

No.CHO(HR)/MoU/37/02/2018

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

(A Unit of Security Printing & Minting Corporation of India Ltd.) Wholly  
Owned by Government of India.



**TENDER DOCUMENT FOR ENGAGING AN AGENCY**  
**TO CONDUCT HR AUDIT OF SPMCIL**

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**Not Transferable**

**TENDER DOCUMENT FOR “ENGAGING AN AGENCY FOR CONDUCTING  
HR AUDIT OF SPMCIL”**

**File No. CHO(HR)/MoU/37/02/2018**

**Dated:-31.07.2018**

**This Tender Document Contain -- 28 Pages**

**To,**

M/s _____
Address _____

**Details of Contact person in SPMCIL regarding this tender:**

**Name, Designation** : **Inderdeep Kaur**

**Address** : **Security Printing and Minting Corporation of  
India Ltd, 16<sup>th</sup> Floor, Jawahar Vyapar Bhawan  
New Delhi**

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**NOTICE INVITING TENDER****File No.CHO(HR)/MoU/37/02/2018****Dated: 31.07.2018**

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 CONDUCTING HR AUDIT OF SPMCIL	Rs. 47, 000/- (Rupees Forty Seven Thousand Only)	<b>This tender will be published in the website as an abundant precaution and participation in this tender is strictly on invitation basis</b>
Type Of Tender		<b>Single Bid, Express Limited tender</b>	
Dates of sale of tender documents		Not applicable	
Price of the Tender Document		<b>Nil</b> per set	
Place of sale of tender documents		Security Printing and Minting Corporation of India Ltd, New Delhi	
Closing date and time for receipt of tenders		Up to 10:30 Hrs till <b>14.08.2018</b>	
Place of receipt of tenders		Security Printing and Minting Corporation of India Ltd, New Delhi	
Time and date of opening of tenders		At 11:00 Hrs on <b>14.08.2018</b>	
Place of opening of tenders		Security Printing and Minting Corporation of India Ltd, New Delhi	
Nominated Person/ Designation to receive Bulky Tenders			

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 selling the documents. They may also visit our website mentioned above for further details.
4. Tender documents may be purchased on payment of non-refundable fee of **Nil** per set inclusive of GST in the form of account payee demand draft/ cashier's cheque/certified cheque, drawn on a scheduled commercial bank in India, in favour of Security Printing and Minting Corporation of India Ltd payable at New Delhi.
5. 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.
6. 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, along with the required non-refundable fee as mentioned in Para 3 above.
7. 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.
8. 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.

9. Late tenders shall not be accepted.
10. Tenderers shall submit their offers only on prescribed forms.
11. 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.
12. The tender documents are not transferable.
13. No Conditional Tender shall be accepted.
14. 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.
15. 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
16. If found, any security breach by the contractor, will lead to:
  - a. Termination of Contract.
  - b. Payment of Damages.
17. 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>

SECTION - I to XIX: APPLICABLE, EXCEPT SECTION: IX, XIII, XVI, XVIII & XIX.

SECTION - IX QUALIFICATION/ELIGIBILITY CRITERIA: NOT APPLICABLE

SECTION - XIII BANK GUARANTEE FORM FOR EMD: NOT APPLICABLE

SECTION - XVI CONTRACT FORM: NOT APPLICABLE

SECTION - XVIII SHIPPING ARRANGEMENTS FOR LINER CARGOES: NOT APPLICABLE

SECTION - XIX PROFORMA OF BILLS FOR PAYMENT: NOT APPLICABLE

**(V. Balaji)**

**Dy. General Manager (HR)**

CORRESPONDING ADDRESS:

The Dy. General Manager(HR)

1<sup>st</sup> Floor, Security Printing and Minting Corporation of India Ltd

Jawahar Vyapar Bhawan, New Delhi -110 001

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**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. 47,000/- (Rs. Forty Seven 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
3	21	Submission of Tender	<p>Technical and financial bid are to be submitted in a single sealed envelope on or before the due date of submission of tenders. The sealed envelope should be superscribed as "Conduct of HR Audit of SPMCIL" due on <b>14.08.2018</b> up to <b>10:30 AM</b>.</p> <p>Tenders shall be submitted as below :-</p> <ol style="list-style-type: none"> <li>Earnest Money Deposit.</li> <li>Power of Attorney/authorization with the seal of the company of person signing the tender documents.</li> <li>The tenderer shall submit detailed technical offer as per Technical Specifications as per Section VII of this tender document.</li> <li>The tenderer has to submit acceptance of all sections of this tender document (GIT, SIT, SCC, Quality control requirements, Tender form, Questionnaire, etc.,).</li> <li>One original copy shall be submitted. Consisting of commercial package</li> </ol>

