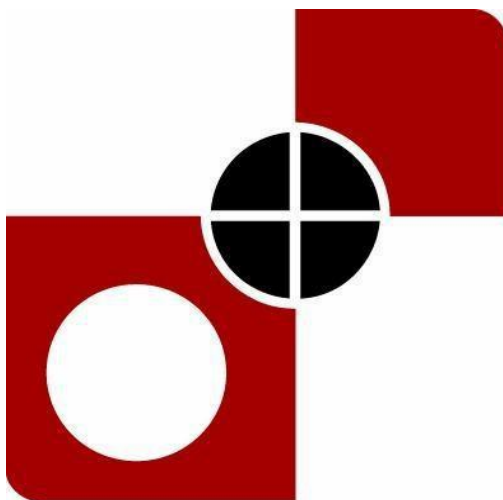


SECURITY PRINTING AND MINTING CORPORATION OF INDIA LIMITED,
NEW DELHI

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



TENDER DOCUMENT FOR DESIGNING, TYPING, PRINTING & BINDING
OF THE 16th ANNUAL REPORT OF SPMCIL, NEW DELHI FOR THE
YEAR 2020-21

Tender No.SPMCIL/PUR/Annual Report Printing/2020-21

CONTENTS OF TENDER

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Standard Bidding Document(SBD)

Security Classification –Non Security

**TENDER DOCUMENT FOR DESIGNING, TYPING, PRINTING AND BINDING
OF 16th ANNUAL REPORT OF SPMCIL, NEW DELHI FOR THE YEAR 2020-21**

Tender No.SPMCIL/Pur/Annual Report Printing/2020-21

Dated: 07.04.2021

This Tender Document Contain 26 Pages

Tender Documents is sold to:

M/s _____
Address _____

Details of Contact person in SPMCIL regarding this tender:

Name, Designation	:	Sh. Ravi Prakash Yadav, Dy. Manager (Materials) / CPSO
Correspondence Address	:	Security Printing and Minting Corporation of India Ltd, 16th Floor, Jawahar Vyapar Bhawan New Delhi
Phone	:	011-43582243
Fax	:	011-43582287
Email	:	ravi.prakash@spmcil.com

NOTICE INVITING TENDER**Tender No. SPMCIL/Pur/Annual Report Printing/2020-21****Dated: 07.04.2021**

1. Sealed tenders are invited for Designing, Typesetting, Printing and Binding of 16th Annual Report of Security Printing and Minting Corporation of India Limited (SPMCIL) for year 2020-21.

2. Description

Brief Description of Goods/ Services	QUANTITY	Earnest Money (in Rs.)
Designing, Typesetting, Printing and Binding of the 16 th Annual Report of SPMCIL, New Delhi for the year 2020-21.	(a) 100 copies (Bilingual) (b) 150 copies in English (c) 25 copies of Digital Print (English) with perfect binding as per specification given in Section-VII 3(b). (d) 01 Softcopy in PDF Format and open file of the above.	Nil (Bidders have to submit the <u>Bid Security Declaration</u> along with Bid as mentioned at sl. no.13 below.)
Type of Tender	Single Bid, National Competitive Bidding (Open Bidding)	
Dates of sale of tender documents	From 07.04.2021 to 06.05.2021 during office hours.(except Saturday and Sunday being weekly off and Holiday)	
Price of the Tender Document(Tender fee)	Nil	
Closing date and time for receipt of tenders	Up to 11.00 Hrs till 07.05.2021	
Place of Tender Box for submission of Bids	Security Printing and Minting Corporation of India Ltd, 16 th Floor ,Jawahar Vyapar Bhawan ,STC, Janpath New Delhi.	
Time and date of opening of tender	At 11.30 Hrs on 07.05.2021	
Place of opening of tenders	Security Printing and Minting Corporation of India Ltd, 16 th Floor ,Jawahar Vyapar Bhawan ,STC, Janpath New Delhi.	
Nominated Person/ Designation to receive Bulky Tenders	Ravi Prakash Yadav, Dy. Manager (Materials)/CPSO	

3. Bidder may visit our website at <https://spmcil.com> for further details.
4. Tenderer may also download the tender documents from the website www.spmcil.com and submit tenders by utilizing the downloaded document.
5. Tenderers shall ensure that their tenders, duly sealed & signed complete in all respects, as per instructions contained in this tender document are to be dropped in the tender box located at the address given on or before the closing date and time indicated in the Para 2 above, failing which the tenders will be treated as late and rejected.

