

SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.

16TH FLOOR, JAWAHAR VYAPAR BHAWAN, JANPATH, NEW DELHI-110001

Phone: 011-43582200, 011-23701225 Fax: 011-23701223 Email:info@spmcil.com

CIN: U22213DL2006GOI144763

Website: www.spmcil.com

**TENDER DOCUMENT FOR AMC OF EPBAX SYSTEMS FUNCTIONAL
AT 16TH & 1ST FLOOR OF SPMCIL CORPORATE OFFICE NEW DELHI
AND DATA CENTER AT IGM NOIDA FOR FIVE YEARS**

Tender No. SPMCIL/IT/02/06/LTD/16-17/01

Dated 10.05.2016

This Tender Document Contains 15 Pages.

To,

As per attached list

Details of Contact person in SPMCIL regarding this tender:

Sanjeev Sharma, Officer(IT).

Security Printing and Minting Corporation of India Limited

16th Floor, Jawahar Vyapar Bhawan, 16 Janpath, New Delhi – 110001

Phone: 011-23701225, 011-4358200 Fax: 011-23701223

Email: info@spmcil.com

Section I: Notice Inviting Tender (NIT)

SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.

16TH FLOOR, JAWAHAR VYAPAR BHAWAN, JANPATH, NEW DELHI-110001

Phone: 011-43582200, 011-23701225 Fax:011-23701223 Email:info@spmCIL.com

Website: www.spmCIL.com

Tender Sr. No. **SPMCIL/IT/02/06/LTD/16-17/01**

Date 10.05.2016

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

Brief Description of Services	Earnest Money (in Rs)	Remarks
TENDER DOCUMENT FOR AMC OF EPBAX SYSTEMS FUNCTIONAL AT 16 TH & 1 ST FLOOR OF SPMCIL CORPORATE OFFICE NEW DELHI AND DATA CENTER AT IGM NOIDA FOR FIVE YEARS	16000.00 (Sixteen Thousand only)	

Type Of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)	ONE-BID : LIMITED
Dates of sale of tender documents:	From 10.05.2016 to 03.06.2016 during office hours (9:30am to 5:00pm)
Place of sale of tender documents	SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD. 16 TH FLOOR, JAWAHAR VYAPAR BHAWAN, JANPATH, NEW DELHI-110001
Closing date and time for receipt of tenders	03.06.2016 by 3.00 PM
Place of receipt of tenders	SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD. 16 TH FLOOR, JAWAHAR VYAPAR BHAWAN, JANPATH, NEW DELHI-110001
Place of opening of tenders	SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD. 16 TH FLOOR, JAWAHAR VYAPAR BHAWAN, JANPATH, NEW DELHI-110001
Nominated Person/ Designation to Receive Tenders (Clause 21.1 of GIT)	Sanjeev Sharma, Officer(IT)

1. Tenderer may also download the tender document from the website www.spmCIL.com/tenders.aspx and submit its tender by utilizing the downloaded document-Not applicable in limited tender enquiry & PAC
2. EMD in the form of account payee Demand Draft/ Bankers Cheque/ Fixed Deposit Receipt/Bank Guarantee (As per Section XIII) in favour of **“Security Printing and Minting Corporation of India Limited, New Delhi”** is to be furnished along with bid from any scheduled commercial bank, in acceptable form otherwise the tender will not be considered and will be liable to be rejected.
3. 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 above, failing which the tenders will be treated as late and rejected.
4. In the event of any of the above mentioned dates being declared as a holiday/ closed day for the purchase organisation, the tenders will be sold/ received/ opened on the next working day at the appointed time.
5. The tender documents are not transferable.
6. No **Conditional Tender** shall be accepted.

Sanjeev Sharma, Officer (IT)

Security Printing and Minting Corporation of India Limited

16th Floor, Jawahar Vyapar Bhawan, 16 Janpath, New Delhi – 110001

Phone: 011-23701225, 011-4358200 Fax: 011-23701223

Email: info@spmCIL.com

Section II: General Instructions to Tenderer (GIT)

Part I: General Instructions Applicable to all Types of Tenders

Please refer to our website for further details

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

SPMCIL

Part II: Additional General Instructions Applicable to Specific Types of Tenders:

Please refer to our website for further details

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

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Section III: Special Instructions to Tenderers (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.

Sl. No.	GIT Clause No.	Topic	SIT Provision
3	11.2	Tender Currency	Bidders to quote in Indian Rupees only. Note: Bidder is requested to quote price within 2(Two) decimal place, Quotation with price quoted beyond 2(Two) decimal places will be ignored.
4	19	Tender Validity	90 days from the last date of submission of bid.
5	18.5	Earnest Money Deposit (EMD)	Rs.16,000/- (Sixteen Thousand only)

Section IV: General Conditions of Contract (GCC)

Please refer to our website for further details

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

SPMCIL

Section V: 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.

S. No	GCC Clause No.	Topic	SCC Provision
6	21.2	Taxes and Duties	If the tenderer fails to include taxes & duties in the tender, no claim thereof will be considered by the purchaser afterwards.
7	22.3, 22.4, 22.6	Terms and mode of payment	The payment shall be on half yearly advance basis. The contractor shall submit his bill in triplicate duly pre-receipted and affixed with appropriated revenue stamp, to the concerned officer SPMCIL.

