



**Security Printing & Minting Corporation of India
Limited (A Mini Ratna Category – I CPSE)
(Wholly owned by Government of
India)**

16th Floor, Jawahar Vyapar Bhawan,
New Delhi -110001

Not Transferable

Security Classification: Non Security

**TENDER DOCUMENT FOR ENGAGING AN AGENCY FOR IMPLEMENTATION OF COMPETENCY
MAPPING, COMPETENCY BASED JOB DESCRIPTION AND ASSESSMENT & DEVELOPMENT
CENTRE**

Tender No. : SPMCIL-12042(11)/3/2021-HR/4578

Dated 28.02.2022

This Tender Document Contains 47 Pages.

Tender Documents is issued to:

M/s _____
Address _____

Details of Contact person in SPMCIL regarding this tender:

Name & Designation: Ravi Prakash Yadav, Manager (Materials)

Address: SPMCIL Corporate Office, 16th Floor, Jawahar Vyapar Bhawan, Janpath, New
Delhi-110001

Phone: 011-43582200

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Note: - This Notice is being published only as an abundant precaution and is not an open invitation to quote against this tender. Participation in this Tender is by invitation only and is limited to the Selected Firms, who have been sent this Tender by Post/ Courier. Unsolicited offers are liable to be ignored.

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DISCLAIMER

The information contained in this Bid Document or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Security Printing and Minting Corporation Limited (hereafter referred as the "Purchaser") or any of its employees or associated agencies, is provided to Bidder(s) on the terms and conditions set out in this Bid Document and such other terms and conditions subject to which such information is provided.

This Bid Document is not an agreement and is neither an offer nor invitation by the Purchaser to the prospective Bidder(s) or any other party hereunder. The purpose of this Bid Document is to provide the Bidder(s) with information to assist them in the formulation of their proposal submission. This Bid document does not purport to contain all the information Bidder(s) may require. This Bid document may not be appropriate for all bidders, and it is not possible for the Purchaser to consider particular needs of each Bidder. Each Bidder should conduct its own investigation and analysis, and should check the accuracy, reliability and completeness of the information in this document and obtain independent advice from appropriate sources.

Information provided in this Bid Document to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Purchaser, its employees and other associated agencies accept no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

This Bid document and ensuing bids; communications and Contracts would alone determine the legal and commercial relationship between the bidders/ contractors and the Purchaser. No other Government or Purchaser's document/ guidelines/ Manuals including its Procurement Manual (which are for internal and official use of its officers), have any locus standii in such a relationship. These documents/ guidelines/ Manuals therefore should not be cited or referred in any legal or dispute resolution or grievance redressal proceedings.

The Purchaser, its employees and other associated agencies make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Bid Document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Bid Document and any assessment, assumption,

statement or information contained therein or deemed to form part of this Bid Document or arising in any way for participation in this Bid Stage.

The Purchaser, its employees and other associated agencies also accept no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder(s) upon the statements contained in this Bid Document.

The Purchaser may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this Bid Document.

The issue of this Bid Document does not imply that the Purchaser is bound to select Bidder(s) and the Purchaser reserves the right to reject all or any of the Bidders or Bids or to decide to drop the procurement process at any stage without assigning any reason.

The Bidder(s) shall bear all its costs associated with or relating to the preparation and submission of their Bids including but not limited to preparation, copying, postage, delivery fees, expenses associated with any submission of samples, demonstrations or presentations which may be required by the Purchaser or any other costs incurred in connection with or relating to their Bids. All such costs and expenses will remain with the Bidder(s) and the Purchaser shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder(s) in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

This disclaimer forms an integral part of the Bid document and shall supplement but not supplant the provision of the Bid Document.

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Section I: Notice Inviting Tender (NIT)

Tender No. SPMCIL-12042(11)/3/2021-HR/4578

Date: 28.02.2022

1. Sealed tenders are invited from eligible and qualified tenderers for Engaging an Agency for Implementation of Competency Mapping, Competency Based Job Description and Assessment & Development Centre.

Schedule No.	Brief Description of Goods/ services	Quantity (with unit)	Earnest Money (in Rs.)	Remarks
1	Implementation of Competency Mapping, Competency Based Job Description and Assessment & Development Centre.	1 (Activity Unit)	Rs.2,00,000/-	MSE firms are exempted from EMD

Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)	Two Bid (Part-I: Technical Bid & Part-II: Financial Bid), Limited Tender
Security Classification	Non Security
Authority in whose favour all tender related financial instruments (FD, DD, Banker's cheque etc) are to be made	Security Printing & Minting Corporation of India Limited payable at New Delhi
All Financial Instruments to be payable at:	New Delhi
Dates and place of issue of tender documents:	28.02.2022 to 22.03.2022 during office hours
Place of Pre-Bid Conference	Not Applicable
Place, Time and date before which Written queries for Pre-bid conference must be received.	Not Applicable
Closing date and time for receipt of tenders	22.03.2022, 03:00PM
Time and date of opening of tenders for Technical Bid. <i>Place, Time and date of Opening of Price (Financial) bid would be intimated later on</i>	22.03.2022 at 03:30 PM
Place of opening of tenders	SPMCIL Corporate Office, New Delhi
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.21.1 of GIT)	Ravi Prakash Yadav, Manager (Materials)
Officer to be contacted for clarifications/ help:	Abhishek Srivastava, DGM(HR) (email id- Abhishek.Srivastav@spmcil.com) & Ravi Prakash Yadav, Manager (Materials) (email id- ravi.prakash@spmcil.com)

2. Eligibility to participate as per Government of India's Public Procurement (Preference to Make in India) Order 2017 (as amended/ revised) and Ministry of Finance, Department of Expenditure, Public Procurement Division's Orders (Public Procurement 1, 2 and 3) F.No.6/18/2019-PPD dated 23rd/ 24th July 2020 (or any further amendments thereof) regarding eligibility of bidders from neighbouring countries shall apply to this tender.