6. In the event of any of the above mentioned dates being declared as a holiday/ closed day for the Organization, the tenders will be received/ opened on the next working day at the appointed time.
7. Tender by Telegram/Fax/E-mail shall not be accepted. Tender by Post/Hand/courier received on or before the due date and time shall be accepted. Postal delay/delay by courier service etc. shall not be condoned.
8. The tender documents are not transferable.
9. No Conditional Tender shall be accepted.
10. Security Printing and Minting Corporation of India Ltd reserves the right to accept any tender and to reject any or all tenders, to accept in part or in full any tender or reject any tender without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of contract, without incurring any liability, what so ever to the affected tenderer or tenderers.
11. Any security breach by the contractor, will lead to:
 - a. Termination of Contract.
 - b. Payment of Damages.
12. Bidder or their nominees may be present at the time of opening of the tender. Authorized representatives of the tenderers, who have submitted tenders on time may attend the tender opening, provided they bring with them letters of authority as per the format in SBD XVII from the corresponding tenderers.
13. **Bid Security Declaration (As per MOF letter no. F.9/4/2020-PPD dated 12.11.2020)**
EMD amount is kept as Nil. However in place of EMD, all the bidder firms have to submit a seal & sign "Bid Security Declaration" on their letter head as follows:

" If I withdraw or modify the bid during the period of bid validity after opening of tender, I will be suspended for a period of 3 years from the date of opening of tender."

Note:

- I. All other terms and conditions of NIT (including GIT, SIT, GCC and SCC) shall remain as per SPMCIL procurement manual.
- II. General instructions to tenderer (GIT) and General Conditions of contract (GCC) shall also form a part of this tender document.
For details regarding GIT and GCC please refer links as below:
<http://www.spmcil.com/spmcil/UploadDocument/GIT.pdf>
<http://www.spmcil.com/spmcil/UploadDocument/GCC.pdf>
- III. SECTION XIV and XVIII of this Tender is -----NOT APPLICABLE

(Ravi Prakash Yadav)

Dy. Manager (Materials)/CPSO

Security Printing and Minting Corporation of India Ltd

16th Floor, Jawahar Vyapar Bhawan, JANPATH, New Delhi -110 001

www.spmcil.com

Ph: 011-43582243

Email: ravi.prakash@spmcil.com

GENERAL INSTRUCTIONS TO TENDERERS (GIT)

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

(GIT Contains 32 pages)

(SECTION-III)

SPECIAL INSTRUCTIONS TO TENDERER (SIT)

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

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

S. No.	GIT Clause No.	Topic	SIT Provision
1	18	Earnest Money Deposit (EMD)	Nil. However bidders have to submit the Bid Security Declaration along with Bid as mentioned in Section-I (Notice Inviting tender) at sl. no.13.
2	19	Tender Validity	Tender shall remain valid for acceptance for a period of 90 days from the date of opening of Bid.
3	20.4	Number of Copies of Tender to be submitted	One Original copy.
4	20.8	Signing and Sealing of tender	<p>1) Tenderers are required to submit the bid in one envelope containing the documents as below :-</p> <ul style="list-style-type: none">i) Copy of MSE valid Registration if registered with MSE.ii) Bid Security Declaration (As per Sl. No. 13 of Section-I)iii) Power of Attorney/ Authorization with the seal of the company of person signing the tender documents.iv) Duly filled, sealed and signed all the Tender documents.v) The tenderer shall also submit duly filled and signed Section X and Section XII of this tender document.vi) Bidder shall submit all documents for the Eligibility criteria as per Section-IX of Tender Documents duly signed. All financial standing data should also be certified by C.A. for financial year 2017-18, 2018-19 and 2019-20.vii) The bidders shall quote the price and duly sign as per the format given in Section XI (Price Schedule) of this tender document.viii) Attach a Self-Certificate/Undertaking in this respect that the tendering firm should not have been Black-listed/debarred by any Institution of the Central or State Government/PSUs/Autonomous Bodies in the last 5 years.

