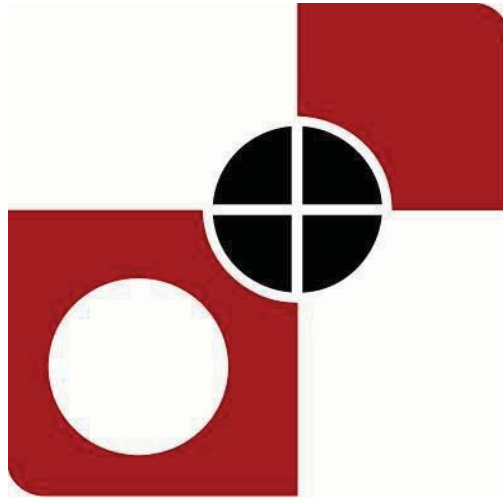


No. CHO(HR)/Admn/351-18/1/1799

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

Wholly Owned by Government of India.



**Tender Document for Deployment of Ex-servicemen  
as Security Guards (without arms) in SPMCIL through  
DGR**

**Not Transferable**

**Tender Document for Deployment of Ex-servicemen as Security Guards (without arms) in SPMCIL through DGR**

File No. No. CHO(HR)/Admn/351-18/1/1799

Date:25.08.2021

This Tender Document Contain 8 Pages

To,

M/s _____
Address _____

Details of Contact person in SPMCIL regarding this tender:

Name, Designation : Ravi Prakash Yadav, DM (Materials)

Address : Security Printing and Minting Corporation of India  
Ltd, 16th Floor, Jawahar Vyapar Bhawan  
New Delhi

Phone : 011-43582243

Email : [ravi.prakash@spmcil.com](mailto:ravi.prakash@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**

Kind reference is invited to DGR letter no. 2112/SA/SPMCIL/2021/Delhi/5848/5929/6496/Emp dated 06.07.2021. In this regard 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	<u>Deployment of Ex-servicemen as Security Guards (without arms) in SPMCIL through DGR</u>	Nil	This tender will be published in the website as an abundant precaution and participation in this tender is strictly on invitation basis
Type Of Tender		Single Bid, Limited tender	
Dates of sale of tender documents		Not applicable	
Price of the Tender Document		Nil per set	
Place of sale of tender documents		Security Printing and Minting Corporation of India Ltd, 16 <sup>th</sup> Floor, STC Building, Jawahar Vyapar Bhawan, Janpath, New Delhi	
Closing date and time for receipt of tenders		Up to 15:00 Hrs till 15.09.2021	
Place of receipt of tenders		Tender Box kept at Security Printing and Minting Corporation of India Ltd, 16th Floor, STC Building, Jawahar Vyapar Bhawan, Janpath, New Delhi	
Time and date of opening of tenders		At 15:30 Hrs on 15.09.2021	
Place of opening of tenders		Security Printing and Minting Corporation of India Ltd, New Delhi	
Nominated Person/ Designation to receive Bulky Tenders		Ravi Prakash Yadav, DM (Materials)	

1. 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.
2. Interested tenderers may obtain further information about this requirement from the above office. They may also visit our website mentioned above for further details.
3. 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.
4. 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.
5. Tenderers shall ensure that their tenders, duly sealed and signed should be super scribed as "**Deployment of Ex-servicemen as Security Guards (without arms) in SPMCIL through DGR**", complete in all respects as per Instructions contained in the Tender Documents, are dropped in

- the tender box located at the address given above 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.
6. 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.
  7. Late tenders shall not be accepted.
  8. Tenderers shall submit their offers only on prescribed forms.
  9. 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.
  10. The tender documents are not transferable.
  11. No Conditional Tender shall be accepted.
  12. 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.
  13. 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
  14. If found, any security breach by the contractor, it will lead to:
    - a. Termination of Contract.
    - b. Payment of Damages.
  15. 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 attached with this tender (Annexure-I) from the corresponding tenderers.

**CORRESPONDING ADDRESS:**

**Dy. Manager (Materials)**


**16th Floor, Security Printing and Minting Corporation of India Ltd**

**Jawahar Vyapar Bhawan, New Delhi -110 001**

**[www.spmcil.com](http://www.spmcil.com)**

## Terms and Conditions

1. Firm has to deploy 6 nos. of Security Guards (without arms) as per DGR terms & conditions for the period of two year after receiving the order from SPMCIL.
2. Firms are requested to quote as per DGR terms in sealed envelope. Bids shall be evaluated on the basis of all inclusive lump sum prices (inclusive of all). Among the Bidder with the lowest price quote (L1) shall be awarded the contract. However 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.
3. Security Deposit : The Bidder shall furnish the performance security amount/ Security Deposit (S.D) in the form of DD/Bank Guarantee (3% of the ordered value) valid up to sixty days after the date of completion of all contractual obligations by the supplier, within 21 days after issue of Notification of Award of Contract (NAC) by SPMCIL. DD/BG is to be submitted in favour of Security Printing & Minting Corporation of India Ltd payable at New Delhi. The format of Bank Guarantee is attached with this tender (Annexure-II). The performance BG will be returned without any interest to successful Bidder after the completion of all contractual obligations.
4. Payment terms will be as per applicable DGR guidelines including all statutory compliances like EPF, ESI etc.
5. In eventuality of all the DGR sponsored ESMs quoting the same rates the contract under consideration should be allotted to the senior most DGR sponsored ESM as per registration date with DGR.
6. Other terms and conditions are applicable as per DGR terms and conditions.

  
(Ravi Prakash Yadav)  
Dy. Manager (Materials)

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

The Deputy Manager (Materials)  
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.

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

**Note:**

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

**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,

***(Insert Name & Address of the Purchaser)***

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)