Section VI: List of Requirements

SPMCIL intends to give AMC of the EPBAX systems installed at various offices of SPMCIL as detailed below for a period of five years:

S.No.	Location	EPBAX Details
1	SPMCIL, 16th Floor, Jawahar Vyapar Bhawan, New Delhi.	i) EPBAX – PANASONIC TQA 200 (28 PRI + 8 CO + 32 Digital + 72 Analog Ext.) ii) KTS KXT 7636 – 07 Nos. iii) KTS KXT 7640 – 01 Nos. iv) QSS Control KXT 7665 – 15 Nos. v) KTS KXT QT 346 – 03 Nos. vi) KXT DT 390 – 01 No.
2	SPMCIL, 1st Floor, Jawahar Vyapar Bhawan, New Delhi.	i) EPBAX – PANASONIC TQA 100 (3 PRI + 4 Digital + 40 Analog Ext.) ii) KTS KXT 7665 – 4 Nos.
3	DC IGM, D-2, Sec.1, Noida	i) PANASONIC TQA 100 (1 PRI + 8 Digital + 32 Analog Ext.) ii) KTA KXT 7665 – 01 No.

Note1: Please note that EPBAX systems installed at 16th floor and 1st floor of SPMCIL are connected via two pairs of CAT 6 cables, which is also to be covered in AMC. All calls must be closed/ addressed within 24 hours. Physical damage equipment shall not be covered under AMC and SPMCIL will bear the cost of replacement/repair, if any

Note2: Micro & Small Enterprises are eligible to get the following benefits under “Public Procurement Policy for Micro & Small Enterprises (MSEs) order 2012 as notified by the Government of India, Ministry of Micro, Small & Medium Enterprises, New Delhi vide Gazette Notification dated 26.03.2012. The major benefits allowed are as under:

- i. Issue of tender sets free of cost,
- ii. Exemption from payment of Earnest Money Deposit (EMD),

In tender participating MSEs quoting price band of L1+15 percent shall also be allowed to supply a portion upto 20% of requirement by bringing down their price to L1 Price where L1 is non MSEs.

1. Please send your detailed quotation as per attached format by 3:00PM on or before 03.06.2016 in sealed cover to SPMCIL New Delhi. The tender will be open on 03.06.2016 at 3:30pm.
2. Payment : half yearly advance basis
3. Envelope containing quotations to be sealed and conspicuously marked “**QUOTATION for THE AMC OF EPBAX**”. Due at 3:00pm on 03.06.2016. Failure in compliance of above instructions may liable your quotation for rejection.
4. If no mention is made regarding taxes, it will be presumed that your rate is inclusive of all taxes.
5. Quotations will be opened at **3:30 on 03.06.2016**. Bidders or their nominees may be present at the time of opening of the tender.

6. Envelopes not marked as (5) above are likely to be opened in the normal course.
7. Quotations should be preferably dropped in the Tender Box Placed at the reception of SPMCIL. However, Hand Delivery or Quotations sent by post will also be accepted.
8. Late quotations will not be considered.
9. If you have entered into rate contract with the DGS&D New Delhi, for the Articles/services in question please quote R/Contract rate.
10. If you are unable to offer/quote, please pass on your enquiry letter to the likely supplier under intimation to us.
11. Postal delays will not be condoned on any account.
12. Quotation should be valid for 90 days from the date of opening date of quotations.
13. L1 bidder needs to submit the performance security deposit in the form of PBG of value 10% of the total price within 21 days of PO/LOI as per the format in Section – XV given in the tender document
14. If supplier fails to supply the material within stipulated time, purchaser may without prejudice, recover from the supplier, as liquidated damage, not way of penalty, the sum of @0.5% of contract price of the undelivered goods for each week. The total damage shall not exceed value of 10% of undelivered goods.
15. The purchaser reserve the right to extend the support for maximum 1 year at any time, till last date of the initial contract, by giving reasonable notice before the last date of the contract period.
16. As per the recent amendments to Schedule VI of the Companies Act 1956, 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.
17. The General Manger- IT, SPMCIL, New Delhi or his authorized representative has the right to reject any or all tenders wholly or in part without assigning any reason.
18. In the event of quotation opening date being declared as holiday/closed day the tenders will be opened on the next working day at appointed time and place.
19. If found, any security breach by the contractor, will lead to:
 - a. Termination of contract.
 - b. Payment of damages.
20. 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 SPB XVII from the corresponding tenderers.

Note: This enquiry letter must be returned in original along with your Tender/Quotation with clear mention of valid S.T/C.S.T. registration No.

Section VII: Technical Specifications

(Not Required/Deleted in this Tender)

SPMCEL

Section XV: 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 currency of this 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

Section XVI: Contract Form

Contract No..... dated.....

This is in continuation to this office' 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, 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
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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:

SPMCIL

Section XVII: Letter of Authority for attending a Bid Opening

To

General Manager (IT)

Security Printing and Minting Corporation of India Ltd.

16th Floor, Jawahar Vyapar Bhawan

Janpath, New Delhi – 110 001

INDIA

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.

Mailing List (List of Vendors)

S.No	Vendor Name	Vendor Address
01	Sree Mahavir Enterprises	D -380,Narmada Apartment Alaknanda New Delhi Pin code 110019
02	CSI Telecom Pvt. Ltd	B-26, Sagar Apartments,6 Tilak Marg New Delhi Pin code 110001
03	Power com India Pvt. Ltd	16/24, East Patel Nagar New Delhi 110008
04	Business India Ltd	Khasra.No.1/ 349 , 4 th Floor, Near Corporation Bank ,100 Ft Rd ,Ghitorni, New Delhi-110030
05	Pioneer Marketing services	H -5/16 Malviva Nagar Ground Floor New Delhi
06	Bharti Communications	C-2C/106, Pocket-12, Janak Puri, New Delhi Pin Code 110058

*****End of Tender Document*****