			<p>ix) The printing facility of the Bidder firm should be located in Delhi /New Delhi with in-house facilities including designing, printing, dispatch etc. to execute the job. The bidder should submit self-certified address proof of printing facility, adequate for executing the entire job of printing and dispatch of Annual Reports.</p> <p>2) Bids in the single envelope shall be super-scribed with the words “Tender for Printing of Annual Report of SPMCIL for year 2020-21” and Tender No.SPMCIL/Pur/Annual Report Printing/2020-21 indicating NIT Date & Due date of opening and to be addressed to the Dy. Manager(Materials)/CPSO, SPMCIL, 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi 110001. The sealed bids may be dropped in the Tender Box kept at Reception of 16th Floor, SPMCIL, Jawahar Vyapar Bhawan, Janpath, New Delhi 110001 on or before due date and time.</p> <p>Note- TENDERER TO FURNISH STIPULATED DOCUMENTS AS MENTIONED IN SL NO 4 ABOVE,FURTHER CORRESPONDENCE IN THIS REGARD WILL NOT BE ENTERTAINED FOR ANY REASON. NON-SUBMISSION OR INCOMPLETE SUBMISSION OF DOCUMENTS SHALL LEAD TO REJECTION OF OFFER.</p>
5	33	Evaluation	Evaluation shall be done on the basis of grand total of price quoted by the tenderer as per section XI.
6	35.3	Additional Factors for Evaluation of Offers	<p>1) In case more than one firm found L1, then the work will be awarded to tenderer which has higher (Average) Annual Turnover as per Audited Financial Statements has submitted by the firm for the last three Financial years ending 31st March 2020.</p> <p>2) Since the job is not splittable, participating MSEs quoting price within price band of L1+15% shall be allowed to bring down their price to L1 price where L1 is non MSE. On acceptance of the above, the total job shall be awarded to the MSE firm.</p>

GENERAL CONDITIONS OF CONTRACT (GCC)

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

(GCC Contains 28 pages)

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 successful 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 Notification of Award of Contract / Purchase order by SPMCIL. SD is to be submitted in favour of "Security Printing & Minting Corporation of India Ltd' payable at New Delhi. The performance security will be returned without any interest to tenderer after the completion of all contractual obligations on (contractor/ agency) furnishing the usual clearance/ No Demand Certificate.
2	10.1	Terms of Delivery	i) As mentioned in Sl. No. 9: Work Schedule of Section VII. However Printed Annual Report should be supplied not later than 4 months from date of providing the material by SPMCIL. ii) Goods shall be delivered to; Company Secretary, SPMCIL, 16 th Floor, STC Building, Janpath, New Delhi without any extra cost.
3	16.2, 16.4	Warrantee Clause	Not Applicable
4	19.3	Option Clause	The purchaser may reserve the right to increase the ordered quantity upto 25% at any time, till final date of the contract, by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of Delivery Period.
5	22.2.3 (b)	Terms and Mode of Payment	100% payment shall be made within 30 days after successful supply and acceptance of goods by concerned authority on production of all required documents by the supplier.
6	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, a sum equivalent

			to the 0.5% of the delivered price of the delayed goods and/or services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 10% 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.
7	33.1	Resolution of Disputes	If dispute or difference of any kind shall arise between SPMCIL and the contractor in connection with or relating the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within 21 days of its occurrence, then, unless otherwise provided in the SCC, either SPMCIL or the supplier may seek recourse to settlement of disputes through arbitration Act as per Clause 33.2. (GCC) of the SPMCIL Procurement Manual (refer note no.2 on page 5 under NIT).

