SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.

16TH FLOOR, JAWAHAR VYAPAR BHAWAN, JANPATH, NEW DELHI-110001
**Phone: 011-43582200, 011-23701225 Fax:011-23701223 Email:info@spmcil.com
Website: www.spmcil.com**

Standard Bidding Document(SBD)

Not Transferable
Security Classification –Non Security

Tender Document for Engaging an Agency to Provide SAP Consultants

Tender No. SPMCIL-11017(12)/1/2020-IT-Part(1)/11302   **dated 03/03/2021**

This Tender Document Contains 38 Pages.

Tender Documents is sold to:

M/s_____

Address_____

Details of Contact person in SPMCIL regarding this tender:

Mr. Ravi Prakash Yadav, DM (Materials)
Security Printing and Minting Corporation of India Limited,
16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi – 110001
Phone:011-43582200
For and on behalf of
Security Printing and Minting Corporation of India Ltd

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Section I: Notice Inviting Tender (NIT)

SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.
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Phone: 011-43582200, 011-23701225 Fax:011-23701223 Email:info@spmcil.com
Website: www.spmcil.com

Tender No. SPMCIL-11017(12)/1/2020-IT-Part(1)/11302   Date 03/03/2021
Sealed tender is invited from eligible and qualified tenderers for Tender Document for Engaging an Agency to Provide SAP Consultants**.**

Brief Description of Goods/ Services	Earnest Money (in Rs.)	Remarks
Engaging an Agency to Provide SAP Consultants	NIL	Bidder have to submit the bid security declaration along with Pre Qualification Bid (PQB) as mentioned at serial no.3 below
Type Of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)	Three Bid System (Single Stage) National Competitive Bidding(NCB) – PQB (Pre-Qualification Bid),Technical Bid & Price Bid	
Dates of sale of tender documents:	From 06/03/2021 to 05/04/2021 during office hours (9:30am to 5:00pm)	
Place of sale of tender documents	Security Printing and Minting Corporation of India Limited, 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi – 110001	
Closing date and time for receipt of tenders	06/04/2021 by 3.00 PM	
Place of receipt of tenders	Security Printing and Minting Corporation of India Limited, 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi – 110001	
Time and date of opening of tenders	06/04/2021 at 3.30 PM	
Place of opening of tenders	Security Printing and Minting Corporation of India Limited, 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi – 110001	
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.1 of GIT)	Mr. Ravi Praksh Yadav, DM(Material) Security Printing and Minting Corporation of India Limited, 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi – 110001 Phone:011-43582200	

1.   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.

2.   Tenderer may also download the tender documents from the web site www.spmcil.com and submit its tender by utilizing the downloaded document,

3.   Bid Security Declaration
EMD amount is 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.)
        In addition to above, firms participating as MSE/NSIC/DIC etc., needs to enclosed the valid registration certificate.

4.   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.

5.   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.

6.   The tender documents are not transferable.

………………

………………

Mr. Ravi Praksh Yadav, DM(Material)
Security Printing and Minting Corporation of India Limited,
16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi – 110001
Phone:011-43582200

Section II: General Instructions to Tenderer (GIT)

Please refer to "http://www.spmcil.com/spmcil/uploaddocument/git.pdf" for further details (GIT contains 32 pages and will form part of this tender document)

Section III: Special Instructions to Tenderers (SIT)

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

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

S. No.	GIT Clause No.	Topic	SIT Provision
1	4	Eligible Goods and Services (Origin of Goods)	The SAP consultants must be of Indian Origin.
2	8	Pre-bid Conference	Not Applicable
3	11.2	Tender Currency	Tenderer is requested to quote price in INR only and within 2 Decimal places. Quotation with price quote beyond 2 decimal places will be ignored.
4	14	PVC Clause & Formula	Not Applicable
5	18	Earnest Money Deposit (EMD)	Nil. However bidders have to submit the ***Bid Security Declaration*** along with Pre Qualification Bid (PQB) as mentioned in Section-I (Notice Inviting tender) at sl. no.3.
6	19	Tender Validity	Tenders shall remain valid for acceptance for a period of 180 days from the date of opening of Pre-Qualification Bid.
7	20.4	Number of Copies of Tenders to be submitted	Original and duplicate copies
8	20.8	Signing and Sealing of tender	(I) Pre-Qualification bid, (II) Technical bid and (III) Price bid are to be submitted in three separate doubled sealed envelopes on or before the due date of submission of tenders. It may be noted that the price is not to be quoted either in the pre-qualification or in technical Bid. It shall only be quoted in price bid. Non-adherence to this shall be making tender liable for rejection. The envelopes containing bids shall be super-scribed Pre-qualification bid, Technical bid and Price bid. The sealed envelopes shall again be put in another sealed cover and should be super-scribed with the words **"Engaging an Agency to Provide SAP Consultants"** and **Tender number SPMCIL-11017(12)/1/2020-IT-Part(1)**with

mentioning on the Envelop that it contains Pre-Qualification Bid, Technical - Bid, Price Bid indicating NIT Date & Due date and to be addressed to the DGM(IT), SPMCIL 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi 110 001 and be dropped in the Tender Box kept at Reception of 16th Floor, SPMCIL, Jawahar Vyapar Bhawan, Janpath, New Delhi 110 001.

