

Limited Tender

Name of work – Tender for monitoring and Evaluation work by an Independent External third agencies for various CSR project carried out during the financial year 2015-16

Last date of receipt of Quotation	25.02.2016 at 1500 Hrs.
Opening of Tender & Price Bid	25.02.2016 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.

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

2. Request for proposal:-

Tender 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 CSR projects undertaken as per Annexure - I. The Tender shall be valid for 40 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 agency 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 evaluate 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 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. Earnest Money Deposit

- (i) EMD of ₹10,000/- in the shape of Demand Draft in favour of SPMCIL payable at New Delhi may also be attached alongwith the tender document.
- (ii) EMD shall be refunded to the unsuccessful bidders without interest within 30 days after award of work.
- (iii) EMD of the successful bidder shall be refunded after receipt of performance security from the firm.

5. Performance Security

- (i) Performance security for an amount of 10% of the value of contract should be submitted by the successful bidder within 21 days after award of contract.

- (ii) Performance security should be furnished in the form of Account payee DD in favour of SPMCIL or Bank Guarantee from a scheduled Commercial Bank in an acceptable form safe guarding SPMCIL interest in all respects.

6. 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.

7. Time Schedule

Total period of completion of project shall be 4 (four) months from the date of award of work.

8. Price Bid

The prices quoted shall remain firm and fixed during the pendency of the work order. The total quoted price shall also include all kinds of applicable all taxes. 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 Dy. Manager (IR) at 1st Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi – 110 001 in a sealed cover.

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

Schedule of Consultancy	Fees in % of value of complete project including all taxes etc.

- Work will be awarded to the bidder quoting the lowest % of fees for all CSR projects as per Annexure-I.

9. Duration of validity

Quotation submitted to SPMCIL, New Delhi shall remain valid for 40 days following the date of submission of offer.

10. Evaluation of Financial Bid

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

11. Terms of payment

- i) The payment of consultation fee 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 2015-16.