List of Requirements

Sl.No.	Particular	Description
1.	Job	Designing, Typesetting, Printing and Binding of the 16 th Annual Report (Bilingual) of SPMCIL, New Delhi for the year 2020-21.
2.	Quantity	(a) 100 copies (Bilingual) (b) 150 copies in English (c) 25 copies of Digital Print (English) with perfect binding as per specification given in 3(b). (d) 01 Softcopy in PDF Format and open file of the above.
3.	Size	8.25" x 10.75" (Finished Size)
(a)	<u>Total pages in 100 copies of Bilingual Annual Report</u>	
i.	Number of pages	(i) Cover : 4 pages (ii) Inside Pages : 540 pages
ii.	Paper	
	(i) Cover	240 GSM Gruppo Natural Evolution White : 4 pages
	(ii) Inner Pages	(a) Section of 4 colour pages- 90 GSM Art Paper (Matt) : 270 pages (b) Section of 2 colour pages- 70 GSM High Bright White Maplitho: 270 pages
(b)	<u>Total pages in 150 copies each in English</u>	
i.	Number of pages	(i) Cover : 4 pages (ii) Inside Pages : 270 pages
ii.	Paper	
	(i) Cover	240 GSM Gruppo Natural Evolution White : 4 pages
	(ii) Inner Pages	(a) Section of 4 colour pages- 90 GSM Art Paper (Matt) : 135 pages (b) Section of 2 colour pages- 70 GSM High Bright White Maplitho: 135 pages

1. TERMS AND CONDITIONS :-

- 1.1 The Contractor shall not engage any sub-contractor or transfer the contract to any other person.
- 1.2 In case the contractor/ Agency leaves the job before completion of the period of contract SPMCIL, New Delhi shall be entitled to forfeit the security money deposited by the contractor/agency for the execution of this contract. The same shall be over and above the liquidated damages suffered on such account by Security Printing and Minting Corporation of India Ltd., New Delhi. If any.

SCOPE OF WORK / TECHNICAL SPECIFICATIONS

Sl.No.	Particular	Description
1.	Job	Designing, Typesetting, Printing and Binding of the 16 th Annual Report (Bilingual) of SPMCIL, New Delhi for the year 2020-21.
2.	Size	8.25" × 10.75" (Finished Size)
3.	Quantity	(a) 100 copies (Bilingual) (b) 150 copies in English (c) 25 copies of Digital Print (English) with perfect binding as per specification given in 3(b). (d) 01 Softcopy in PDF Format and open file of the above.
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	(ii) Inner Pages	(a) Section of 4 colour pages- 90 GSM Art Paper (Matt) : 270 pages (b) Section of 2 colour pages- 70 GSM High Bright White Maplitho: 270 pages
iii.	Printing	
	(i) Cover	4 pages 4 colour with Neutral Aqueous Coating on outer and inner covers.
	(ii) Inside pages	(a) Section of 4 colour pages : 270 pages (b) Section of 2 colour pages : 270 pages
(b)	<u>Total pages in 150 copies each in English</u>	
i.	Number of pages	(i) Cover : 4 pages (ii) Inside Pages : 270 pages
ii.	Paper	
	(i) Cover	240 GSM Gruppo Natural Evolution White : 4 pages
	(ii) Inner Pages	(a) Section of 4 colour pages- 90 GSM Art Paper (Matt) : 135 pages (b) Section of 2 colour pages- 70 GSM High Bright White Maplitho: 135 pages
iii.	Printing	
	(i) Cover	4 pages 4 colour with Neutral Aqueous Coating on outer and inner covers.
	(ii) Inside pages	(a) Section of 4 colour pages : 135 pages (b) Section of 2 colour pages : 135 pages
4.	Designing	<ul style="list-style-type: none"> The layout and design of the Annual Report should be as per latest trends in the industry to support readers' understanding of the information within the report. Design and theme to flow in the inside pages. Placement of text, pictures, charts etc. at the appropriate places in outer and inside pages