Tenders shall be submitted in Part I,II and III along with documents as detailed below in sealed separate cover:-

PART I: PRE-QUALIFICATION BID:
i)   Bid Security Declaration as per Section-I (Notice Inviting Tender)
ii) GST registration related documents.
iii) Copy of Permanent Account Number (PAN Card).
iv) Copy of valid Bidder Registration Certificate.
v)   Power of Attorney/ Authorization with the seal of the company of person signing the tender documents.
vi) Duly filled in Tender Form as per Section X. with no price details to be given in this tender form.
vii) Bidder shall submit the documents required as per Section- IX.

PART II: TECHNICAL BID:
viii) The tenderer shall submit the acceptance of List of requirement as per Section VI of this tender document.
ix) The tenderer shall submit the acceptance of Technical specification as per Section VII of this tender document.
x)   The tenderer has to submit the acceptance of all terms & conditions of the tender document without any deviation.
xi) The tenderer has to submit acceptance of all sections of this tender document (GIT, SIT, SCC, Quality Control requirements, Questionnaire, etc.)
xii) Blank Price Bid.

PART- III: PRICE BID - The bidders shall quote the price as per the format given in Section XI of this tender document.

| 9 | 33 | Evaluation | i) Evaluation shall be done on the basis of all-inclusive cost for all SAP consultants as per section XI. |
| | | | ii) In case the L1 firm is non MSE, the price quoted by MSE firm within the range of L1+15% will be asked to match the price of L1 firm. In case the MSE firm |

			matches the L1 price, order will be placed on MSE firm. However in case MSE firm does not match the price of L1 firm, the next lowest offer of MSE firm within the range of L1+15% will be asked to match the price of L1 and so on. In case no MSE firm (within the range of L1+15%) matches the price of L1 firm, order will be placed on L1 firm.
10	43	Parallel Contract	Not Applicable

Section IV: General Conditions of Contract (GCC)

Please refer to " **http://www.spmcil.com/spmcil/uploaddocument/gcc.pdf**" for further details **(GCC contains 28 pages and will form part of this tender document)**

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 Bidder 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 LOI/Work 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 without any interest to successful Bidder after the completion of all contractual obligations. **In case of increase in the value of contract due to increase in SAP consultants, the bidder is liable to deposit additional security deposit @ 3 % for the increase in the value of contract.**
2	10.1	Terms of Delivery	Required manpower must be deployed immediately and not later than fifteen days (15) from the date of intimation of selection of SAP Consultants through interview by SPMCIL.
3	19.3	Option Clause	The purchaser reserves the right to increase the period of services by 25% at any time, till final date of completion of the contract.
4	22, 22.1, 22.2, 22.3, 22.4, 22.6	Terms and Mode of Payment	Each monthly bill must accompany with the following duly signed documents by the Bidder: a) Attendance sheet of deployed Manpower for the month. b) Declaration of compliance of all laws including safety and Labour laws related to deployed manpower. The payment shall be made monthly to the

			tenderer after certification by user Section/ Competent Authority and by HR department through RTGS/NEFT and is subject to deduction of taxes as per rules from time to time. Any variation will be adjusted from the next bill if any. The payment shall be made as per the actual deployed manpower.
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 10% 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 bidder 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 as per Clause 33.2. (GCC) of the SPMCIL Procurement Manual
7		Penalties	i. Whenever and wherever it is found that the assigned work is not performed up to the entire satisfaction of the SPMCIL, it will be brought to the notice of Bidder by the SPMCIL and if no action is taken immediately, penalty of Rs.1000/- per day per complaint will be imposed by invoking penalty clause. ii. In case the Bidder fails to fulfill the statutory requirements as per the conditions of the tender document and fails to produce the concerned documents, if asked, it shall be treated as breach of the Contract and the

			Bidder is liable to be blacklisted by the SPMCIL, in addition to forfeiture of Performance Security Deposit. iii. The Bidder must ensure that all the manpower deployed is punctual in office timings failing which penalty of Rs.200/- per person per day in each case shall be deducted from the monthly bill. iv. Any absentees of SAP consultant beyond three days, the Bidder has to provide replacement failing which Rs.1000/- additionally per person per day in each case shall be deducted from the monthly bill.

Section VI: List of Requirements

Module wise SAP Consultant Requirement at *Data Center Noida*

Schedule No.	Brief Description of services module wise	No of SAP Consultant	Earnest Money (in Rs.)
1	Material Management (MM)	1	
2	Production Planning (PP)	1	
3	Sales and Distribution (SD)	1	
4	Human Capital Management(HCM)	1	
5	Finance (FI)	1	
6	Controlling (CO)	1	
7	Business Intelligence (BI)	1	NIL
8	Plant Maintenance (PM)	1	
9	Quality Management (QM)	1	
10	Enterprises Portal (EP)	1	
11	BASIS	1	
12	ABAP	3	
	Total	14	

Delivery Schedule:

After issue of LOI/Notification of award of contract to bidder, the bidder shall provide within seven days at least three CV's in each module to SPMCIL. After selection of SAP consultant through interview by SPMCIL, the bidder has to depute the same SAP consultant within 15 Days along with police verification.

