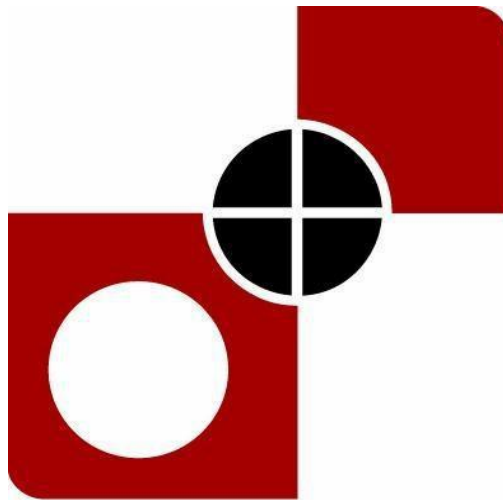


No.CHO(HR)/CSR/28/01/2013/Vol-II/7849

**SECURITY PRINTING AND MINTING  
CORPORATION OF INDIA LIMITED,  
NEW DELHI**

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**TENDER DOCUMENT FOR ENGAGING AN AGENCY  
FOR EVALUATION OF CSR PROJECTS FOR THE YEAR  
2019-20**

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**TENDER DOCUMENT FOR “ENGAGING AN AGENCY  
FOR EVALUATION OF CSR PROJECTS FOR THE YEAR 2019-20”**

File No. CHO (HR)/CSR/28/01/2013/VOL-II/7849

Date:29.06.2020

This Tender Document Contain -- 27 Pages

To,

M/s _____
Address _____

Details of Contact person in SPMCIL regarding this tender:

Name, Designation : DURGA PRASAD, DGM (HR)

Address : Security Printing and Minting Corporation of India  
Ltd, 1<sup>st</sup> Floor, Jawahar Vyapar Bhawan  
New Delhi

Phone : 011-40580022

Fax : 011-43582287

Email : [durga.achanta@spmcil.com](mailto:durga.achanta@spmcil.com)

Note: 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 SPMCIL's Registered Bidders for the item, who have been sent this Tender by Post/Courier. Unsolicited offer are liable to be ignored.

**NOTICE INVITING TENDER**

File. No.CHO(HR)/CSR/28/01/2013/Vol-II/7849

Dated: 29.06.2020

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

Schedule No.	Brief Description of Goods/ Services	Earnest Money (In Rs.)	Remarks
1	ENGAGING AN AGENCY FOR EVALUATION OF CSR PROJECTS FOR THE YEAR 2019-20	Rs. 10,000/- (Rupees Ten Thousand Only)	This tender will be published in the website as an abundant pre-caution and participation in this tender is strictly on invitation basis
Type Of Tender		<b>Two Bid (Technical &amp; Finance Bid), Limited tender</b>	
Dates of sale of tender documents		Not applicable	
Price of the Tender Document		<u>Nil</u> per set	
Place of sale of tender documents		Security Printing and Minting Corporation of India Ltd, 1 <sup>st</sup> Floor, STC Building, Jawahar Vyapar Bhawan, Janpath, New Delhi	
Closing date and time for receipt of tenders		Up to 10:30 Hrs till <b>21.07.2020</b>	
Place of receipt of tenders		Security Printing and Minting Corporation of India Ltd, 1 <sup>st</sup> Floor, STC Building, Jawahar Vyapar Bhawan, Janpath, New Delhi	
Time and date of opening of tenders		At 11:00 Hrs on <b>21.07.2020</b>	
Place of opening of tenders		Security Printing and Minting Corporation of India Ltd, New Delhi	
Nominated Person/ Designation to receive Bulky Tenders		Shri Durga Prasad, DGM (HR)	

2. This Notice is being published 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. Unsolicited offers are liable to be ignored.
3. Interested tenderers may obtain further information about this requirement from the above office. They may also visit our website mentioned above for further details.
4. EMD in the form of account payee Demand Draft/Bankers Cheque/Fixed Deposit Receipt in favour of Security Printing and Minting Corporation of India Ltd is to be furnished along with Techno-commercial bid.
5. Tenderer may also download the tender documents from the web site [www.spmcil.com](http://www.spmcil.com) and submit its tender by utilizing the downloaded document.
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 in the tender box located at the address given below on or before the closing date and time indicated in the Para 1 above, failing which the tenders will be treated as late and rejected.
7. 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.