3. Please note that SPMCIL reserves its right to grant Purchase preferences in accordance with Government of India's Public Procurement (Preference to Make in India) Order 2017 (as amended/ revised) and Public Procurement Policy for Micro and Small Enterprises (MSEs) Amendment Order, 2018 (as amended/ revised).
4. 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.
5. Tenderer may also download the tender documents from the web site mentioned above and submit its tender by utilizing the downloaded document, the bidder must not make any changes to the contents of the documents, except for filling the required information. A certificate to this effect must be submitted by the bidder in the Tender Form (Section X).
6. Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are dropped on or before the closing date and time indicated in the Para 1 above in the tender box located at the address given below , failing which the tenders will be treated as late and rejected. Tenders may also be sent through post at the address as above. However, Purchaser will not be responsible for any postal lapses or delays in receipt of the documents.
7. In the event of any of the above-mentioned dates being declared as a holiday/ closed day for the purchase organisation, the tenders will be sold/ received/ opened on the next working day at the appointed time.
8. The tender documents are not transferable.
9. The bidder, their affiliates or subsidiaries – including subcontractors or suppliers for any part of the contract – should not stand declared ineligible/ blacklisted/ banned/ debarred by any Government Agency anywhere in the world, for participating in its tenders, under that country's laws or official regulations. A declaration to this effect shall be submitted by the bidder in the Tender Form (Section X).
10. EMD amount mentioned in Section VI – List of Requirements shall be furnished in one of the following forms: a) Account Payee Demand Draft or b) Fixed Deposit Receipt or c) Banker's cheque, otherwise the tender will not be accepted in any case. The demand draft, fixed deposit receipt or banker's cheque shall be drawn on any scheduled commercial bank in India, in favour of Account and place of payment specified in the Para 1 above.

Shri Ravi Prakash Yadav

Manager (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.

Section II: General Instructions to Tenderer (GIT)

For details regarding GIT, please refer link as below:

<https://spmciil.com/uploaddocument/GIT/new.pdf>

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.

Sl. No.	GIT Clause No.	Topic	Modify/ Substitute/ Supplement	SIT Provision
1	8	Pre-bid Conference	Substitute	Not Applicable
2	9	Time Limit for receiving request for clarification of Tender Documents	Modify	Within 7 days from the date of issue of tender.
3	19.1	Tender Validity	Supplement	120 days from the date of opening of technical bid
4	20.4	Number of Copies of Tenders to be submitted	Supplement	One Original Copy with all the pages of the tender document should be signed with seal & stamp
5	20.8	Two Bid System	Modify	<p>The bids should be submitted in 2 separate envelopes one for Technical Bid (super scribed as "Part I : Technical bid) and other for Financial Bid (super scribed as "Part II: Financial Bid". Both the sealed envelopes should be kept in one single cover super scribed as "Tender for Engaging an Agency for Implementation of Competency Mapping, Competency Based Job Description and Assessment & Development Centre" on or before the due date of submission of tender. It may be noted that the price is not to be quoted in the Technical Bid. It shall only be quoted in Financial bid. Non-adherence to this shall be making tender liable for rejection.</p> <p>In the first stage, only the envelope containing 'Technical Bid' will be opened and evaluated. The firms who qualify in the technical bid shall only be considered for opening of financial bid. Accordingly, the firms will be informed for opening of financial bid after technical evaluation.</p> <p>Envelope containing Bids will in turn, comprise of following details.</p>

				<p>PART I: TECHNICAL BID:</p> <ul style="list-style-type: none"> i. Earnest Money Deposit (EMD)/ Exemption Certificate for MSE firms. ii. Power of Attorney/ Authorization with the seal of the company of person signing the tender documents. iii. Duly filled in Tender Form as per Section X and Section XII with no price details to be given in the tender form. iv. Bidder shall submit the documents/details required as per Section- VII. v. The tenderer has to submit the acceptance of all terms & conditions of the tender document without any deviation. vi. All other details as per tender to be considered for Technical evaluation <p>PART II: FINANCIAL BID</p> <p>The bidders shall quote the price as per the format given in Section XI of this tender document.</p> <p><u>*All the relevant documents shall be on bidder's letter head duly sealed and signed by authorized signatory of bidder firm.</u></p>
6	20.9	E-Procurement	Substitute	Not Applicable
7	35.2, 35.3	Additional Factors for Evaluation of Offers	Modify	<ul style="list-style-type: none"> i. Evaluation shall be done on the basis of all-inclusive cost as per section XI of the tender document. 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.
8	43	Parallel Contract		Not Applicable

Section IV: General Conditions of Contract (GCC)

For details regarding GCC, please refer link as below:

<https://spmCIL.com/uploaddocument/GCC/new.pdf>

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.

S. No	GCC Clause No.	Topic	Modify/Substitute/ Supplement	SCC Provision
1	6.1, 6.3 & 6.5	Performance Bond/ Security	Supplement	The Bidder shall furnish the performance security amount/ Security Deposit (SD) in the form of Demand Draft/ FDR/ Bank Guarantee (3% of the total ordered value) valid up to sixty days after the date of completion of all contractual obligations by the bidder, before executing the contract after issue of Notification of Award of Contract (NAC) by SPMCIL. DD/ FDR/ BG is to be submitted in favour of Security Printing & Minting Corporation of India Ltd payable at New Delhi.
2	10.1	Terms of Delivery	Modify	Successful firm has to complete the work/contract within one year from the date of issue of Purchase Order (PO).
3	16	Warranty Clause	Substitute	Not Applicable
4	19.3	Option Clause	Substitute	Not Applicable
5	22, 22.1, 22.2, 22.4, 22.3, 22.6	Terms and Mode of payments	Modify	Refer Section VI [D] – Payment Terms
6	24.1	Quantum of LD	Modify	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.

Section VI: List of Requirements

Schedule No.	Brief description of goods and services (Related specifications etc. are in Section-VII)	SAC Code	Accounting unit	Quantity	Amount of Earnest Money (INR)	Place of Delivery for GST purpose
1	Implementation of Competency Mapping, Competency Based Job Description and Assessment & Development Centre	As applicable	(Activity Unit)	1	Rs.2,00,000/-	New Delhi

A. Scope of Work

SPMCIL has embarked on a learning transformation program to up-skill/re-skill its Executives through Capacity Building. We invite responses (“Proposals”/“Bids”) to implement (i) Competency Mapping and Competency based Job Description (ii) Assessment and Development Centre (hereafter, referred as ADC). Hence responses are invited to broadly conduct the following activities –

1. Identification of competency framework and definitions. This includes Job Analysis and Job Evaluation aided by development of competency based Job Descriptions for each role identified in the coverage.
2. Creating Assessment center on SPMCIL competency framework. Design assessment center for evaluating potential vis-à-vis the competencies desirable for discharging higher responsibilities.
3. Building Development Centre to identify current capabilities of the employees and focus on the developmental needs of the Executives. Working on Individual Development plan for employees. Individual Development Plans (IDPs) would be specific to an individual clearly defining the actions which are essential to be initiated by an individual for improving upon the competencies identified as requiring development.
4. Enabling MIS for relevant Digital Integration and tracking.
5. Sharing of progress quarterly through reports and presentation to SPMCIL.

Tentative Volume of Work: The competency mapping exercise will extend to all Executives and job roles identified for this purpose, in the range of 175. This is indicated in Annexure A. The ADC, will be for a limited number of Executives, about 40 employees, identified for Development and in critical roles.