Essential Qualifications and Experience:

S.No.	Module Name	Essential Qualification	Essential Experience
1	Material Management (MM)	Graduation in any stream	2-3 years of experience with relevant SAP certification.
2	Business Intelligence (BI)	Graduation in any stream	SAP BI Certified with exposure in SAP BO & SAP logistics modules like PP/MM/SD/QM is desirable. Minimum 5 years of experience in at least 2 end to end BI implementation projects **OR** One end to end BI implementation project and two support projects.
3	ABAP	Graduation in any stream	SAP ABAP Certified with at least 2 - 3 years of experience in SAP-ABAP module either in Implementation cycle or Support project.
4	Quality Management (QM)	Graduation in any stream	SAP QM or PP Certified with at least 2-3 years of experience in SAP-QM module either in Implementation cycle or Support project.
5	Controlling (CO)	CA/ CMA (ICWA) **OR** B.Com/M.Com/ MBA (Finance)	SAP Certified in CO Module with minimum 5 years of experience in SAP Implementation/Support Projects (At least 2 years in manufacturing companies) for CA/CMA (ICWA) **OR** minimum 5 years of experience in SAP Implementation/Support Projects (At least 4 years in manufacturing companies) for B.Com/M.Com/MBA (Finance).
6	Enterprises Portal (EP)	Graduation in any stream	2-3 years of experience with relevant SAP certification.
7	Production Planning(PP)	Graduation in any stream	2-3 years of experience with relevant SAP certification.
8	Basis	B.tech/M.tech(CSE/ IT/Electronics)/ MSC(CSE/IT)/MCA	SAP Basis certification with minimum 5 years of experience in SAP Basis/Hana Knowledge of Networking ,security and Oracle database will be highly desirable.
9	Sales and Distribution (SD)	Graduation in any stream	2-3 years of experience with relevant SAP certification.
10	Plant and Maintenance	Degree in any Branch of Engg.	2-3 years of experience with relevant SAP certification.

		(PM)		
11	Human Capital Management (HCM)	Graduation in any stream (MBA HR Desirable)	3-4 years of experience with relevant SAP certification.
12	Finance (FI)	CA/ CMA (ICWA) **OR** B.Com/M.Com/MBA (Finance)	SAP Certified in FI Module with minimum 5 years of experience in SAP Implementation/Support Projects (At least 2 years in manufacturing companies) for CA/CMA (ICWA) **OR** minimum 5 years of experience in SAP Implementation/Support Projects (At least 4 years in manufacturing companies) for B.Com/M.Com/MBA (Finance).

Note: Experience will be counted after relevant SAP module certification only.

Section VII: Technical Specifications

Background

Security Printing & Minting Corporation of India Limited (SPMCIL) is a Miniratna Category – I Central Public Enterprise wholly owned by Government of India started functioning as a Corporatized entity with effect from 13th January, 2006 under the administrative control of Department of Economic Affairs, Ministry of Finance. The objective and the business of the Company is designing and manufacturing of security papers, Printing Currency & Bank notes, Passports, non-judicial stamp papers, postage stamps and Minting of the Coins.

The Operational units of the Company are strategically located across the Country having its four Mints at Mumbai, Kolkata, Hyderabad and Noida, four Currency / Security presses at Nashik, Dewas and Hyderabad, besides a high quality Paper manufacturing mill at Hoshangabad. SPMCIL has implemented SAP and same is operational in all its units with key modules i.e. PP, MM, SD, PM, QM, FI, CO, HCM, EP, BI, ABAP and BASIS.

Scope of Work of Contract

SPMCIL intends to engage an Agency to Provide SAP Consultants for a period of Two year (2yrs) to be deployed at Data Center Noida for SAP support, training and implementing new requirements in SAP. In order to meet functional and operational requirements of the company pertaining to SAP, the consultant may be required to travel/visit Units and Corporate Office of SPMCIL.

Requirement Description:

Key Responsibilities and Scope of work of the Consultant(s):

1.   Material Management Module:

Scope of work for consultant:

  (i)   100% adoption of relevant SAP MM module. Across all units, including extensive user handholding. Imparting Training to SPMCIL end user.
  (ii)   Updating of end user training manuals of their respective module.
  (iii) Implementing any changes/additions in the existing process or new process in SAP landscape with best practices.
  (iv)   Troubleshooting of functional/Technical issues, if required.
  (v)   Assisting SPMCIL in establishing an in-house SAP Operations Organization which is Business led and IT enabled.
  (vi)   Identifying and plugging the gaps in the various processes mapped in SAP.
  (vii) Co-ordination with the Unit-level SAP Core Teams Material Management module to ensure smooth functioning and regular usage of SAP Material Management module at all Units.