8. Late tenders shall not be accepted.
9. Tenderers shall submit their offers only on prescribed forms.
10. Tender by Telegram/Fax/E-mail shall not be accepted. Tender by Post/Hand/courier received on or before the due date and time shall be accepted. Postal delay/delay by courier service etc. shall not be condoned.
11. The tender documents are not transferable.
12. No Conditional Tender shall be accepted.
13. As per the amendments to Companies Act 2013, companies are required to make certain disclosure pertaining to vendors registered under Micro, Small and Medium Enterprises Development Act 2006 (MSMED Act 2006). If your firm/company is registered under MSMED Act 2006, please send us a copy of the registration certificate.
14. Security Printing and Minting Corporation of India Ltd reserves the right to accept any tender and to reject any or all tenders, to accept in part or in full any tender or reject any tender without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of contract, without incurring any liability, what so ever to the affected tenderer or tenderers
15. If found, any security breach by the contractor, it will lead to:
  - a. Termination of Contract.
  - b. Payment of Damages.
16. Service Providers or their nominees may be present at the time of opening of the tender. Authorized representatives of the tenderers, who have submitted tenders on time may attend the tender opening, provided they bring with them letters of authority as per the format in SBD XVII from the corresponding tenderers.

**Note:**

1. All other terms and conditions of NIT (including GIT, SIT, GCC and SCC) shall remain as per SPMCIL procurement manual.
2. General instructions to tenderer (GIT) and General Conditions of contract (GCC) shall also form a part of this tender document.

For details regarding GIT and GCC please refer links as below:

<http://www.spmcil.com/spmcil/UploadDocument/GIT.pdf>

<http://www.spmcil.com/spmcil/UploadDocument/GCC.pdf>

**CORRESPONDING ADDRESS:**

**Deputy General Manager (HR)**  
**1<sup>st</sup> Floor, Security Printing and Minting Corporation of India Ltd**  
**Jawahar Vyapar Bhawan, New Delhi -110 001**  
**[www.spmcil.com](http://www.spmcil.com)**  
**Ph.: 011-40580022**  
**Email: [durga.achanta@spmcil.com](mailto:durga.achanta@spmcil.com)**

**GENERAL INSTRUCTION TO TENDERERS (GIT)**

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

(GIT Contains 32 pages)

**SPECIAL INSTRUCTION TO TENDERER (SIT)**

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

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

S. No.	GIT Clause No.	Topic	SIT Provision
1	18	Earnest Money Deposit (EMD)	Tender should be accompanied with Earnest Money Deposit (Non-interest bearing) of Rs. 10,000/- (Rs. Ten thousand only) in the forms as given below. a) Account Payee Demand Draft or b) Fixed Deposit Receipt of any Scheduled commercial bank in India or c) Banker's cheque. The earnest money shall be valid for a period of forty five days beyond the validity period of the tender
2	19	Tender Validity	90 days
3	20.4	Number of Copies of Tenders to be submitted	One Original
3	21	Submission of Tender	<p>Tenderers are required to put the two bids in separate sealed envelopes mentioning: (i) Technical Bid and (ii) Financial bid.</p> <p>The above two sealed envelopes shall again put in another sealed cover and should be super scribed as "<b>Tender for Engagement of Agency for evaluation of CSR project for the year 2019-20</b>" due on <b>21.07.2020</b> up to <b>10:30 AM</b> and to be addressed to the Deputy General Manager (HR), SPMCIL, 1st Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi-110001 and be dropped in the Tender Box kept at Reception of 1st Floor, SPMCIL, Jawahar Vyapar Bhawan, Janpath, New Delhi 110 001 on or before due date and time.</p> <p><b>(i) Technical Bid shall consist of the following documents:-</b></p> <ol style="list-style-type: none"> <li>i. Earnest Money Deposit.</li> <li>ii. Power of Attorney/authorization with the seal of the company of person signing the</li> </ol>

