

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड  
नईदिल्ली

SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.

16<sup>TH</sup> 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

Limited Tender document for Procurement of 1000 Nos. Packing boxes for Commemorative Coin on the theme of ‘150th Birth Anniversary of Mahatma Gandhi’ (500 Nos.) and ‘550th Parkash Purab of Sri Guru Nanak Dev Ji’ (500 Nos.)

Tender No. SPMCIL/Mint/130/Export/10597

Dated 21.01.2021

This Tender Document Contains 26 Pages.

Tender Documents is sold to:

M/s _____
Address _____

Details of Contact person in SPMCIL regarding this tender:

**Sh. RAVI PRAKASH YADAV**  
**Deputy Manager (Materials)**  
Security Printing and Minting Corporation of India Limited  
16<sup>th</sup> Floor, JawaharVyaparBhawan  
Janpath, New Delhi – 110001

For and on behalf of  
Security Printing and Minting Corporation of India Ltd

## **CONTENTS OF TENDER**

<b>Contents</b>		<b>Page No</b>
<b>Section I</b>	Notice Inviting Tender (NIT)	<b>3</b>
<b>Section II</b>	General Instructions to Tenderers (GIT)	<b>6</b>
<b>Section III</b>	Special Instructions to Tenderers (SIT)	<b>7</b>
<b>Section IV</b>	General Conditions of Contract (GCC)	<b>8</b>
<b>Section V</b>	Special Conditions of Contract (SCC)	<b>9</b>
<b>Section VI</b>	List of Requirements	<b>11</b>
<b>Section VII</b>	Technical Specifications	<b>12</b>
<b>Section VIII</b>	Quality Control Requirements	<b>14</b>
<b>Section IX</b>	Qualification/ Eligibility Criteria	<b>15</b>
<b>Section X</b>	Tender Form	<b>16</b>
<b>Section XI</b>	Price Schedule	<b>17</b>
<b>Section XII</b>	Questionnaire	<b>18</b>
<b>Section XIII</b>	Bank Guarantee Form for EMD	<b>19</b>
<b>Section XIV</b>	Manufacturer's Authorization Form	<b>20</b>
<b>Section XV</b>	Bank Guarantee Form for Performance Security	<b>21</b>
<b>Section XVI</b>	Contract Form	<b>22</b>
<b>Section XVII</b>	Letter of Authority for attending a Bid Opening	<b>24</b>
<b>Section XVIII</b>	Shipping Arrangements for Liner Cargoes	<b>25</b>
<b>Section XIX</b>	Performa of Bills for Payments	<b>26</b>

## Section I: Notice Inviting Tender (NIT)

**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

**Tender Sr. No. SPMCIL/Mint/130/Export/10597**

**Date: 21.01.2021**

**Sealed tenders (Limited) are invited for Procurement of 1000 Nos. Packing boxes for Commemorative Coin on the theme of '150th Birth Anniversary of Mahatma Gandhi' (500 Nos) and '550th Parkash Purab of Sri Guru Nanak Dev Ji' (500 Nos)**

Brief Description of Services	Earnest Money (in Rs )	Remarks
Procurement of 1000 Nos. Packing boxes for Commemorative Coin on the Theme of '150th Birth Anniversary of Mahatma Gandhi' (500 Nos) and '550th Parkash Purab of Sri Guru Nanak Dev Ji' (500 Nos)	NIL (Bidders have to submit the Bid Security Declaration along with Bid as mentioned at sl. no.10 below)	Bid Security Declaration to be submitted
Type of Tender (Two Bid/ PQB/Limited/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)	Single Bid, Limited Tender	
Price of the Tender Document	Nil	
Closing date and time for receipt of tenders	<b>12.02.2021 by 15:00 hrs.</b>	
Place of receipt of tenders	SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD. 16TH FLOOR, JAWAHAR VYAPAR BHAWAN, JANPATH, NEW DELHI-110001	
Time and date of opening of tenders	<b>12.02.2021 by 15.30 hrs.</b>	
Place of opening of tenders	SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.16TH FLOOR, JAWAHAR VYAPAR BHAWAN, JANPATH, NEW DELHI-110001	
Nominated Person/ Designation to Receive Tenders (Clause 21.1 of GIT)	Ravi Prakash Yadav, Deputy Manager (Materials) Security Printing and Minting Corporation of India Limited, 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi – 110001	

**1. This notice is being published only as an abundant precaution and is not an open invitation to quote in the Tender. Participation in this tender is by invitation only and is limited to the selected Bidders who have been sent this Tender by Post/Courier. Unsolicited offers are liable to be ignored.**

2. Interested tenderers may obtain further information about this requirement from the above office. They may also visit our website mentioned above for further details.