(viii) Streamlining SAP support processes (including Help Desk)

(ix) Institutionalizing an in-house service delivery structure (module specific).

(x) Assisting SPMCIL in reconciliation and correction of master data of Material Management module at all units.

(xi) Ensuring that all relevant SPMCIL SAP users of Material Management Module. Modules are trained and capable of using SAP as per the best practices of SAP and assisting SPMCIL in instituting a long term training program and developing in house capabilities. Assisting SPMCIL in building SPMCIL core team capabilities (Train the Trainer) in the respective module.

(xii) Weekly/Fortnightly reporting/ review the overall status of SAP MM module across all units to SPMCIL senior management.

(xiii) Any other work assigned pertaining to MM Module.

2.   SAP BI Module:

Scope of work for consultant:

(i) To carry out GAP analysis and Data Mapping exercises as per SPMCIL's management requirements

(ii) Creation, maintenance of InfoCubes, InfoObjects, ODS Objects, DataSources, InfoPackages, Process Chains, Transfer, Updates rules, transformation Characteristics and Key figures.

(iii) Activating and Enhancing Business Content, Datasource Enhancement and Data Extraction.

(iv) Carrying out ETL activities like extracting data from applications of LO cockpit, SD, MM, FI-CO, Business Contents, Generic Data Extraction from Views, Functional Modules, DB connect and Flat Files.

(v) Design, operate & Maintain front-end Business Warehouse components, BEx Analyzer, Query Designer, Workbooks, Calculated key Figures, Restricted Key Figures, Structures, Variable, Exceptions, Conditions, Jump to Query, Ad-hoc Queries, Web Application Designer, Exception Reporting and Pre-Calculated web templates.

(vi) Develop and publish BI reports in Web Reporting using WAD Report Designer, BEx Broadcaster.

(vii) Carryout BI systems performance Tuning and using BW Statistics. Improved data load and query performance by creating Aggregates, Compression, Indexes and Data Transfer Settings.

(viii) Carry out complete life cycle implementation (from project preparation, business blue print, realization, final preparation and go- live) of SAP BW reports in SAP functional modules.

(ix) Create process chains for data loading, delta uploading and periodical PSA deletion of existing data or new requirements.

(x) Manage and monitor several data loads, captured errors and corrected bugs.

(xi) Design Generic Data Extractors to extract/cleanse and transform the data to suit SPMCIL's Business Warehouse model.

(xii) Coordinate with ABAP programmer in creating start and end routines, dynamic DTP filters, Z programs, Function Modules.

(xiii) Manage the Transport Management System, creating transport proposals, importing proposals, resolve failed transports and fix them.
(xiv) Debugging of ABAP routines, read ABAP dumps, long query executions, and failed data loads, failed process chains, authorization issues, check job logs, sizing, table space issues.
(xv) Maintain all report development technical documentation.
(xvi) Experience with latest Netweaver data modeling, reporting features, migration and issues.
(xvii) 100% adoption of relevant BI reports across all identified, authorized BI users of units, including extensive user training handholding.
(xviii) Working with EP Portal, publishing of queries and linking of workbooks to the portal, using WAD.
(xix) Working with Basis team to resolve short dumps related to table space.
(xx) Plan and Carry out BI system upgrades as per best practices.
(xxi) Imparting Training to SPMCIL BI report end user.
(xxii) Updating of end user training manuals.
(xxiii) Assisting SPMCIL in implementing new reports in the existing process or new process in SAP landscape with best practices.
(xxiv) Assist SPMCIL in troubleshooting of functional/Technical issues, if required.
(xxv) Any other work assigned pertaining to BI Module

3. ABAP Module:

Scope of work for consultant:

(i) Development of reports, smart-forms, transactions, etc. as per the requirement
(ii) Documentation of above developments
(iii) Assist SPMCIL in troubleshooting of Technical issues
(iv) Any other work assigned pertaining to ABAP Module

4. Quality Module:

Scope of work for consultant:

(i) Resolve all the end users issue related to QM module
(ii) Configuration and new developments in QM module whenever required.
(iii) Documentation of Configuration and new developments in QM module.
(iv) Monitoring QM module related activities across all the units.
(v) Any other work assigned pertaining to QM Module

5. SAP Controlling Module:

Scope of work for consultant:

(i) Timely review and closure of tickets in AMC help Desk pertaining to CO module.

(ii) Extensive experience in configuration and testing of CO modules Cost Center Accounting (CO-CCA), Profitability Analysis (CO-PA), Product costing (CO-PC).

(iii) Interacting with Power users across all units on CO related issues.

(iv) Timely review of CO activities in SAP & Report on Non-performance by users.

(v) Assisting SPMCIL core team in implementing any changes/additions in the existing process or new process in SAP landscape with best practices.

(vi) Updating of end user training manuals of their respective module(s).

(vii) 100% adoption of SAP CO module across all units, including extensive user handholding. Imparting Training to SPMCIL end user.

(viii) Assisting SPMCIL in identifying and plugging the gaps in the various processes mapped in SAP.

(ix) Assisting SPMCIL in reconciliation and correction of master data all Modules at all units.