			<p>including all terms and conditions.</p> <p>vi. 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> <p>vii. The tender document shall be signed and sealed by authorized signatory on all pages.</p>
4	33	Schedule wise Evaluation	<p>Bids that are technically suitable 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 audit should be completed within 60 days from the date of issue of Letter of Intent/PO whichever is earlier.
3	21.2	Taxes and Duties	Applicable. 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 audit. ii. The payment will be made by SPMCIL through RTGS / NEFT to the agency after submission of their bill duly certified by Competent Authority. iii. If income tax is payable then the bill

			<p>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 Conduct of HR audit of SPMCIL**

#### **1. DELIVERABLES**

The Consultant will be required to submit 3 copies of the draft report after the completion of study. Thereafter, 3 copies of the final report will be submitted after considering the views of the management on draft report.

#### **2. TIME FRAME & SCHEDULE**

The final HR Audit Report has to be submitted with adherence to milestones preferably as under. However, the final report should be submitted within 60 days from the date of issue of LOI/PO.

- a. Start of the HR Audit – within 7 days from the date of issue of Letter of Intent/PO
- b. Completion of visits to the Units – Within next 30 days from the start of audit.
- c. Submission of draft Report – Within next 15 days from the date of completion of visits to the unit.
- d. Confirmation of the draft report by SPMCIL – within next 7 days.
- e. Submission of Final report after incorporating any changes suggested by the Management – Within next 8 days from the date of receipt of confirmation of draft.

## **TECHNICAL SPECIFICATIONS**

### **SCOPE OF WORK**

#### **1. INTRODUCTION**

- 1.1 Security Printing and Minting Corporation of India Limited (SPMCIL) was formed after Corporatisation of nine units including four mints, four presses and one paper mill which were earlier functioning under the Ministry of Finance. The Company was incorporated on 13.01.2006 under the Companies Act, 1956 with its headquarters at 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi. SPMCIL, a Miniratna Category-I CPSE, and wholly owned Schedule 'A' Company of Government of India, is engaged in the manufacture of security paper, minting of coins, printing of currency and bank notes, non-judicial stamp papers, postage stamps, travel documents, etc.
- 1.2 The employees' strength of SPMCIL is about 9600 in all its nine units. The Company has four Presses, four Mints and one Paper Mill to meet the requirements of RBI for Currency Notes and Coins and State Governments for Non-Judicial Stamp Papers and Postal Departments for postal stationery, stamps etc. and Ministry of External Affairs for passports, visa stickers and other travel documents. Other products are commemorative coins, MICR and Non-MICR cheques etc. SPMCIL has an asset base of Rs.7570 crores and profit after tax of about Rs.616 crores for the FY 2016-17
- 1.3 The Company is under the administrative control of Department of Economic Affairs, Ministry of Finance. It is headed by Chairman and Managing Director. All the 9 units of four production verticals i.e. Currency Printing Presses, Security Printing Presses, Security Paper Mill and India Government Mints headed by General Managers are industrial organizations and are regulated in accordance with the labour laws and directions of Government issued from time to time.
- 1.4 In the quest to align the HR functions with organizational objectives, Human Resource (HR) Audit is to be undertaken with the objective of examining policies, procedures, documentation, systems and practices with respect to an organization's HR functions. The purpose of the audit is to reveal the strengths and weaknesses in the organization's human resources system and any issues needing resolution and also find out the future HR needs of the company after assessing the current HR activities and inputs available.

#### **2. TERMS OF REFERENCE**

- a. Evaluation of all existing HR policies, procedures, documentation, systems and practices in terms of their implementation and effectiveness.
- b. Evaluation of various existing HR indicators.
- c. Assessment of integration of the organization's mission/vision/core values into day-to-day execution of HR processes.
- d. Suggesting measures and corrective steps to rectify the mistakes, shortcomings if any, for future guidance, and advice for effective performance of the work by the Human Resource Department.