Sl.No.	Particular	Description
		<ul style="list-style-type: none"> Image finishing to be done appropriately Designing of Separators before each section, if any.
5.	Lamination	Neutral Aqueous Coating on Outer and Inner Covers.
6.	Ultra Violet Effect on Photos	Using Ultraviolet Light to Make Natural Fluoresce in selected Photos
7.	Binding	<p>Perfect Binding with Stitching.</p> <p>Note: Excellent quality of glue & proper online gluing during binding to be ensured to set pages in position and all appropriate measures to be taken in binding so that the pages do not come out even after using the Annual Report copies several times on a regular basis. The binding should be done carefully and there should not be a single book with short/extra/misplaced pages.</p>
8.	Material for Annual Report	The successful bidder would be provided text material in English & Hindi and photographs (Word/Power Point/ PDF, JPG format) through digital/online means.
9.	Work Schedule	<p>(i) Designing, typesetting and submission of proof material: within 7 days of providing the material.</p> <p>(ii) Subsequent proofs of corrected draft, if any, should be submitted within 5 days from the date of providing corrected document in color.</p> <p>(iii) The final Draft/Dummy in colour with binding should be submitted within 5 days from the date of providing corrected draft.</p> <p>(iii) Printing, binding and delivery of Annual Report: within 5 days of communicating the approval.</p> <p>(v) The representative of selected firm will have to come to SPMCIL Corporate Office to collect the material as and when required immediately. A professional designer of the selected firm shall also be required to visit SPMCIL as and when required immediately till the completion of work. No charges shall be paid towards their travel, conveyance and other expenses etc.</p>
10.	Proofing	<ul style="list-style-type: none"> First Proof in normal print. Second Proof in Colour. Third Proof in Colour with perfect binding. Final Draft in Colour with perfect binding.
11.	Soft Copy of Annual Report	Soft copy of the final report [in PDF and its open (original) file] is to be provided without any extra cost along with the printed reports to SPMCIL.
12.	Price	FOR, SPMCIL, New Delhi

QUALITY CONTROL REQUIREMENT:

As per Section VI and VII of this tender

QUALIFICATION / ELIGIBILITY CRITERIA

1. **Experience & Past Performance** -- Printing of at least one Annual Report of a PSU / Govt. Organization during last 5 years (F.Y. 2015-16, 2016-17, 2017-18, 2018-19 & 2019-20)
2. **Capability**-- The printing facility of the Bidder firm should be located in Delhi /New Delhi with in-house facilities including designing, printing, dispatch etc. to execute the job. The bidder should submit self-certified address proof of printing facility, adequate for executing the entire job of printing and dispatch of Annual Reports.
3. **Financial Standing**--
 - i) Turnover of the Company not less than ₹20 lacs per annum during last 3 years on the basis of ITR / Balance Sheet (F.Y. 2017-18, 2018-19 & 2019-20).
 - ii) Bidder Firm should not have suffered any financial loss for more than one year during last 3 years (F.Y. 2017-18, 2018-19 & 2019-20).
 - iii) The net worth of the firm should not have eroded by more than 30% in the last three years (F.Y. 2017-18, 2018-19 & 2019-20).

Note:-

- i) As per provisions contained M/o Finance, Deptt of Expenditure OM No 20/2/2014-PPD(Pt.) dt 25th July 2016, MSE firms are exempted from above criteria mentioned at Sl. No. 1 & 3(i).
- ii) Submit all the documents as claimed above with self-certification in the bids.

TENDER FORM

Date.....

To

.....

.....

..... (Complete address of SPMCIL)

Ref: Your Tender document No.dated

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

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

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

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

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

..... (Signature with date)

..... (Name and designation)

Duly authorized to sign tender for and on behalf of

.....

.....

PRICE SCHEDULE

Firm's Ref No.....

Date:

The Financial Bid for Tender No.SPMCIL/Pur/Annual Report Printing/2020-21 for Designing, Typesetting, Printing and Binding of the 16th Annual Report of SPMCIL, New Delhi for the year 2020-21.