			<p>tender documents.</p> <p>iii. The tenderer shall submit signed copy of technical specification as per Technical Specifications as per Section VII of this tender document.</p> <p>iv. The tenderer has to submit acceptance of all sections of this tender document (GIT, SIT, SCC, Quality control requirements, Tender form, Questionnaire, etc.,).</p> <p>v. The tender document shall be signed and submitted alongwith this bid.</p> <p><b>(ii) Financial Bid:</b></p> <p>The Bidders shall quote the price as per format given in Section XI (Price Schedule) of this document. (Only in the given format).</p> <p>Note:</p> <p>(i) The tenderers shall quote the prices strictly as per the proforma given in Section XI of the tender document. No additional/extra item with price should be included other than that of section XI. If any, that particular item will not be considered for evaluation. Insertion, post script, addition and alteration shall not be recognized unless confirmed by the bidder.</p>
4	33	Schedule wise Evaluation	<p>Bids shall be evaluated on the basis of all inclusive lump sum prices (inclusive of all taxes). Among the Bidder with the lowest price quote (L1) shall be awarded the contract.</p>



**GENERAL CONDITIONS OF CONTRACT (GCC)**

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

(GCC Contains 28 pages)

**SPECIAL CONDITIONS OF CONTRACT (SCC)**

The following Special Conditions of Contract (SCC) will apply for this purchase. The corresponding clauses of General conditions of Contract (GCC) relating to the SCC stipulations have also been incorporated below. These Special conditions will modify/ substitute/ supplement the corresponding (GCC) clauses.

Whenever there is any conflict between the provision in the GCC and that in the SCC, the provision contained in the SCC shall prevail.

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

S. No.	GCC Clause No.	Topic	SCC Provision
1	6	Performance Bond/Security	The supplier shall furnish the performance security amount/ Security Deposit (S.D) (10% of the ordered value) valid up to sixty days after the date of completion of all contractual obligations by the supplier, before executing the contract after issue of LOI/Purchase order by SPMCIL. SD is to be submitted in favour of Security Printing & Minting Corporation of India Ltd payable at New Delhi. The performance security will be return back without any interest to successful tenderer after the completion of all contractual obligations. EMD shall be refunded/returned immediately after receipt of SD.
2	10.1	Terms of Delivery	The evaluation of CSR projects carried out during the year 2019-20 should be completed within 90 days from the date of issue of Letter of Intent/PO whichever is earlier.
3	21.2	Taxes and Duties	The lump-sum price quoted for the complete job shall be inclusive of all applicable charges/taxes etc., except GST which may be indicated separately in price schedule/bills. In case Tax is not applicable on bidder, they must enclose relevant Tax Exemption certificate.
4	22, 22.1, 22.2, 22.3, 22.4, 22.6	Terms and Mode of Payment	i. 100% payment shall be made after satisfactory completion of the evaluation of the CSR projects for the financial year 2019-20

			<p>ii. The payment will be made by SPMCIL through RTGS / NEFT to the agency after submission of their bill duly certified by Competent Authority.</p> <p>iii. If income tax is payable then the bill payment will be made after the deduction of such taxes. The TDS certificate will be provided to the Contractor accordingly. The contractor will provide PAN in bills.</p> <p>iv. Any TDS or surcharge applicable to the contractor then as per rule the deduction from the bill will be made along with surcharge. The copy of the same will be provided accordingly.</p>
5	24.1	Quantum of LD	<p>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 the 10%. During the above mentioned delayed period of supply and/or performance, the conditions incorporated under GCC sub-clause 23.4 shall also apply.</p>
6	33.1	Resolution of Disputes	<p>If dispute or difference of any kind shall arise between SPMCIL and the contractor in connection with or relating the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within 21 days of its occurrence, then, unless otherwise provided in the SCC, either SPMCIL or the supplier may seek recourse to settlement of disputes through arbitration act 33.2.</p>