3. Tender may also be downloaded from the web site [www.spmcil.com](http://www.spmcil.com) and submitted.

4. Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are to be addressed to Ravi Prakash Yadav, Deputy Manager (Materials), Security Printing and Minting Corporation of India Ltd. 16<sup>th</sup> floor, Jawahar Vyapar Bhawan, Janpath, New Delhi – 110001 and may be sent by Speed Post/Courier, etc; or may be dropped at Tender Box kept at Reception desk on 16<sup>th</sup> Floor Jawahar Vyapar Bhawan, Janpath, New Delhi – 110001 on or before the closing date and time indicated as 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.

7. The tenderer is to be sealed and writing the address of Ravi Prakash Yadav, Deputy Manager (Materials), Security Printing and Minting Corporation of India Ltd. 16<sup>th</sup> floor, Jawahar Vyapar Bhawan, Janpath, New Delhi- 110001 and the tender reference number on the envelopes. The sentence "NOT TO BE OPENED" before 12.02.2021 (The tenderer is to put the date & time of tender opening) are to be written on these envelope. If the envelope is not sealed and marked properly as above, SPMCIL will not assume any responsibility for its misplacement, premature opening, late opening etc.

**NOTE:** Vendors who have been sent Tender document by post should only submit the quotation. This Tender on website is available for information and access only. This notice is being published only as an abundant precaution and is not an open invitation to quote in the tender. Participation in this tender is by invitation only and is limited to the selected Bidders who have been sent this Tender by Post/Courier. Unsolicited offers are liable to be ignored.

8. **Right of Acceptance:** SPMCIL reserves the right to accept in part or in full any tender or reject any tender without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of Contract, without incurring any liability, whatsoever to the affected tenderer or tenderers.

9. **Replacement:** If the Material is rejected for any reason the supplier have to replace the material at firms own cost and risk and again supply the material as per our requirement.

10. **E.M.D.:** EMD amount is 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.

11. **Performance Security:** Performance Security at 3% of the total cost of the contract as fixed by the Security Printing and Minting Corporation of India Ltd, by D.D./Bank Guarantee from Scheduled Commercial Bank only will have to be paid by the successful bidder within 21 days of issue of Purchase Order. The Bank Guarantee should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the contractor. Performance Security will be refunded to the contractor without any interest, whatsoever, after it duly performs and completes the contract in all respect but not later than 60 days of completion of all such obligations under the contract. Kindly note that payment shall be released only on receipt of Security Deposit. Hence Bills should be raised only after submission of Security Deposit.

12. Bidder or his duly authorized representative (with authorization letter) can attend the tender opening if they wish to do so.

13. Vendor has to adhere to rules, regulations, and timings of SPMCIL which is being a security sensitive organization.

14. SPMCIL is not responsible for any injury / accident caused to contractor or any person appointed by him to carry out the job / project.

15. Any security breach by the contracting party will lead to  
I. Termination of the Contract II. Payment of damages

.....

**Sh. Ravi Prakash Yadav**

**Deputy Manager (Materials)**

Security Printing and Minting Corporation of India Limited

16th Floor, JawaharVyaparBhawan

Janpath, New Delhi – 110001

**For and on behalf of**

**Security Printing and Minting Corporation of India Ltd**

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

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

### 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	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.
2	18	Earnest Money Deposit (EMD)	EMD amount is 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.
3	19	Tender Validity	Tenders shall remain valid for acceptance for a period of 90 days from the date of opening of Tender.
4	20.4	Number of Copies of Tenders to be submitted	Original one.
5	33	Evaluation	Evaluation shall be done on the basis of all-inclusive cost as per section XI.
6	35.2	Additional Factors for Evaluation of Offers	In case the L1 firm is Non MSEs, the price quoted by MSEs firm within the range of L1 +15% will be asked to match the price of L1 firm. In case the MSEs firm matches the L1 price, total order will be placed on MSEs firm. In case the MSEs firm does not match the price of L1 firm, the next lower offer of the MSEs firm within the range of L1 + 15% will be asked to match the price of L1 & so on. In case no MSEs firm (within the range of L1+15%) matches the price of L1 firm, total order will be placed on L1 firm.
7	33	Schedule wise evaluation	The total price quoted (F.O.R. IGM Kolkata and IGM Mumbai) for the item shall be considered for evaluation and to decide the L-1 bidder.