### **3. SCOPE OF THE STUDY**

- a. There are 9 Units and Corporate Office of SPMCIL. However, it is proposed that for the purpose of HR Audit, Corporate Office and 4 representative units ( one each from security printing press, currency printing press, mint and paper mill) may be considered. Therefore the following will be covered:
  - Corporate Office, New Delhi
  - India Security Press, Nashik
  - Currency Note Press, Nashik
  - Security Paper Mill, Hoshangabad
  - IGM, Mumbai
- b. The HR audit process will cover following systems/sub-systems of HR function:
  - i. Manpower Planning & Forecasting
  - ii. Documentation and HR information systems (HRIS)
  - iii. Recruitment & Induction practices
  - iv. Training & development
  - v. Compensation and benefits
  - vi. Performance management system
  - vii. Hiring, Termination and Exit practices
  - viii. Legal issues and personnel policies
- c. The study shall cover Executive and Non-Executive manpower of SPMCIL.

### **4. APPROACH OF THE STUDY**

The Consultant shall deploy a methodology for HR audit wherein the principles of compliance, functional and strategic audit are suitably utilised as per the requirement. The methodology to be adopted for conducting the study is described as follows:

- Opening meeting with the Top management of SPMCIL who may set an agenda and focal areas of evaluation. The interview will start with finding out details of the future plans and corporate strategies of the organizations and will use it as a base for outlining the future HR interventions of the organization.
- Assessment of the current HR policies, procedures, documentation, systems, competencies, structures, etc. in terms of their capability to serve the organization for the future.
- Scrutiny of all available information pertaining to the HR, i.e. handbooks and manuals, guides, appraisal forms, information on recruitment, promotion, termination and all such other information which may be considered relevant. Analysis of secondary data to get insights into the HRD assets and liabilities of the company.
- Surveying employees involves circulation of audit questionnaire, interview with key managers, functional executives, top functionaries in the organization/units, and even employees' representatives, if necessary. The purpose is to diagnose issues of concern, present strengths, anticipated needs and managerial philosophies on human resources.

- Analysis of the data thus gathered to present the current situation, priorities, staff pattern and issues identified. Similarly, future needs are identified and appropriate criteria developed for identifying the human resource priorities and specific recommendations made.
- Discussions and report preparation.

## **5. EXPECTED OUTPUT/BENEFITS**

- Clarification of HR duties and responsibilities
- Helps identify the gaps between the current state and the standard, thereby streamlining HR work processes
- Encouragement of greater responsibility and professionalism amongst HR members
- Reduction of HR costs through more effective personnel procedures
- Measure of effectiveness of HR department and their functions
- Uniformity of human resource policies, processes & practices and their implementation
- Development of a user-friendly Human Resource Information System (HRIS) that everybody can easily understand and implement
- Recommendations for needed changes and the priority for their implementation.

## **6. SUPPORT FROM SPMCIL**

The Consultant will be given access to all relevant data and documents for effective conduct of the Consultancy assignment. The Consultant will have to make own arrangements of travel. SPMCIL will arrange free Company Guest House accommodation for the Consultants on their outstations visits to Units, wherever available. Professional and support counterpart personnel will be assigned by SPMCIL to coordinate with the Consultant's Team.

**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)/MoU/37/02/2018**

**Date: 31.07.2018**

With reference to SPMCIL Tender Enquiry No. \_\_\_\_\_ for conduct of HR Audit of SPMCIL, the Financial Bid (fees) for the assignment proposed by SPMCIL is as follows:

<b>S.no</b>	<b>Details of heads</b>	<b>Amount (in Rs.)</b>
<b>1.</b>	Lump sum Price (Rs.) in words and figure Conducting HR AUDIT in SPMCIL	
<b>2</b>	GST	

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 the survey/conducting workshops/ focus group discussions etc./ audit of HR systems, processes/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)

(SECTION – XIII)

**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 forty five 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’ 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 (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 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:

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

(Refer to clause 24.2 of GIT)

The Dy. General Manager  
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.

**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 order..... No. .... 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