(x) Any other work assigned pertaining to CO Module.

6.   SAP EP Module:

Scope of work for consultant:

(i)   Resolve all the end users issue related to EP module.
(ii) Configuration and new developments in EP module whenever required.
(iii) Documentation of Configuration and new developments in EP module.
(iv) Monitoring EP module related activities across all the units.
(v)   Any other work assigned pertaining to EP Module

7.   SAP PP Module:

Scope of work for consultant:

(i)   Resolution of SAP-PP issues received from SPMCIL units.
(ii) New reports preparation of SPMCIL.
(iii) New enhancement for SAP-PP for process optimization.
(iv) Any other task related to SAP-PP as per SPMCIL requirement.

8.   SAP BASIS Module:

Scope of work for consultant:

(i)   SAP software installation, upgrade, applying Support Packages, patches, and fixes, installation of add-on software components, SAP profile parameter changes, workload analysis, system error analysis and establishing standard Basis background jobs and system health checks, monitoring, and refresh quality/trg system with PRD backup.

(ii) Administer the SAP database with Database Administrator (plan and perform database upgrades, apply database maintenance, design and maintain physical database layout, perform database reorganizations,

design and implement backup and restore strategy, maintain database security, administer database performance, manage database storage, database problem determination and resolution, etc.).

(iii)   Implement and maintain the multiple SAP instances that comprise the SAP environment (development, test, training and production).

(iv)   Maintain the integrity of the SAP environment by managing the SAP Correction and Transport System (CTS) to ensure all configuration and development objects are promoted properly.

(v)   Introduce technical changes into the environment using a structured approach that minimizes risk and achieves high reliability, availability and performance of each SAP instance.

(vi)   Design and implement an optimal SAP configuration to maximize system performance and availability.

(vii)   Install and configure all required SAP database servers and application servers.

(viii) Manage SAP users, authorizations, and profiles.

(ix)   Distribute the online SAP user workload and monitor and manage the SAP background job workload.

(x)   Configure and manage the SAP printing subsystem for all SAP instances.

(xi)   Maintain SAP performance by planning and executing SAP tuning strategies.

(xii)   Monitor all SAP systems (work processes, users, system logs, short dumps, locks, developer traces, system traces, disk space, etc.).

(xiii) Perform SAP client administration (create client, copy client, delete client, export/import client) as required.

(xiv) Participate in the planning and implementation of SAP system upgrades.

(xv)   Apply and migrate SAP maintenance (hot packages and kernel upgrades) through all systems using a structured methodology.

(xvi) Develop and maintain system documentation for all SAP instances and interfaces.

(xvii) Provide status reports for projects to management.

(xviii) Design and document security administration policies and procedures for the production environment.

(xix) Work with SAP to investigate and resolve software problems related to the application in a timely manner. Research, recommend, and apply new technologies.

(xx)   Participate in the development of SAP ERP, SAP BI and SAP HR security policies and guidelines.

(xxi) Coordination and support the technical implementation of interfaces with the business users, Application Service Provider, third-party vendors, and other parties as required.

(xxii) Keeping the scope in mind, configure the system accordingly.

(xxiii) Able to test and document the system.

(xxiv) Mapped TO-BE Processes and prepared the Blue Print process.

(xxv) Identified document types for Engineering Dept and other departments.

(xxvi) Linked different SAP MM, PP and SD objects with respective document types.

(xxvii)   Many document types are defined for Human Capital Management.

(xxviii)   Uploaded original documents with DIR.

(xxix)	Storing originals in secure storage area.
(xxx)	Managed status management for all document types.
(xxxi)	System is configured for documents check-in and check-out.
(xxxii)	Created distribution list for document type.
(xxxiii)	Version and parts management for documents.
(xxxiv)	Managed document structure and hierarchy for different documents.
(xxxv)	Identified and created characteristics for different documents.
(xxxvi)	Identified Content server sizing and configured the same
(xxxvii)	Set up workstation applications for original documents.
(xxxviii)	Experienced with SAP Documents, Document Structure, Document Search, Document Distribution Version Management, Document Vaulting, Integrated Viewer Status Management, Document Conversion, Document workflow, Interfacing Table specification.
(xxxix)	Should be also versed with the integration aspects of SAP DMS applications with other core modules of SAP ECC.
(xl)	Experience with Open Text, Document-um will be an advantage.
(xli)	Setting up SAP Knowledge management, SAP content server, experienced with Metadata search & configuration and Integration with workflow configuration, TREX integration and Security associated with DMS implementation.
(xlii)	Should have worked with associated standard workflows across MM, QM and PM.
(xliii)	Experienced in the setup of archive link to support retention of POs and Invoices and other documents.
(xliv)	Train key users.
(xlv)	Any other work assigned pertaining to BASIS Module

9. SAP Sales and Distribution Module:

Scope of work for consultant:

(i) The consultant should have completed at least one End-To-End Implementation Or Two Rollout projects experience, and experience in below area:
   a. The Consultant with around 3+ years of SAP R/3 Sales and Distribution module.
   b. Primary focus on design and development of order-to-cash (OTC) systems and Logistic Execution (LE) with a good understanding of cross functional integration with SCM: MM, PP, WM, QM and FI modules.

