

Limited Tender

Name of work – Tender for monitoring and Evaluation for various sites under CSR

Last date of receipt of Quotation	25.02.2015 at 1400 Hrs.
Opening of Technical Bid	25.02.2015 at 1500 Hrs.
Opening of price Bid	25.02.2015 at 1530 Hrs.

1. 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 which were earlier reporting independently to Currency and Coinage Division of the Department of Economic Affairs, Ministry of Finance, Government of India before their corporatization in February 2006.

SPMCIL is carrying out CSR projects at various places scheduled in Annexure I (enclosed) as per the guidelines of Department of Public Enterprises.

2. Request for proposal:-

Tender in two parts (Part-I Technical Bid and Part –II Price Bid) in separate sealed covers are invited by the Addl. General Manager (HR), SPMCIL, 1st Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi- 110 001 for monitoring and Evaluation for various sites under Corporate Social Responsibility (CSR) as per Annexure - I. The Tender shall be valid for 30 days from the date of submission of offer.

3. Scope of work

The work as per Annexure - I are to be evaluated and certified by independent agencies short listed. The work involves to see the flow of expenditure, document the project in a professional manner by highlighting the objectives of base line survey etc. evaluate, the social benefits achieved as per proposal under CSR. Internal benefits of the project and evaluation thereof shall be studied. Methodology of undertaking CSR projects and evaluation requirement may be seen from the latest copy of DPE guidelines dated 21.10.2014 effective from 01.04.2014 (Enclosed as Annexure II)

Details of the projects to be monitored and evaluated is enclosed as Annexure - I.

4. Inspection Services

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

5. Time Schedule

Zero date will be considered from date of letter of intent. Total period of completion of project shall be 3 (Three) months from the date of award of work.

6. Price Bid

The prices quoted shall remain firm and fixed during the pendency of the contract. The total quoted price shall also include all kinds of applicable taxes till completion like service tax, vat or any central/state/local taxes, cesses, duties, etc. If the tenderer fails to include taxes and duties in price bid of tender, no claim thereof will be considered by the client after submission of bid. The price bid should be quoted in the following format and Quotation may be sent in the name of Manager (HR) at 1st Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi – 110 001.

“Rate only in percentage must be quoted, otherwise tender will not be considered.”

Schedule of Consultancy	Fees in % of value of complete project including service tax, vat etc.

- Work will be awarded to the bidder quoting the lowest % of value of all CSR projects.

7. Duration of validity

Quotation submitted to SPMCIL, New Delhi shall remain valid for 30 days following the date of submission of offer.

8. Evaluation of Financial Bid

- The financial bid should contain the complete bid document with duly filled in as per schedule of financial quote as at Para 6.
- The price to be quoted only in % value of the project. The price shall be inclusive of all the taxes like service tax, etc. and all expenditure incurred by the consultant on all the activities required for commencement /completion/documentation as per the contract.

9. Terms of payment

The payment for consultation fees will be made after submission of final evaluation report regarding execution of the project and utilization of the amount released for the purpose.