B. Objective:

The objective of the above exercise is given as follows –

1. Insights into a job role for better functioning to provide the existing employees, and new incumbents, an understanding of primary accountabilities, duties and responsibilities that they are expected to fulfill, while benchmarking it against an ideal set of competencies
2. Assessment of leadership readiness to take up the job assigned in the next level
3. Identify strengths and development needs at individual level and then at the group level
4. Create development plan for the Executives aligned to the role and business requirements of the company

C. Approach and Methodology:

The approach to the above exercise maybe divided into 3 broad categories

1. Development of Competency based Job Descriptions Framework
2. Conducting Assessment and Development Centers (ADCs)
3. Individual Development Plans (IDPs)

1. Development of Competency based Job Descriptions Framework

Competency Framework is important both for Capacity Development as well as Role based functioning of employees at SPMCIL. For every position at SPMCIL, there are a set of roles; and each role has activities and competencies associated with it. Competency mapping requires mapping of 3 constructs (roles, activities/responsibilities and competencies), supported by knowledge resources and learning path for the critical positions.

A **position** is the designation and location of an individual in an organization, tasked with a set of roles. **Roles** are a set of sequential activities carried out to complete a defined objective or outcome. Every individual **activity/responsibility** within a role, is thus an action taken to contribute towards successful completion of the objective/outcome. Finally, **competencies** are a combination of attitudes, skills, and knowledge required for successful performance. For the scope of this activity, 2 types of competencies have been identified and defined as follows –

- (i) Behavioural Competencies
- (ii) Domain Competencies

Behavioural competencies are a higher order of behaviours applicable across the different grades. They describe the values and strengths that help employees perform effectively. These include attitudes like problem solving, decision making, networking etc.

Domain competencies are shared by a *family* of related positions that have common functions and form a logical career path. These competencies typically focus on a department or service but may also be relevant for other stakeholders. Essentially, all the technical skills required in performing a job may be categorized under this group.

Note: Job Descriptions will be developed for each Job Role, as listed in Annexure A. Job Descriptions will vary for Corporate Office and for units.

The agency shall work closely with an identified SPMCIL HR Executive, to identify the Job Position. Across 11-15 functions/departments at SPMCIL and the 8 levels, total volume of work is expected to be 175 Unique JDs. *For illustration purpose: 11 departments x 2 (1 Corporate Office + 1 Unit) x 8 (levels)*

1.1 Methodology

A comprehensive competency framework may be developed adopting the following methodology –

1.1.1 Understand Business Objectives

The agency will have to understand the Vision, Mission and Business of SPMCIL. This can be done by visiting one unit each in our major verticals i.e., Mints, Presses, and Paper Mill and going through the Annual Reports etc.

A detailed understanding can be developed by conducting in-person interviews with the Top Management. These interviews will provide insights on Company plans and will help in identifying the competencies needed to follow such a path and to succeed.

1.1.2 Data Gathering

The agency needs to collect data through Focused Group Discussion, Interviews & Critical Incident Recording with HODs/ Immediate Boss/ Incumbents. This step involves understanding the requirement of each position. The agency will have to perform this step for every department/function.

1.1.3 Data Analysis

The agency after having the field visits will have to analyze the data in the following manner:

- Create a Registry of Positions, Roles and Activities by studying the KRAs and KPIs identified in the Data gathering process
- Develop respective Job Description for each role, mentioning the key activities that an Executive performs and the critical competencies
- The Job Description is to be designed in such a way so as to categorize the competencies in 2 clusters – behavioral and domain. The cluster so formed should be distinct by itself and mutually exclusive. A series of statements/ rubric defining the expectation in each role is expected along with.

1.1.4 Competency finalization

- A list of competencies is to be drawn up based out of the clusters formed from the data collected and analyzed.
- This list is vetted and voted on by both the senior managers and immediate bosses to arrive at Key competencies and relative importance of each of these competencies.
- Consensus: All the Key Competencies which are identified will be discussed with SPMCIL so as to arrive at final model for each role

1.1.5 Consolidating the framework

Finally the agency will need to share a complete repository of all job roles, and respective Job Descriptions, along with the competency matrix for each role in a password-protected format. The Competency based Job descriptions should align with the format given in Exhibit IV.

1.2 Deliverables

- Develop Job Descriptions basis comprehensive analysis for each position at SPMCIL in a user friendly format capturing Job Title, Job Purpose, Job Duties and Responsibilities, Required Qualifications, Preferred Experience, Working conditions, competencies as per Exhibit IV
- The agency has to take sign off/completion certificate from respective units of SPMCIL that the relevant and required data has been gathered. The Certificate will need to be submitted to the SPMCIL identified HR Executive.
- Develop Competency Models for all positions in the department through a consultative and participative process
- Consolidate the above identified competencies in the Job Descriptions
- Sharing of consolidated Job Descriptions with SPMCIL in .pdf and .doc format for relevant integration in SAP or MIS

2. Conducting Assessment and Development Centers

Further to the above requirement, the agency will be required

- To develop and facilitate an Assessment Development Centre (ADC) based on the Competency Framework
- To run ADC for identified Executives and preparation of individual development plan (IDP) and submission of individual reports along with individual competency scores (overall score and competency wise score against benchmark)

Based on the nature of job, the management of SPMCIL will identify a few critical Executives for the purpose of assessment and development.

2.1 Assessments

The agency has to develop and conduct the relevant assessments basis SPMCIL competency framework. Design assessment center for evaluating potential vis-à-vis the competencies desirable for discharging higher responsibilities

2.1.1 Methodology

- Conducting and delivery of Pre-ADC webinar: The agency shall conduct half day Pre-ADC Webinars for all Executives identified for this exercise and have not gone through the ADC process earlier. Scores obtained by an Executive in the ADCs will be used for development decisions. Hence, the purpose of the Pre-ADC Webinars is to familiarize Executives with the assessment process in general. Agency shall obtain prior consent from SPMCIL on sensitizing materials/ hand-outs to be distributed among participants during Pre-ADC Workshops.
- The agency shall conduct the four days in persons ADCs for all batches. Each in person ADC shall cover a maximum of 12 participants and the ratio of Assessors to Participants should be 1:2 for each batch.
- The in person ADCs will be conducted at 04 (four) units out of the total 09 (nine) units of SPMCIL, likely to happen in Nasik, Hyderabad, Noida & Narmadapuram. However, in event of surge of cases related to COVID-19 and/or restriction imposed by Appropriate Government, at the time of actual ADC, it may be decided by SPMCIL to conduct the 4 day in person ADCs through VC interface where the agency's assessors will be stationed in SPMCIL's centralized venue in Delhi/ Noida and the participants will take part through VC from different locations. In such a scenario for all four day ADCs the assessors will be stationed in Delhi/Noida.