(ii) Configuration of Business Process: Make to Order, Rush Orders, Cash Sales, Consignments and Third party processing, 3rd party drop ship, Variant configuration, Intercompany and Stock Transfer.

(iii) Configuring and customizing Sales, Delivery, and Billing document types, Pricing, Partner Determination, and Output types.

(iv) ABAP experience includes Designing Functional Specification - WRICEF involving Custom Reports, Forms / Outputs, Interfaces, Conversions and

Enhancements for SAP SD, LE, and WM modules and coordinated with technical team to ensure proper implementation of such components.

(v) Expertise in understanding business process and mapping in SAP as per client's requirement.
(vi) Updating end user training manuals.
(vii) Giving training to Users.
(viii) Any other work assigned pertaining to SD Module

10. SAP Plant Maintenance Module:

Scope of work for consultant:

(i) 100% adoption of relevant SAP PM module. Across all units, including extensive user handholding. Imparting Training to SPMCIL end user.
(ii) Updating of end user training manuals of their respective module.
(iii) Implementing any changes/additions in the existing process or new process in SAP landscape with best practices.
(iv) Troubleshooting of functional/Technical issues, if required.
(v) Assisting SPMCIL in establishing an in-house SAP Operations Organization which is Business led and IT enabled.
(vi) Identifying and plugging the gaps in the various processes mapped in SAP.
(vii) Co-ordination with the Unit-level SAP Core Teams Plant Maintenance module to ensure smooth functioning and regular usage of SAP Plant Maintenance module module at all Units.
(viii) Streamlining SAP support processes (including Help Desk) and institutionalizing an in-house service delivery structure (module specific).
(ix) Assisting SPMCIL in reconciliation and correction of master data of Material Management module at all units.
(x) Ensuring that all relevant SPMCIL SAP users of Plat Maintenance Module. Modules are trained and capable of using SAP as per the best practices of SAP and assisting SPMCIL in instituting a long term training program and developing in house capabilities.
(xi) Assisting SPMCIL in building SPMCIL core team capabilities (Train the Trainer) in the respective module.
(xii) Weekly/Fortnightly reporting/review the overall status of SAP PM module across all units to SPMCIL senior management.
(xiii) Any other work assigned pertaining to PM Module

11. Human Capital Management Module:

Scope of work for consultant:

(i) 100% adoption of relevant SAP HCM module. Across all units, including extensive user handholding. Imparting Training to SPMCIL end user.
(ii) Updating of end user training manuals of their respective module.
(iii) Assisting SPMCIL core team in implementing any changes/additions in the existing process or new process in SAP landscape with best practices.
(iv) Troubleshooting of functional/Technical issues, if required.

(v) Assisting SPMCIL in establishing an in-house SAP Operations Organization which is Business led and IT enabled.

(vi) Identifying and plugging the gaps in the various processes mapped in SAP.

(vii) Co-ordination with the Unit-level SAP Core Teams for HCM module to ensure smooth functioning and regular usage of SAP HCM module at all Units.

(viii) Streamlining SAP support processes (including Help Desk) and institutionalizing an in-house service delivery structure (module specific).

(ix) Assisting SPMCIL in reconciliation and correction of master data of HCM module at all units.

(x) Ensuring that all relevant SPMCIL SAP users of HCM Module. Modules are trained and capable of using SAP as per the best practices of SAP and assisting SPMCIL in instituting a long term training program and developing in house capabilities. Assisting SPMCIL in building SPMCIL core team capabilities (Train the Trainer) in the respective module.

(xi) Weekly/Fortnightly reporting/review the overall status of SAP HCM module across all units to SPMCIL senior management.

(xii) Any other work assigned pertaining to HCM Module

12. SAP Finance Module:

Scope of work for consultant:

(i) Provide ongoing production support and system enhancements to SAP FI users for all financial accounting (General Ledger, Accounts Receivable, Accounts Payable, and Asset Accounting).

(ii) Extensive experience in configuration and testing of FI modules -GL, AR, AP, Fixed Assets, Treasury , Cost Center Accounting (CO-CCA), Profitability Analysis (CO-PA), Product costing (CO-PC) and Special purpose Ledger.

(iii) Manage end users calls/tickets for issue resolution and new development (enhancements) for the company. Ensured incidents related to FI were addressed which were raised by the end-users.

(iv) Assisting SPMCIL in identifying and plugging the gaps in the various processes mapped in SAP.

(v) Through understanding of SAP system from business process, cross functional and integration point of view.

(vi) Expert Knowledge of Chart of Accounts and preparation of Financial Statements through SAP (Balance Sheet, Profit & Loss and Cash Flow Statement through SAP).

(vii) Designed new custom reports per user requirement.

(viii) Knowledge of month end and year closing activities.

(ix) Knowledge of passing Reversible Entries in FI module of SAP.

(x) Experience in FI integration with other SAP modules like MM, HCM, PP, SD, PM, CO.

