copy of this Completed checklist to be necessarily enclosed with bid.**