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- At the end of each exercise, the observations and ratings will be integrated among the assessors. The ADC output shall be of numerical format for the management input as well as verbal, non-directive feedback integrating the observations from the exercises and psychometric tests to participants culminating in a time-bound action plan. After completion of evaluation of the participants of the assessment development center, the Agency/Assessor will give individual feedback to participants on their key areas of strength and development
 - Specific provisions for conducting online assessments in event of COVID restrictions
 - a. The agency will build and maintain an online platform for running the online ADC and provide links to the platform via e-mail to the participants. The platform should be able to carry the load of multiple assessments at multiple locations at the same time and should have the flexibility to accommodate any changes required.
 - b. The assessments shall be conducted through a user-friendly interface. The agency will arrange for technological proctoring of the assessments.
 - c. The online ADCs will be administered in designated centers in different locations as decided by the SPMCIL. Administrative arrangement and computers at the centers will be arranged by SPMCIL.
 - d. All Executives going through online assessment will be distributed sensitization material beforehand and the agency will clarify doubts through email/telephone.
 - e. The online assessment interface shall provide detailed introduction, schedule and instructions to the participants at the beginning of the online assessment and at the beginning of each exercise / assessment. All communication and instructions shall be finalized in consultation with SPMCIL.
 - f. Agency will be responsible for smooth conduct of all online exercises / psychometric assessments. The agency shall provide support for immediate resolution of any issues encountered during the conduct of online assessments.
 - g. The Agency shall make adequate arrangements to handle power shutdown, internet failure, PC related issues, etc. This would include inbuilt capabilities in the platform like continuous backup of all responses submitted by the participants and managing the timer in case of system/internet breakdown besides providing immediate support to increase the time of one/more participants, in case of requirement.
 - h. Each online ADC shall include administration of pre-agreed tools, including psychometric assessments.
 - i. The first 10 online assessments will be run on pilot basis after the initial design. Any improvements, if required after the pilot, will be incorporated before the rest of the online ADCs are run.

2.1.2 Deliverables

- The ratio of Assessors to Participants should be 1:2 for each batch
- Design of Assessment Development centre including selection of tools (minimum 5 numbers) which measures the behaviour that exhibit the competencies as per the competency framework. The Critical Incident Interview (CII) or Behavioral Event Interview (BEI) shall be employed a core tool. The CII/BEI shall be of at least 30-90 minutes depending on grade/level of Executive. The other tools in the basket of tools may comprise

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- of In Basket Exercises/Management Games (the simulations and games need to map well to the competency model), situational judgment tests, standardized Psychometric tools such as 16PF, or preferably the NEOPI, etc., Ability tests, Personality tests, Kolb's learning style inventory, Leaderless Group Discussions, Role Plays, Case Study discussions and analysis, Fact Finding exercises, etc
- The assessment tools should contain at least two (02) simulation/in basket (suitably designed for Executives) type exercise that will put the assessee through different instances involving real-time application of the competencies as chalked out in the assessment framework.
 - A minimum of two (02) psychometric personality profiling tools would be used in the ADC as under: a) 16PF or preferably the NEO-PI (or equivalent). The tool should be mapped to SPMCIL's competency framework. and b) Kolb's learning style inventory (or equivalent). This tool will be used for generating inputs to prepare IDP. The psychometric tools are to be administered during the ADC at site
 - The tools designed for Assessment Development Centre should be capable of capturing various behavioural indicators as envisaged under each competency.
 - Each exercise used in the Assessment Centre design shall have been validated for manifestation of the required behaviours in the competencies to be tested
 - The tools used should have multiple variants so that the ADCs should not have repetitive content.
 - All individuals should be covered by at least *three* assessors on each of the competencies.
 - The participants of the ADCs are Executives of vast experience holding mid to senior level positions in the company. Hence, it is essential that the assessors also have appropriate profile and experience. The assessors should have industry experience of at least 10 years out of which recent 3 years should be as assessor in a reputed firm engaged in running ADCs. Period in this regard shall be reckoned from date of opening of Technical Bid.
 - The agency has to provide a list of at least 12 such prospective assessors (as per enclosed format in Exhibit II and Exhibit III) at the time of submission of bid proposal with their profile and experience data who meet the requirements as above. The assessors to be finalized from this list at the time of actual conduct of ADC in consultation with SPMCIL. Any change/addition of assessors with requisite qualification and experience at a later stage would require prior written approval from SPMCIL.
 - The agency shall share the assessment framework and development center design including tools, instruments, etc. to be used for assessment with SPMCIL senior management and refine the same based on the inputs received. The basket of tools to be used in development centers should be finalized with approval from SPMCIL.

3. Individual Development Plans

3.1 Methodology

- The agency would be required to prepare IDP Dictionaries for various levels.
- The IDP Dictionaries should contain specific development interventions for each of the identified competencies.
- The developmental interventions should span across the following areas:
 - a. On the job initiative (self-initiative)
 - b. Reading
 - c. Videos
 - d. Other self-initiatives

- e. Training Programs
- f. Management Development Programs
- g. Any other interventions

- Submit a report and detailed presentation on the competency profiles of the Executives, pattern of competency profiles, inventory of strengths; organization level interventions for enhancement of strengths, to be made to the top management at the culmination of the ADC exercise.

3.2 Deliverables

- The overall score obtained by an individual Executive would be used as one of the components for up-skilling/re-skilling and the scores should be communicated to the Executive within 48 hours after end of the ADC. The Individual Participant Report (IPR) with individual's proficiency level score on each of the competencies against benchmark and overall score and the IDP will be sent to the individual by email with a copy to designated SPMCIL HR Executive(s) within 48 hours after end of the ADC for in person ADC. For online ADC, the system generated report with customized IDP report will be shared with the participant with copy to designated SPMCIL HR Executive(s) at the end of the assessment.
- The action plans in the form of IDPs should describe initiatives to be taken up by the individual in the next 6 months in order to develop himself/herself in a time bound manner
- The IDP should include point wise and competency wise action plan as Individual Development Plan (IDP) which should be implementable with reasonable effort.

D. Payment Terms

SPMCIL shall make payments within 30 days to the successful bidder on receipt of undisputed invoice against completion of the work/service of each milestone as under.

Only after the approval of Competent Authority of SPMCIL, will the payment be released as per the schedule mentioned below.

S.No.	Stage	Payment Percentage
1.	Project Planning and Initiation (submission of 1 year plan)	2%
2.	Competency Mapping and Initial framework (Data gathering stage completed)	15%
3.	Collating Job Descriptions and presenting it to SPMCIL	20%
4.	Tool design and Assessment Development Centre Design	5%
5.	Conducting pre ADC workshops*	5%
6.	Administering ADC and online assessments batch-wise including submission of reports for each ADC with IDPs*	20%
7.	Creation of IDP dictionary	5%
8.	Submission of consolidated reports after completion of the entire exercise mentioned in this tender	18%
9.	Final Presentation to SPMCIL on the work done	10%
*Split in installments as per number of ADC batches		

Note: There will be normally 12 participants in each batch for the assessment. Consultant to depute their faculty in the ratio of 1:2 where 1 is no. of assessor and 2 is no. of the participants. In case of reduction/increase of no. of participants resulting in reduction/increase in required number of assessors (1:2 ratio), the price quoted in sl no. 6.0 above will be proportionally reduced/increased.