(xi) Experience in managing budgets within SAP.

(xii) Experience of handling Internal Control within SAP.

(xiii) Experience of handling Automatic Payment Program & Automatic Bank Reconciliation.

(xiv) Experience in handling automatic clearance of GR/IR, SR/IR accounts and Freight Clearing Account.

(xv) Processed Mass data upload using LSMW.
(xvi) Configured for vendors subject to TDS/TCS/ GST.
(xvii) Experience in handling taxation returns from SAP (like TDS Returns).
(xviii) Provide training and user support as required.
(xix) Updating of end user training manuals.
(xx) 100% adoption of SAP FI module across all units & corporate office, including extensive user handholding. Imparting Training to SPMCIL end user.
(xxi) Timely review of FI activities in SAP & Report on Non-performance by users, if any.
(xxii) Knowledge of Travel Module of SAP would be an added advantage.
(xxiii) Any other work assigned pertaining to FI Module

Other terms and condition for Bidders:

1. Deployed Manpower of the Bidder shall follow the office timings from 09.00 AM to 05.30 PM (Monday to Saturday).However, SAP Consultant provided may be deployed on other timings also as per requirement.
2. The Bidder must provide Police Verification before deployment of Manpower.
3. That the agency shall deploy suitable personnel at all relevant time for rendering services and shall further maintain a list of the reserves police verification of manpower duly complied for replacement and supplement the strength at short notice as per work experiences.
4. The agency shall ensure that their Manpower deployed for service in Security Printing and Minting Corporation of India Ltd. premises shall be available during their duty hours and they shall not leave their place of duty without authorization.
5. Security Printing and Minting Corporation of India Ltd. is not responsible for any dispute of manpower deployed by the Bidder, and the manpower so deployed shall not be in any way is the employees of Security Printing and Minting Corporation of India Ltd.
6. In the event of injury, illness or mis-happening to any manpower deployed by Bidder, Security Printing and Minting Corporation of India Ltd., New Delhi (the company) will not be liable to bear any cost / compensation.
7. In case of disputes for non-payment of salary or any other dues to the deployed manpower, the payment due to the Bidder firm can be withheld till settlement of the matters.
8. Bidder is responsible to ensure high integrity of the manpower deployed by it. Any manpower deployed by the bidder and found committing theft will be handed over to the local police as per law in addition to actions liable as contained in the terms and condition of the tender/contract. Bidder should ensure that all administrative & security rules of the Security Printing and Minting Corporation of India Ltd. must be adhered by SAP consultants deployed by the Bidder.
9. Bidder shall provide to its identity photo cards to deployed Manpower.
10. Be it private or public areas, the Bidder Deployed Manpower shall be liable to be frisked as well as checked by the security personnel at SPMCIL premises at any time during performance of their duties.
11. Bidder's deployed manpower shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the SPMCIL property/person.

12. Bidder shall be solely responsible for any indiscipline, theft, loss or damage to any persons/ property at the premises on account of acts of omission and commission by the manpower deployed.
13. The Bidder shall comply with the provision of all laws including Labour-Laws, rules, regulations and notifications issued from time to time and shall keep SPMCIL indemnified in this respect. All safety and labour laws enforced by statutory agencies and by SPMCIL shall be applicable in the performance of this Contract and Bidder shall abide by these laws.
14. In order to meet the operational and functional requirements of the company related to SAP, consultant would be required to travel to the Units and Corporate Office. The SAP consultant shall be eligible for TA/DA at par with the E2 level Executive of SPMCIL.
15. Before completion of tenure of contract, the bidder firm has to provide knowledge transfer (KT) to nominated officials of the company and also obtain NOC in this respect from the IT Department of SPMCIL.
16. The deployed manpower of bidder shall not divulge or disclose to any unauthorized person i.e. any details of office, operational process, technical know-how, SAP details of the company, security arrangements and administrative/ organizational matters as all are of confidential nature.

Process of hiring consultant(s):

1. After issue of LOI/Notification of award of contract to bidder, the bidder shall provide within seven days at least three CV's in each module to SPMCIL. After selection of SAP consultant through interview by SPMCIL, The bidder has to depute the same SAP consultant within 15 Days along with police verification.

2. SPMCIL will assess the deployed consultant and if he/she does not meet SPMCIL requirements, the bidder shall have to replace the SAP consultant as per above procedure.

Section VIII: Quality Control Requirements

Service Delivered not in conformity with tender specification will be treated as service not delivered at all. Service shall be delivered by the service provider in accordance with the terms and conditions specified in the contract failing which expenses/penalties may be levied on supplier.

Section IX: Qualification/ Eligibility Criteria

Eligible Criteria for Bidders

The bidders should meet the following minimum qualification criteria to submit their offer towards this tender notice. The bidders need to submit supporting documents to substantiate their eligibility in the Pre-Qualification bid.