1.	Financial Offer	Price
(i)	Composing, Designing and Printing of 16th Annual Report of SPMCIL for the year 2020-21 as per specifications given in Scope of Work:	₹
	a) 100 Copies of Bilingual (Hindi & English combined)	
	b) 150 copies in English	
	c) UV Effect on photographs on 10 pages per copy i.e. Hindi & English both (Total 3500 pages)	
	d) 25 copies of Digital Print (English or Hindi Version) with perfect binding *(Total 25 copies x ₹ _____ per copy)	
	e) Softcopy in PDF Format and open file of the above.	
	Total (₹)	
(ii)	Tax (if any)	
	Total (₹)	
(iii)	In case of increase / decrease in pages of the annual report, amount shall be paid / deducted at rate per page (for all copies) as given below:-	
	(a) Two Colour	Rate per page (₹) :
	(b) Four Colour	Rate per page (₹) :

*The number of digital copies may vary as per requirement of the Company. The firms have to quote the total cost for 25 digital copies with perfect binding mentioning the cost of per copy.

Note:

- Bidder firm shall quote strictly as per Price bid format above failing to which the offer shall be summarily rejected.
- In case of any difference in quoted price in word and figure, the value in words would prevail.
- Taxes as applicable.
- Evaluation shall be done on the basis of grand total of price including taxes quoted by the tenderer.
- Firm has to mention applicable HSN / SAC code, wherever required.

Seal/Signature of Bidder
Name and Address of Bidder Firm

QUESTIONNAIRE

The tenderer should furnish specific answers to all the questions/ issues mentioned below. In case a question/ issue do 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(PAN) 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 sign on behalf of the tenderer) For and on behalf of

.....

.....

(Name, address and stamp of the tendering firm)

(SECTION – XIV)

MANUFACTURER'S AUTHORIZATION FORM

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

BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

_____ [insert: Bank's Name, and Address of Issuing Branch or Office]
Beneficiary: _____ [insert: Name and Address of SPMCIL] Date: _____
PERFORMANCE GUARANTEE No. _____

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

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

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

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

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

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

This guarantee will remain in force for a period of Sixty days after the period of currency of contract and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)
_____ Name and designation of the officer

Seal, name & address of the Bank and address of the Branch
_____ Name and designation of the officer

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

CONTRACT FORM

(Address of SPMCIL's office issuing the contract) Contract No..... Dated.....

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

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

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

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

Brief description of goods/ services	Accounting unit	Quantity to be supplied	Unit Price (in Rs.)	Total price (in Rs.)

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

Total value (in figure) _____ (In words) ____

- (ii) Delivery schedule.
- (iii) Details of Performance Security.
- (iv) Quality Control
 - (a) Mode(s), stage(s) and place(s) of conducting inspections and tests.
 - (b) Designation and address of SPMCIL's inspecting officer
- (v) Destination and despatch instructions
- (vi) Consignee, including port consignee, if any
- (vii) Warranty clause
- (viii) Payment terms
- (ix) Paying authority

.....

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

For and on behalf of.....

Received and accepted this contract

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

For and on behalf of

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

..... (Seal of the supplier)

Date:

Place:

Letter of Authority for attending a Bid Opening

(Refer to clause 24.2 of GIT)

The Dy.Manager (Materials)/CPSO
 Security Printing & Minting Corporation of India Ltd
 Jawahar Vyapar Bhawan,
 Delhi – 110 001

Subject: Authorization for attending bid opening on _____ (date) in the Tender of _____

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of _____ (Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signatures
I.		
II.		
Alternate Representative		
Signatures of bidder or Officer authorized to sign the bid Documents on behalf of the bidder.		

Note:

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

(SECTION – XVIII)

SHIPPING ARRANGEMENTS FOR LINER CARGOES

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

PROFORMA OF BILLS FOR PAYMENTS

(Refer Clause 22.6 of GCC)

Name and Address of the Firm.....

Bill No.

Purchase order..... No. Dated

Name and address of the

Purchaser.....

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