**LIST OF REQUIREMENTS**

**Engaging an agency for Evaluation of CSR Projects carried out during the year 2019-20**

**1. DELIVERABLES**

The Agency will be required to submit 2 copies of the final report after the completion of evaluation of CSR Projects carried out by SPMCIL during the financial year 2019-20.

**2. TIME FRAME & SCHEDULE**

The evaluation of the CSR projects is required to be submitted within 90 days from the date of issue of LOI/PO.

**TECHNICAL SPECIFICATIONS****Introduction**

Security Printing & Minting Corporation of India Ltd (SPMCIL), wholly owned company of Government of India, was incorporated in January 2006 with its HQs at New Delhi. It is a Mini Ratna status central public sector undertaking under the administrative control of Department of Economic Affairs of Ministry of Finance. SPMCIL is engaged in the manufacture of security paper, printing of currency and bank notes, non-judicial stamp papers, postage stamps, travel documents, minting of coins etc. There are nine units under the control of SPMCIL viz. four Mints, two Bank Note Printing Presses, two Security Printing Presses and one Security Paper Mill.

SPMCIL carries out CSR projects as per CSR and Sustainable Policy of the Company.

**SCOPE OF WORK**

1. The work mentioned above is to be evaluated and certified by independent agency short listed. The work involves seeing the flow of expenditure, document the project in a professional manner by highlighting the social benefits achieved under CSR and Internal benefits of the project and evaluation thereof shall be studied. Methodology of undertaking CSR projects and evaluation requirement may be seen from SPMCIL Corporate Social Responsibility and Sustainability Policy (Enclosed as Annexure-I)

2. Details of the projects to be monitored and evaluated are detailed below:

(Figures in Rupees)

Sr. No.	Name of the CSR Projects to be evaluated	Implementing agency/Units	Amount spent during 2019-20
1	Providing 6 Nos Dialysis Machine to Bhagwan Mahavir Jain Relief Foundation, Secunderabad, Telangana	Direct/ Security Printing Press, Hyderabad	30,00,000
2	CSR Proposal Providing 2 Nos. Mobile Clinic and 5 Dental Chairs to Health Centres at rural area of Gautam Budh Nagar District. UP	Direct/ India Government Mint, Noida	21,73,735
3	CSR proposal regarding theme based project for providing Medical equipment to various health centers in Barwani District, Madhya Pradesh.	District Administration Burmani(MP)/ Bank Note Press, Dewas	44,12,000
4	CSR project for providing Emergency and essential equipment to Gandhi Hospital, Hyderabad	Gandhi Hospital Hyd./India Govt Mint, Hyderabad	38,94,000
5	CSR project for providing equipment Computers and furniture etc. for various Hospitals and School of Municipal Corporation of Hawrah. West Bengal	Municipal Corporation, Howrah/ India Govt Mint Kolkata	11,32,152
6	CSR Proposal for providing underground drainage system in Pudur village, Medchal Mandal, Malkajigiri Distt. Telangana	State Govt. Agency/ India Govt Mint, Hyderabad	24,50,000
7	CSR Proposal for Tiling and Safety Mesh work in Upper Primary School, Hyderabad	Direct/ Security Printing Press,	89,818