S. No	Description	Eligibility Condition	Required Supporting Document to be submitted
1.	Experience and past experience	(i) The bidder should have executed "Similar nature of work and supplied at least one SAP certified consultant of each module (i.e. 12 numbers (Twelve numbers) in any PSU or Government Department or Private sector organization in any one year during last five years ending on 31.03.2020. (ii) The Bidder should have above SAP experience in any organization having SAP user base of at least 360 users.	Copy of LOI/ PO/ WO/ agreement.
2.	Capability	(i) The bidder should have valid certification of "SEI CMMi Level 3 or above and ISO 9001:2015 qualified/compliant" (ii) The bidder must be SAP-Certified partner for application management services/Consulting. (iii) The bidder should have capacity to supply at least one SAP certified consultant of each module (i.e. 12 numbers (Twelve numbers).	(i) & (ii) Copy of authorization letter or copy of agreement . (iii) Copies of LOI/ PO/ WO/ agreement.
3.	Financial standing	(i) Average Annual turnover of the bidder firm during last three financial years ending 31.03.2020 should be more than Rs. 51 lakhs.	Copies of audited Balance sheet/CA certificate.
		(ii) Bidder firm should not have suffered any financial loss for more than one year during the last three financial years ending 31.03.2020.	
		(iii) The net worth of the firm should not have eroded by more than 30% in the last three financial year ending 31.03.2020.	

1. All experience, past performance and capacity/capability related/ data should be certified by the authorized signatory of the bidder firm. The credentials regarding experience and past performance to the extent required as per eligibility criteria submitted by bidder may be verified from the parties for whom work has been done.

2. All financial standing data should be certified by certified accountant's e.g. Chartered Accounts (CA) in India and Certified Public Accountant/Chartered Accountants of other countries. Bidder to furnish stipulated documents in support of fulfillment of qualifying criteria. Non-submission or incomplete submission of documents may lead to rejection of offer.

3. As per provisions contained M/o Finance, Deptt of Expenditure OM No 20/2/2014-PPD(Pt.) dt 25th July 2016, relaxation shall be given of prior turnover and prior experience with respect of Micro & Small Enterprises(MSEs) in the current tender subject to meeting of quality and technical specifications.

Section X: Tender Form

To
DGM (IT)
Security Printing and Minting Corporation of India Ltd.
16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi-110001

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 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 upto -------, as required in the GIT clause 19, read with modification, if any in Section-III – "Special Instructions to Tenderers" or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender upto the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

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

Dated this.. ………………day of ………………………………

For and on behalf of

…………………….. (Signature with seal)

……………………….. (Name and designation)

Duly authorized to sign the bid

Section XI: Price Schedule
(TO BE FURNISHED IN A SEPARATE SEALED ENVELOPE)

Date:

DGM (IT),
Security Printing & Minting Corporation of India Ltd.,
16th Floor, Jawahar Vyapar Bhawan,
Janpath, New Delhi – 110001.

Dear Sir,

Sub: Price Bid in Response to Tender Document
(Tender Document Number ……..………. dated ………………..)

The following is the total lump sum price covering all taxes, duties and statutory levies as on the date of submission of the bid (Total Bid Price).

1.   TOTAL BID PRICE (In figures) Rs._____
2.   TOTAL BID PRICE (In words) Rupees_____

The breakup of the above lump sum price is given in the tables below: (Table -1)

Thanking you,
Yours faithfully,
<Seal and Signature of Authorized Signatory>
<Name of Authorized Signatory>
<Title of Authorized Signatory>

Table 1

A	B	C	D	E	F	G	H	I	J
S. No	Resource Type	Qty in Nos	Monthly Unit Price (Rs)	Total Monthly Price(Rs)	Total Price(24 months)(Rs)	GST (%)	GST Amount	Total Amount (Rs)	HSN /SAC No
				E= D* C	F= E*24		H=F*G	I= F+H	
1	Material Management(MM)	1							
2	Production Planning(PP)	1							
3	Sales and Distribution(SD)	1							
4	Human Capital Management(HCM)	1							
5	Finance(FI)	1							
6	Controlling(CO)	1							
7	Business Intelligence(BI)	1							
8	Plant Maintenance(PM)	1							
9	Quality Management(QM)	1							
10	Enterprises Portal(EP)	1							
11	BASIS	1							
12	ABAP	3							
	Total manpower	**14**							
						Total Bid Price(Rs)			

Note: L1 Price will be calculated on Total Bid Price

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 of services offered:
2. Offer is valid for acceptance upto ………………………………………………….
3. Your permanent Income Tax A/C No. as allotted by the Income Tax Authority of Government of India.
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 to 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 EMD

Not applicable

Section XIV: Manufacturer's Authorization Form

Not applicable

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 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 currency of this 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

Section XVI: 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 & 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" 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:

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) Rs._____
Total value (In words) Rupees_____

     (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
(Refer to clause 24.2 of GIT)

To
The DGM IT,
Security Printing and Minting Corporation of India Ltd.
16th Floor, Jawahar Vyapar Bhawan,
Janpath, New 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.

Section XVIII: SHIPPING ARRANGEMENTS FOR LINER CARGOES

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

Section XIX: 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
Total						

1.   Others (Please specify)
2.   (-) deduction/Discount
3.   G.S.T.
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