E. Organogram

The agency shall deploy at-least 2 of its employees to be a part of the Core Team – Project Lead and Project Associate. These employees should have worked on or managed a similar exercise before and will be responsible for direct coordination with SPMCIL. The Core Team shall share progress reports on weekly basis and explain a consolidated report every quarter on the highlights in the exercise with SPMCIL. The Project lead shall be responsible and accountable for all the work submitted to SPMCIL.

The agency shall also submit a list of proposed assessors (minimum 12) as explained in the Clause C of this section.

Section VII: Technical Specifications

A. Detailed Bid

Technical approach, methodology and work plan are the key components of the Technical proposal. You are suggested to submit your technical proposal as explained in the scope of work.

The approach and methodology should lay out a clear plan on -

- Brief profile of your company/firm
- Any in-house expertise in understanding nature of work at SPMCIL better
- Tentative roadmap/Schedule for the entire assignment
- Organogram/Team structure for the assignment [atleast 2 core team members + 12 assessors]
- Responsibility of each team member
- Design Principles and quality of tools used in ADC
- Approach for creating IDP
- Format of reporting the progress and frequency (providing analytics to SPMCIL on participation, engagement and learning effectiveness, quarterly reports as mentioned in Scope of Work)

B. Technical Evaluation Criteria

Bidders are required to fill up data against sub-criteria of Sl.No.1, 2 & 3 for evaluation by SPMCIL and to provide requisite details in Tables/formats provided. Bidders may use separate sheets, if required.

#	Criteria	Max allotted marks	Relevant annexures/exhibits	Scoring Method
1	Experience and Capability			
(i)	Number of HR related consultancy assignments completed by the bidder during the last five years (cutoff date taken as the date of submission of bids) in a PSU or if MNC/Private Sector company then having an annual turnover of Rs. 1,000 crores at-least. Maximum 20 Nos. eligible assignments will be considered in this regard	10	Details to be provided in the format as specified in Exhibit – I. Information shared by the bidder must be supported by relevant documents from clients/contract copy.	Maximum Allotted marks * Value of Specific Consultant / Maximum value among all Consultants
(ii)	Number of Competency Mapping/ Job Description development related consultancy assignments completed by the bidder in the last five years (cutoff date taken as the date of submission of bids) in a PSU or if MNC/Private Sector company then having an annual turnover of Rs. 1,000 crores at-least. Maximum 20 Nos. eligible assignments will be considered in this regard	10	Details to be provided in the format as specified in Exhibit – I. Information shared by the bidder must be supported by relevant documents from clients/contract copy	Maximum Allotted marks * Value of Specific Consultant / Maximum value among all Consultants

(iii)	Number of Assessment/Development Centre related consultancy assignments completed by the bidder in the last five years (cutoff date taken as the date of submission of bids in a PSU or if MNC/Private Sector company then having an annual turnover of Rs. 1,000 crores at-least. Maximum 20 Nos. eligible assignments will be considered in this regard	10	Details to be provided in the format as specified in Exhibit – I. Information shared by the bidder must be supported by relevant documents from clients/contract copy	Maximum Allotted marks * Value of Specific Consultant / Maximum value among all Consultants
(iv)	Number of Competency Mapping and/or Assessment /Development Centre related consultancy assignments completed by the bidder in the last ten years (cut-off date taken as the date of submission of bids) in Manufacturing sector. Maximum 20 Nos. eligible assignments will be considered in this regard	5	Details to be provided in the format as specified in Exhibit – I. Information shared by the bidder must be supported by relevant documents from clients/contract copy	Maximum Allotted marks * Value of Specific Consultant / Maximum value among all Consultants
(v)	Number of Competency Mapping and/or Assessment /Development Centre related consultancy assignments having single order value of Rs. 40.00 lakh or more, completed by the bidder in last five years cutoff date taken as the date of submission of bids)	5	Details to be provided in the format as specified in Exhibit – I. Information shared by the bidder must be supported by relevant documents from clients/contract copy	Maximum Allotted marks * Value of Specific Consultant / Maximum value among all Consultants
Sub Total : Experience & capability		40		
2	Approach and Methodology			
(i)	Detailed Approach & Methodology for carrying out the Competency Mapping, ADC exercise and creation of IPRs (Individual Participant report) including Development Plan in SPMCIL, along with the roadmap and milestones	15	Separate Write Up under heading of Approach & Methodology to be submitted as per details provided in Section VI and Section VII [A]	Team Marks (i.e. SPMCIL's bid evaluating team will give the marks) as per below rating scale 5: Exceptionally good; 4: Exceeds expectations; 3: Meets expectations; 2:Below expectation; 1: Unsatisfactory; 0 - Write up not submitted
(ii)	Design principles and Quality of tools (Particularly for assessment including the usage of standardized psychometric tools such as 16PF, NEO-PI, Kolb's learning style inventory, etc.) supporting documents and data to be provided for robustness including reliability and validity of the tools proposed to be used to the extent possible.	10	Separate Write Up under heading of Approach & Methodology to be submitted as per details provided in Section VI and Section VII [A]	Team Marks (i.e. SPMCIL's bid evaluating team will give the marks) as per below rating scale 5: Exceptionally good; 4: Exceeds expectations; 3: Meets expectations; 2:Below expectation; 1: Unsatisfactory; 0 - Write up not submitted
Sub Total: Approach & Methodology		25		
3	Key Personnel			

(i)	Average experience of core team members proposed for the assignment (list of core team members should have at least 2 persons. In case of more than 2 persons, top two (02) persons as per submitted project organogram will be considered).	5	Curriculum Vitae of core team members to be attached. Also, details of core team members to be provided in format specified in Exhibit III	Maximum Allotted marks * Value of Specific Consultant / Maximum value among all Consultants
(ii)	Total number of Competency Mapping and Job Description related consulting assignments handled by the core team members (at least 2 persons) proposed for the assignment (only completed assignments would be accepted). In case of more than 2 persons, top two (02) persons as per submitted project organogram will be considered).	10	Details to be provided in the format specified in Exhibit II	Maximum Allotted marks * Value of Specific Consultant / Maximum value among all Consultants
(iii)	Total number of Assessment/Development center related consulting assignments handled by the core team members (at least 2 persons) proposed for the assignment (only completed assignments would be accepted). In case of more than 2 persons, top two (02) persons as per submitted project organogram will be considered).	10	Details to be provided in the format specified in Exhibit II	Maximum Allotted marks * Value of Specific Consultant / Maximum value among all Consultants
(iv)	Profile and experience of the prospective assessors to be deployed for SPMCIL project (Average experience as assessors will be taken into consideration)	10	Curriculum Vitae of prospective assessors to be attached. Also details of prospective assessors to be provided in format specified in Exhibit II	Maximum Allotted marks * Value of Specific Consultant / Maximum value among all Consultants
Sub Total: Key Personnel		35		
Overall Total		100		