		Hyderabad	
8	CSR proposal for providing 2 Nos of Buses and Physiotherapy instruments to Prabodhini Trust, Nashik, Maharashtra.	Direct/Currency Note Press, Nashik	46,23,414
9	CSR proposal for Construction of Community Centre and Solar Street Lights for village Oleda, Dist. Bulandshahar, UP.	Through State Govt. Agency/India Govt Mint, Noida	43,66,400
10	CSR proposal regarding Skill Development Training through National Safai Karmachari Finance Development Corporation (NSKFDC), New Delhi.	NSKFDC/Corporate Office New Delhi	10,27,283
11	CSR proposal for providing 300 Number of insulated Distribution Vessels to Akshaya Patra Foundation Kitchen at Hyderabad.	Direct/India Govt Mint, Hyderabad	18,26,160
12	CSR proposal for providing of 45 Number of ventilators to AIIMS, New Delhi to combat Covid-19 pandemic	AIIMS /Corporate Office New Delhi	1,98,67,680
13	CSR Project for providing 05 Nos. of Dental X-Ray Machine with 05 Nos. Stabilizers and 05 Nos. Dental Autoclave (sterilizers) at various Community Health Centers at Gautam Budh Nagar District.UP	Direct/India Govt Mint Noida	17,52,650
	Total		5,06,15,292

### 3. Inspection Services

Consultant shall arrange to carry out final evaluation of all CSR projects which has been executed and shall report any short comings/ variations therein.

### 4. Time Schedule

Total period of completion of project shall be 3 months (i.e. 90 days) from the date of award of work.

### 5. Duration of validity

Quotation submitted to SPMCIL, New Delhi shall remain valid for 120 days following the date of submission of offer.

### 6. Evaluation of Financial Bid

The Bidders shall quote the price as per format given in Section XI (Price Schedule) of this document. (Only in the given format).

### 7. Terms of payment

- i) The lump sum payment will be made after submission of final evaluation report regarding execution of the projects and also highlighting effective utilization of the amount.
- ii) Payment will be made only against the actual works done for various CSR projects carried out during the year 2019-20

**QUALITY CONTROL REQUIREMENTS**

-----In conformance with Section VI and VII-----

**QUALIFICATION / ELIGIBILITY CRITERIA**

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



**Tender Form**

Date.....

To

.....  
.....  
..... (Complete address of SPMCIL)

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

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

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

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

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

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

..... (Signature and seal with date)  
..... (Name and designation)

Duly authorized to sign tender for and on behalf of

.....  
.....

**PRICE SCHEDULE**

**No.CHO(HR)/CSR/28/01/2013/Vol.II/7849**

**Date: 29.06.2020**

With reference to SPMCIL Tender Enquiry No. CHO(HR)/CSR/28/01/2013/Vol.II/7849 dated 21.06.2020 for evaluation of the CSR projects for the year 2019-20, the Financial Bid (fees) for the assignment proposed by SPMCIL is as follows:

S.no	Details of heads	Amount (in Rs.)
1.	Lump sum price (Rs.) in words and figure for Conducting evaluation of CSR Projects for the year 2019-20	
2	GST (        %)	
	Grand Total	

GST No. of the Firm \_\_\_\_\_ SAC Code \_\_\_\_\_

Total in Figures: \_\_\_\_\_

Total in Words: \_\_\_\_\_

**Signature of Bidder**

Note:-

- 1) The lump-sum price quoted for the complete job shall be inclusive of all applicable charges/taxes etc., except GST which may be indicated separately.
- 2) The lump sum price quoted would be inclusive of :
  - Consultancy charges
  - Cost of travel of the personnel to the locations for carrying out evaluation of the CSR projects at various locations/Report making cost/any other activity associated with the assignment.
  - Other miscellaneous expenditure etc.
- 3) In case of any difference in quoted price in word and figure, the value in words would prevail.
- 4) Evaluation of the technically suitable bids shall be done on minimum Charges quoted by the bidder.
- 5) GST number of the bidder has to be quoted.
- 6) SAC code for the service has to be quoted by the bidder.
- 7) In case if Taxes are not applicable, tax exemption certificate should be enclosed along with the bid.