#### **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	<p>The Bidder shall furnish the performance security amount/ Security Deposit (S.D) in the form of Bank Guarantee/Demand Draft (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 by SPMCIL. BG is to be submitted in favour of Security Printing &amp; Minting Corporation of India Ltd., payable at New Delhi. The performance BG will be returned without any interest to successful Bidder after the completion of all contractual obligations including Warranty Period.</p> <p>In case the options clause is operated the bidder shall deposit additional security deposit @ 3 % for the increase in the value of contract.</p>
2	10.1	Terms of Delivery	<p>The work to be done as per section VI:List of Requirement &amp; Section VII:Technical Specification immediately after issue of Purchase Order.</p> <p>500 Nos. of boxes for commemorative coin on '150th Birth Anniversary of Mahatma Gandhi' to be delivered at India Government Mint, Shahid Bhagat Singh Road, Fort, Mumbai – 400 001.</p> <p>500 Nos of boxes for commemorative coin on '550th Parkash Purab of Sri Guru Nanak Dev Ji' to be delivered at India Government Mint, Alipore, Diamond Harbour Road Kolkata -700053</p>

3	16.2	Warranty	Shall be a period of 6 Months from the date of receiving of material at IGM, Kolkata and IGM, Mumbai, whichever is later.
4	19.3	Option Clause	The purchaser reserves the right to increase the quantity by 25% at any time, till final date of completion of the contract.
5	21.2	Taxes and Duties	If the tenderer fails to include taxes & duties in the tender, no claim thereof will be considered by the purchaser afterwards.
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 List of Requirements- Section-VI, 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.
7	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

## Section VI: List of Requirements

Schedule No.	Brief Description of goods and services (Related Specifications etc. Are in Section-VII)	Accounting Unit	Quantity	Amount of Earnest Money	Remark
1	Procurement of 1000 nos. of Packaging Box for placing commemorative coins.	Nos	1000	NIL	Bid security Declaration

### Material to be delivered at:

- (i). 500 Nos. of boxes for commemorative coin on '150th Birth Anniversary of Mahatma Gandhi' to be delivered at India Government Mint, Shahid Bhagat Singh Road, Fort, Mumbai – 400 001.
- (ii). 500 Nos. of boxes for commemorative coin on '550th Parkash Purab of Sri Guru Nanak Dev Ji' to be delivered at India Government Mint, Alipore, Diamond Harbour Road Kolkata -700053.

### Delivery period:

1000 nos. of boxes (500 No. of boxes of each theme) within 60 days from the date of placement of Purchase Order.

- The following undertaking needs to be invariably submitted along with the offer failing which the offer shall be rejected and no further communication shall be entertained.  
Undertaking:  
"Our offer against tender no: SPMCIL/Tech/01/20/Comm. Coin Box/ doesn't contain any deviation from the stipulated tender conditions and we accept all the terms and conditions of the tender enquiry without any deviations."
- Your Bid should be strictly submitted as per NIT Cl.4 of Section 1. No single page offer shall be considered as a valid offer.

## Section VII: Technical Specifications

Sr.No.	Description	Qty.
1	<p>1. <u>Scope of work</u> :</p> <p>Manufacturing and supply of wooden box with Outer cover sleeve and Data card as per the specifications.</p> <p>2. <u>Outside Box Details</u> :</p> <ol style="list-style-type: none"> <li>a. Wooden Box</li> <li>b. Dimensions: 106 mm (B) x 150 mm (L) x 38 mm (H)</li> <li>c. Entire box is with PU matt finish. Box should be highly polished on outside and PU matt finish color should be given on polished surface.</li> <li>d. On the top of the box, logo sticker depicting the theme to be made in electroplated metal transfer sticker. The composition of electroplated metal transfer sticker should be in a mix of 95% Nickel, 3% Chrome and 2 % Silver and pasted with 3M adhesion.</li> <li>e. Hinges: Pin type hinges with brass metal having excellent gold finish.</li> </ol> <p>3. <u>Inside Details of the Box</u> :</p> <ol style="list-style-type: none"> <li>a. Black suede on top lid 84mm (B) x 128 mm (L).</li> <li>b. The bottom lid is consisting of Eva Foam clad with black suede having cavity for holding a commemorative coin of 44mm dia. in a capsule. One D cut is also to be made at the periphery of cavity for lifting of coin capsule. The coin should be covered with Eva. Once the coin is taken out, there should be a SPMCIL label at the bottom of cavity.</li> <li>c. Elastic band provision for placing data card at top lid.</li> <li>d. 6mm Eva foam safety pad to be provided with one side velvet covering.</li> </ol> <p>4. <u>Sleeve (or) outer cover for Box</u> :</p> <ol style="list-style-type: none"> <li>a. Material: Matte Finished Imported Paper</li> <li>b. Dimensions : 109 mm (B) x 154 mm (L) x 42 mm (H)</li> <li>c. Silver or gold foiling for theme design and text matter is to be done on topside area of 107 X 152 mm.</li> </ol> <p>5. <u>Data card</u> :</p> <ol style="list-style-type: none"> <li>a. Each theme will have data card.</li> <li>b. The design of data card is to be done by vendor and information on data card shall be provided by SPMCIL CHO.</li> </ol>	1000Nos