Note:

- Bids from all bidders shall be evaluated and points shall be allocated based on the documents submitted by the bidders. Individual points given for each criteria shall be summed up for obtaining the total score/ marks of each bidder. The total score/ marks obtained by the individual bidder will be called their combined technical score.
- Bids will be evaluated based on the Combined Technical Score received by the individual bidder in the Technical Evaluation Criteria.
 - Bidders scoring combined technical score more than or equal to 70 marks out of total 100 will be considered technically qualified.
 - Bidder scoring less than 70 points out of total 100 points towards combined technical score shall not be considered for further evaluation/ financial bid opening.

- However, if one or no bid is found successful to obtain minimum qualifying marks of 70%, SPMCIL reserves the right to reduce the qualifying mark up to 60%.

The decision of the team of SPMCIL representatives, to select the technically acceptable bid(s) on the basis of their evaluation, will be final and binding on the bidders.

Section VIII: Quality Control Requirements

Not Applicable

Section IX: Qualification/ Eligibility Criteria

Not Applicable

Section X: Tender Form

Date.....

To

Security Printing and Minting Corporation of India Limited,
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 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 confirm that in case of downloaded Tender Document, we have not changed/ edited its contents. We realise that in case any such change is noticed at any stage including after the award of contract, we would be liable to action under clause 44 of the GIT.

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

We also solemnly declare as under:

1. MSMEs Status:

Having read and understood the Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 (as amended and revised till date), and solemnly declare the following:

- (a) Company /Partnership Firm /Proprietary Concern / Society/Trust /NGO/Others (Please Specify):.....
- (b) Micro/ Small / Medium Enterprise/ SSI/ Govt. Deptt. / PSU/ Others:.....
- (c) Name of MSME Registering Body (NSIC/ DIC/ KVIC/KVIB etc.):.....
- (d) MSME Registration no. (with copy of registration):.....
- (e) Udyog Aadhaar Memorandum no.....
- (f) Whether Proprietor/ Partner belongs to SC/ ST or Women category. (Please specify names and percentage of shares held by SC/ST Partners):.....

2. Make in India Status:

Having read and understood the Public Procurement (Preference to Make in India PPP_MII) Order, 2017 (as amended and revised till date) and related notifications from the relevant Nodal Ministry/ Department, and solemnly declare the following:

- (a) Self-Certification for category of supplier:
 - Class-I Local Supplier/
 - Class-II Local Supplier/
 - Non-Local Supplier.
- (b) We also declare that
 - There is no country whose bidders have been notified as ineligible on reciprocal basis under this order for offered product, or
 - We do not belong to any Country whose bidders are notified as ineligible on reciprocal basis under this order

3. Restrictions on procurement from bidders from a country or countries, or a class of countries under Rule 144 (xi) of the General Financial Rules 2017

Having read and understood the Order (Public Procurement No. 1) issued vide F.No.6/18/2019-PPD dated 23rd July 2020 (and its amendments if any) by Department of Expenditure, Ministry of Finance under the above provision and solemnly declare the following:

- We do not belong to any Country whose bidders are notified as ineligible under this order

4. Debarment Status: Please state whether business dealings with you currently stand suspended/ banned by any Ministry/ Deptts. of Government of India or by any State Govt:

- Yes (with period of Ban)
- No, We, solemnly declare that neither we nor any of our affiliates or subsidiaries – including subcontractors or suppliers for any part of the contract – do not stand declared

ineligible/ blacklisted/ banned/ debarred by any Government Agency anywhere in the world, for participating in its tenders, under that country's laws or official regulations.

5. Penalties for false or misleading declarations: I/we hereby confirm that the particulars given above are correct and complete and also undertake to advise any future changes to the above details. We understood that any wrong or misleading self-declaration by us would be violation of code of Ethics and would attract penalties as mentioned in this tender documents, including debarment.

.....

(Signature with date)

.....

(Name and designation)

Duly authorized to sign tender for and on behalf of

.....

.....

Section XI: Price Schedule

The financial Bid needs to contain the information listed hereunder in a sealed envelope bearing the identification: Part II – Financial Bid

Name of the Bidder:

S.No.	Description	Amount	Taxes	Total Amount
1.	Cost of end to end journey viz from Data gathering in Competency Mapping, to preparing of job descriptions, and mapping of respective competencies (please quote the value for 175 Executives Job roles) and Cost of ADC journey from administration of pre ADC webinar, administration of first ADC, evaluation of responses, sharing of IDP, Development journey and second ADC (please quote per candidate considering a pool of 40 employees)			
2.	Incidental Expenses (if any – Please specify item wise)*			
3.	Out of Pocket expenses (please specify type of expenses)			
Grand Total				

Grand Total in words: _____

Date:

Place:

Company Seal:

Authorized Signatory:

Note:

- i. If the quote is given in any other format, it will be liable to rejection.
- ii. The quoted prices and taxes should be shown separately (Please specify both items of tax and rate of tax)
- iii. The total fee quoted shall be quoted only in Indian Rupees. The total cost (exclusive of taxes) quoted per participant for providing services mentioned under "Scope of Work" derived from

above formats shall be considered for financial evaluation. In case of discrepancy between amount in words and figures, the former will prevail.

- iv. SPMCIL will not pay any amount which is not quoted in above financial bid.
- v. Only the financial Bid shall contain the quoted price
- vi. The price quoted by the successful bidder must be firm during the performance of the contract and not subject to variation on any account except as mentioned in the bid document. Any bid submitted with adjustable price quotation other than the above will be treated as non-responsive and rejected.
- vii. Out of Pocket Expenses: The amount quoted above should include all out-of-pocket expenses (OPE) relating to this assignment for domestic, boarding & lodging, transportation, etc.
- viii. *Incidental expenses may contain any expense, other than the one mentioned in the Price Schedule, which the Consultant anticipated for successfully completing the work as mentioned in this tender.
- ix. Refer to Serial No. 1 in the Price Schedule above, please note payment shall be made on actual basis i.e. number of Competency based Job Description (JDs) developed by the agency and received by SPMCIL. The number of actual JDs may increase/ decrease by 10%.