**QUESTIONNAIRE**

The tenderer should furnish specific answers to all the questions/ issues mentioned below. In case a question/ issue does not apply to a tenderer, the same should be answered with the remark “not applicable”.

Wherever necessary and applicable, the tenderer shall enclose certified copy as documentary proof/ evidence to substantiate the corresponding statement.

In case a tenderer furnishes a wrong or evasive answer against any of the under mentioned question/ issues, its tender will be liable to be ignored.

1. Brief description and of goods and services offered:
2. Offer is valid for acceptance up to .....
3. Your permanent Income Tax A/ C No. as allotted by the Income Tax Authority of Government of India  
Please attach certified copy of your latest/ current Income Tax clearance certificate issued by the above authority.
4. Status :
  - a. Are you currently registered with the Directorate General of Supplies & Disposals (DGS&D), New Delhi, and/ or the National Small Industries Corporation (NSIC), New Delhi, and/ or the present SPMCIL and/ or the Directorate of Industries of the concerned State Government for the goods quoted? If so, indicate the date up to which you are registered and whether there is any monetary limit imposed on your registration.
  - b. Are you currently registered under the Indian Companies Act, 1956 or any other similar Act? Please attach certified copy(s) of your registration status etc. in case your answer(s) to above queries is in affirmative.
5. Please indicate name & full address of your Banker(s)
6. Please state whether business dealings with you currently stand suspended/ banned by any Ministry/Deptt. of Government of India or by any State Govt.

..... (Signature with date)

.....  
.....

(Full name, designation & address of the person duly authorized sign on behalf of the tenderer) For and on behalf of

.....  
.....

(Name, address and stamp of the tendering firm)

**BANK GUARANTEE FORM FOR EARNEST MONEY DEPOSIT**

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

**MANUFACTURER’S AUTHORIZATION FORM**

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

**BANK GUARANTEE FORM FOR PERFORMANCE SECURITY**

\_\_\_\_\_ [insert: Bank"s Name, and Address of Issuing Branch or Office]

Beneficiary: \_\_\_\_\_ [insert: Name and Address of SPMCIL] Date: \_\_\_\_\_

PERFORMANCE GUARANTEE No. \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

**CONTRACT FORM**

(Address of SPMCIL’s office issuing the contract) Contract No..... Dated.....  
This is in continuation to this office’s 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:

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

Any other additional services (if applicable) and cost thereof: .....  
Total value (in figure) \_\_\_\_\_ (In words) \_\_\_\_

- (ii) Delivery schedule.
- (iii) Details of Performance Security.
- (iv) Quality Control
  - (a) Mode(s), stage(s) and place(s) of conducting inspections and tests.
  - (b) Designation and address of SPMCIL's inspecting officer
- (v) Destination and 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:



**Letter of Authority for attending a Bid Opening**

(Refer to clause 24.2 of GIT)

The Deputy General Manager (HR)  
Security Printing & Minting Corporation of India Ltd  
16<sup>th</sup> Floor, Jawahar Vyapar Bhawan,  
Delhi – 110 001

**Subject: Authorization for attending bid opening on \_\_\_\_\_ (date) in the Tender of \_\_\_\_\_**

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

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

**Note:**

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

**SHIPPING ARRANGEMENTS FOR LINER CARGOES**

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

**PROFORMA OF BILLS FOR PAYMENTS**

(Refer Clause 22.6 of GCC)

Name and Address of the

Firm.....

Bill No. ....

Purchase

No.

order.....

.....

Dated .....

Name and address of the

Purchaser.....

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

1. G.S.T.
2. Others (Please specify)
3. (-) deduction/Discount
4. Net amount payable (in words Rs.)

Dated..... (enclosed)

Place:

Date:

Received Rs..... (Rupees).....

I hereby certify that the payment being claimed is strictly in terms of the contract and all the obligations on the part of the supplier for claiming that payment has been fulfilled as required under the contract.

Revenue stamp

Signature and of Stamp Supplier