	<p>c. Art card 350gsm paper should be used. Both side multicolor printing as per design requirement.</p> <p>d. Size: 150 X 115mm with one fold.</p> <p>6. <u>Delivery Packaging</u> :</p> <p>a. Each box has to be put inside a clear case of self-adhesive packs.</p> <p>b. Each box should be supplied with clear transparent coin capsules made of durable hard plastic material.</p> <p>7. <u>Theme</u> :</p> <p>a. '150th Birth Anniversary of Mahatma Gandhi' (500 Nos)</p> <p>b. '550th Parkash Purab of Sri Guru Nanak Dev Ji' (500 Nos)</p>	
<p><u>To be delivered at:</u></p> <ol style="list-style-type: none"> <li>1. 500 Nos. of boxes for commemorative coin on '150th Birth Anniversary of Mahatma Gandhi' to be delivered at India Government Mint, Shahid Bhagat Singh Road, Fort, Mumbai – 400 001.</li> <li>2. 500 Nos. of boxes for commemorative coin on '550th Parkash Purab of Sri Guru Nanak Dev Ji' to be delivered at India Government Mint, Alipore, Diamond Harbour Road Kolkata - 700053</li> </ol> <p><u>Delivery Period:</u></p> <p>500 Nos. of boxes of each theme within 60 days from the date of placement of Purchase Order.</p>		

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

Material to be provided as per the specification mentioned in Section VI and Section VII. Test Certificates must be provided however tests carried out by India Government Mint, Kolkata and India Government Mint, Mumbai will be final. Inspection and Quality Control as per Clause 9 of GCC will also apply.

## Section IX: Qualification/ Eligibility Criteria

NA

**Section X: Tender Form**

Date.....

To  
Deputy Manager (Materials)  
Security Printing and Minting Corporation of India Ltd.  
16<sup>th</sup> Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi-110001

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

We, the under signed 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 here with 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 clause6, 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 clause19, 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.

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

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

Adhering to the format given below is a Pre-requisite for considering your quotations; quotation which contains prices should be in this Performa only (in a tabular format) on your letterhead. Price should be quoted in Indian Rupees and on door delivery basis:

1000 nos. of Packaging Box for placing commemorative coins on '150th Birth Anniversary of Mahatma Gandhi' (500 Nos.) and '550th Parkash Purab of Sri Guru Nanak Dev Ji' (500 Nos.) of SPMCIL as mentioned in the above tender document

Sr. No.	Description	Amount (Rs)
1	Rate per Box	
2	Total Cost [1000 * (1)]	
3	GST % on (2)	
4	Total Price with Taxes F.O.R., IGM Mumbai and IGM Kolkata(2 + 3)	

Total cost for above items with all taxes and duties (F.O.R., IGM Mumbai and IGM Kolkata):

(a) In figures Rs.....

(b) In Words Rs.....

**Note:**

1. Please quote the rates as per above format only.
2. Supplier is requested to quote Price within 2 Decimal places. Quotation with Price quote beyond 2 Decimal places shall be ignored.
3. Please mention your GSTIN Registered No. in your quotation invariably. GST Registration Certificate to be attached along with Quotation, failing which your quotation will not be considered.
4. **Method of evaluation:** The total price quoted for the item (for 1000nos of boxes) shall be considered for evaluation and to decide the L1 bidder.

.....  
<Seal and Signature of Authorized Signatory>

.....  
<Name of Authorized Signatory>

.....  
<Title of Authorized Signatory>

## 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 their mark "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 up to.....
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/Dept. 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 sums 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' 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 (inRs.)	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 Deputy Manager (Materials),  
Security Printing and Minting Corporation of India Ltd.  
16<sup>th</sup> 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:**

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

.....(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 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
<b>Total</b>						

- G.S.T. Amount and Rate
- Freight (if applicable)
- Packing and Forwarding charges (if applicable)
- Others (Please specify)
- PVC Amount (with calculation sheet enclosed)
- (-) deduction/Discount
- Net amount payable (in words Rs.)
- GSTIN No.
- HSN/SAC Code
- Shipping Address
- Place of Supply
- Billing Address

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