Section XII: Vendor Details

The tenderer should furnish specific details 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 misleading answer against any of the under mentioned question/ issues, its tender will be liable to be ignored.

1. Vendor/ Contractor particulars:

- (a) Name of the Company:.....
- (b) Corporate Identity No. (CIN):
- (c) Registration if any with SPMCIL:
- (d) Complete Postal Address:
- (e) Pin code/ ZIP code:
- (f) Telephone nos. (with country/area codes):
- (g) Fax No.: (with country/area codes):
- (h) Cell phone Nos.: (with country/area codes):
- (i) Contact persons /Designation:
- (j) Email IDs:

2. Taxation Details:

- (a) PAN number:
- (b) Type of GST Registration (Registered, Unregistered, Composition, SEZ, RCM etc.):
- (c) GSTIN number:
- (d) Registered Address as per GST registration and Place of Delivery for GST Purpose:
- (e) Contact Names, Nos. & email IDs for GST matters (Please mention primary and secondary contacts):

We solemnly declare that our GST rating on the GST portal / Govt. official website is NOT negative / blacklisted during the last three financial years.

.....

(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 XIII: Bank Guarantee Form for EMD

Not Applicable

Section XIV: Manufacturer's Authorization Form

Not Applicable

Section XV: Bank Guarantee Form for Performance Security

PROFORMA OF BANK GUARANTEE FOR CONTRACT PERFORMANCE GUARANTEE BOND

(ON BANK'S LETTERHEAD WITH ADHESIVE STAMP)

Ref

Date

Bank Guarantee No

To,

Security Printing and Minting Corporation of India Limited,
16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001

Dear Sir,

1. Against contract vide Notification for Award of the Tender No
dated covering supply of (hereinafter called the
'contract') entered into between the (**insert name of Purchaser**) (herein after
called as the Purchaser) and M/s..... (hereinafter called the 'Contractor'),
this is to certify that, at the request of the Contractor, we (**name of the bank**),
are holding in trust in favour of the Purchaser, the amount of (**write the sum
here in words**), to indemnify and keep indemnified the Purchaser, against any loss or damage that may
be caused to, or suffered by the Purchaser, by reason of any breach by the Contractor of any of the terms
and conditions of the said contract and/or in the performance thereof. We agree that the decision of the
Purchaser, whether any breach of any of the terms and conditions of the said contract and/or in the
performance thereof has been committed by the Contractor; and the amount of loss or damage that has
been caused or suffered by the Purchaser, shall be final and binding on us, and the amount of the said
loss or damage shall be paid by us, forthwith on demand and without demur to the Purchaser.

2. We (**name of the bank**), further agree that, the guarantee herein contained,
shall remain in full force and effect, for sixty days after the complete conclusion of the contractual
obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period
whichever is later, i.e. till, (hereinafter called the 'said date') and that if any
claim accrues or arises against us (**name of the bank**), by virtue of this guarantee
before the said date, the same shall be enforceable against us (**name
of the bank**), notwithstanding the fact that the same is enforced within six months after the said date,
provided that notice of any such claim has been given to us (**name of the bank**),

by the Purchaser, before the said date. Payment under this bond of guarantee shall be made promptly, upon our receipt of notice to that effect, from the Purchaser.

3. It is fully understood that, this guarantee is effective from the date of the said contract and that we **(name of the bank)**, undertake not to revoke this guarantee during its currency, without the consent in writing of the Purchaser.

4. We undertake to pay to the Purchaser, any money so demanded, notwithstanding any dispute or disputes raised by the Contractor, in any suit or proceeding pending before any Court or Tribunal, relating thereto, our liability under this present, being absolute and unequivocal. The payments so made by us under this bond, shall be a valid discharge of our liability for payment thereunder, and the Contractor shall have no claim against us, for making such payments.

5. We..... **(name of the bank)**, further agree that the Purchaser shall have the fullest liberty, without affecting in any manner our obligations hereunder, to vary any of the terms and conditions of the said contract, or to extend time of performance by the Contractor, from time to time, or to postpone for any time or form, time to time, any of the powers exercisable by the Purchaser, against the said Contractor and to for bear or enforce any of the terms and conditions relating to the said contracts and we..... **(name of the bank)**, shall not be released from our liability under this guarantee, by reason of any such variation or extension being granted to the said Contractor, or for any forbearance and/or omission on the part of the Purchaser, or any indulgence by the Purchaser towards the said Contractor, or by any other matter or thing whatsoever, which under the law relating to sureties, would, but for this provision, have the effect of so releasing us from our liability under this guarantee.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor.

Date
Place

Signature
(Printed Name)
(Designation)

Witnesses

(Bank's Common Seal)

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:

Schedule No.	Brief description of goods/ services	Accounting unit	Quantity to be supplied	Unit Price (in Rs.)	Total price
--------------	--------------------------------------	-----------------	-------------------------	---------------------	-------------

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:

Section XVII: Letter of Authority for attending a Pre-bid Conference/ Bid Opening

(Refer to clause 24.2 of GIT)

Security Printing and Minting Corporation of India Limited,
16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001

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 pre-bid conference/ bid opening. In cases where it is restricted to one, first named representative will be allowed to attend. Alternate representative will be permitted when regular representatives are not able to attend.
2. In case of pre-bid conference, self-attested copy of proof of purchase of Bid documents, in the name of the bidder must be enclosed with this authorization, without which entry would be refused. Bid documents would be available for sale at the site also.
3. Permission for entry to the hall where even is held may be refused in case authorization as prescribed above is not produced.

SECTION XVIII: Proforma of Bills for Payments

(Refer Clause 22.6 of GCC)

Name and Address of the Firm.....
 Bill No.....Dated.....
 Purchase order.....No.....Dated.....
 Name and address of the consignee.....

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

1. GST/ CGST/ SGST/ UTGST/ IGST Amount
 2. Freight (if applicable)
 3. Excise Duty (if applicable)
 4. Packing and Forwarding charges (if applicable)
 5. Others (Please specify)
 6. PVC Amount (with calculation sheet enclosed)
 7. (-) deduction/Discount
 8. Net amount payable (in words Rs.)
- Despatch detail RR No. other proof of despatch.....
 Dated.....(enclosed)
 Inspection Certificate No.....Dated.....(enclosed)
 Place and Date
 Received Rs.....(Rupees).....

We solemnly certify that:

- a. Goods and Services Tax (GST) charged on this Bill is not more than what is payable under the provision of the relevant Act or the Rules made there under.
- b. Goods on which GST has been charged have not been exempted under the GST Act or the rules made there under and the charges on account of GST on these goods are correct under the provisions of that Act or the Rules made there under.
- c. We are registered with above indicated GSTIN as dealer in the State where in their Billing address is located for the purpose of GST.
- d. This bill form / invoice is not a replacement for the GST invoice. The proper GST invoice as per requirements of GST rules has been sent to the Purchaser as and when deliveries are made to the consignee.
- e. 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

SECTION XIX: NEFT Mandate

(Refer clause 5.6.5.a.)

From: M/s. -----

Date: -----

To:

Security Printing and Minting Corporation of India Limited,
16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001

Sub: NEFT payments

We refer to RBI's NEFT scheme. Our mandate SPMCIL for making payments to us through the above scheme to our under noted account.

NATIONAL ELECTRONIC FUNDS TRANSFER MANDATE FORM

1.	Name of City	
2.	Bank Code No.	
3.	Branch Code No.	
4.	Bank's Name	
5.	Branch Address	
6.	Branch Telephone / Fax No.	
7.	Supplier's Account No.	
8.	Type of Account	
9.	IFSC code for NEFT	
10.	IFSC code for RTGS	
11.	Supplier's name as per Account	
12.	MICR Code No.	
In Lieu of Bank Certificate to be obtained as under, please attach a bank cancelled cheque or photocopy of a cheque or front page of your bank passbook issued by your bank for verification of the above particulars.		

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I have read the option intimation letter and agree to discharge responsibility expected of me as a participant under the scheme.

Date

Signature of the Customer

Certified that the above particulars are correct as per our record.

Stamp and Signature of
authorized official of the bank

Annexure A: Volume of Work for Competency Mapping

The tentative number of such Executives to be covered under the Phase I – Competency Mapping exercise is as under.

Position	Level	Relevant Functions	Unique positions identified
Chief General Manager (CGM)	E-8	HR, F&A, Marketing, R&D, Tech Operations, Tech Support, Tech Control, Legal, IT	18
General Manager (GM)	E-7	HR, F&A, Marketing, R&D, Tech Operations, Tech Support, Legal, Tech Control, Material Management, IT	20
Assistant General Manager (AGM)	E-6	HR, F&A, Marketing, R&D, Tech Operations, Tech Support, Legal, Tech Control, Material Management, IT	20
Joint General Manager (JGM)	E-5	HR, F&A, Marketing, R&D, Tech Operations, Tech Support, Legal, Tech Control, Material Management, Language, IT	21
Deputy General Manager (DGM)	E-4	HR, F&A, Marketing, R&D, Tech Operations, Tech Support, Legal, Tech Control, Material Management, Language, IT	21
Manager	E-3	HR, F&A, Marketing, R&D, Tech Operations, Tech Support, Legal, Tech Control, Material Management, Language, IT	21
Deputy Manager	E-2	HR, F&A, Marketing, R&D, Tech Operations, Tech Support, Legal, Tech Control, Material Management, Language, IT	21
Assistant Manager	E-1	HR, F&A, Marketing, R&D, Tech Operations, Tech Support, Legal, Tech Control, Material Management, Language, IT	21
Company Secretary**	NA	NA	1
Total tentative Unique Positions for JD and Competency Exercise			164*

*Close to 175 JDs will need to be developed for the purpose of this exercise.

Exhibit: I: CONSULTANT’S ORGANIZATION AND EXPERIENCE

A - Consultant’s Organization

[Provide here a brief two pages description of the background and organization of your firm/entity and each associate for this assignment.]

B - Consultant’s Experience

[Using the format below, provide information on each assignment during last 5 years for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment.]

Name of the Bidder:

Client Name	Client Address	Type of Client	Assignment/Project title	Description of actual services provided and facilitated by your staff	Period of assignment		Contact Person of Client (PoC)	Contact Number and Email of Client	Annual turnover of the client during the period of engagement
		(PSU, MNC/ Private)			Start Date	Completion date			

(Signature of authorized signatory of the bidder/Consultant)

Date:

Place:

Seal of the Bidder

(All documents are to be provided and submitted on Company’s letterhead sealed and signed by authorized signatory. If at any point of time, it is found that the information provided is false or misleading or incorrect, SPMCIL reserves the right to take appropriate action as per SPMCIL Procurement Manual 2021.)

Exhibit II: TEAM COMPOSITION AND TASK ASSIGNMENTS

Average experience of the core team members proposed for the assignment (tentative list of core team members should have minimum 2 personnel) and as per the format given below –

Name of the Bidder:

Name of core team member/assessor proposed for the assignment	Qualification	Relevant experience (number of years and months)	Area of expertise	Present Position/ Designation	Number of ADC/Competency mapping exercises conducted before	Task proposed for this exercise (assessor/ core team)

(Signature of authorized signatory of the bidder/Consultant)

Date:

Place:

Seal of the Bidder

(All documents are to be provided and submitted on Company’s letterhead sealed and signed by authorized signatory. If at any point of time, it is found that the information provided is false or misleading or incorrect, SPMCIL reserves the right to take appropriate action as per SPMCIL Procurement Manual 2021.)

**Exhibit III: CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF
(Use separate sheets for each of proposed staff)**

1. Proposed Position [only one candidate shall be nominated for each position]:
2. Name of Firm [Insert name of firm proposing the staff]:
3. Name of Staff [Insert full name]:
4. Date of Birth:
5. Nationality:
6. Education [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:
7. Membership of Professional Associations:
8. Countries of Work Experience: [List countries where staff has worked in the last ten years]:
9. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:
10. Employment Record [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment see format here below: dates of employment, name of employing organization, positions held.]:
11. Detailed Tasks Assigned
12. Work Undertaken that Best Illustrates capability to Handle Tasks Assigned
 - a. List all tasks to be performed under this assignment
 - b. Among the assignments in which the staffs have been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.
 - Name of assignment or project:
 - Year:
 - Location:
 - Client:
 - Main project features:
 - Positions held:
 - Activities performed:

(All documents are to be provided and submitted on Company's letterhead sealed and signed by authorized signatory. If at any point of time, it is found that the information provided is false or misleading or incorrect, SPMCIL reserves the right to take appropriate action as per SPMCIL Procurement Manual 2021.)

Exhibit IV - Sample Template for Job Description

The Consultant is suggested to consolidate the data gathered as mentioned in Scope of Work and Methodology, in the below format –

Sample Job Description Template			
Position			
Department/Function			
Sub-Department			
Reports to		Production/Non Production support	
Supervises		Location (HO/Unit)	
Purpose of the role			
Eligibility (Education + Experience)			
Areas of responsibility			
Skills required for the role			
Knowledge/Skill			
Behavioral Competencies			
Domain Competencies			
Working Conditions			

(All documents are to be provided and submitted on Company’s letterhead sealed and signed by authorized signatory. If at any point of time, it is found that the information provided is false or misleading or incorrect, SPMCIL reserves the right to take appropriate action as per SPMCIL Procurement Manual 2021.)