

SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.

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Standard Bidding Document (SBD)

Not Transferable

Security Classification –Non Security

Selection of a professional consulting firm/agency for providing advisory services to SPMCIL in identification and development of business opportunities in domestic and international market

Tender No. SPMCIL/Mktg./1920/4050

Dated 18/10/2019

This Tender Document Contains 41 Pages.

Tender Documents is sold to:

M/s _____
Address _____

Details of Contact person in SPMCIL regarding this tender:

Mr. Nareshwar Nath
Chief Manager (Marketing)
Security Printing and Minting Corporation of India Limited
16th Floor, Jawahar Vyapar Bhawan
Janpath, New Delhi – 110001
Phone: 011-43582256
Email: nareshwar.nath@spmcil.com

For and on behalf of
Security Printing and Minting Corporation of India Ltd

Request for Proposal – Key dates

Tender Notice No. SPMCIL/Mktg./1920/4050

Date 18.10.2019

1	Name of the consultancy assignment	Selection of a professional consulting firm/agency for providing advisory services to SPMCIL in identification and development of business opportunities in domestic and international market			
2	RFP Issue Date	10:00 AM, 18.10.2019 (Friday)			
3	Submission of clarifications	Clarifications on RFP to be submitted to nareshwar.nath@spmcil.com latest by 21.10.2019 in the given format:			
		S. No.	RFP Document Reference and Page No.	Content of RFP requiring clarification/s	Point(s) of clarification
4	Type of Tender	Express Three Bid Tender			
5	Pre-Bid Date	30.10.2019 (Wednesday)			
6	Last date & time for submission of Proposal (Bid Due Date) (BDD)	3:00 PM 11.11.2019			
7	Date & time for opening of Part I Pre-qualification and Technical Proposal	4:30 PM 11.11.2019			
8	Proposal Processing Fee (Non Refundable)	₹ 5,000 (₹ Five thousand only) in the form of Account Payee Demand Draft in favour of “Security Printing and Minting Corporation of India Ltd” payable at New Delhi.			
9	Earnest Money Deposit (Refundable)	Tender should be accompanied with Earnest Money Deposit of ₹ 4,50,000 (₹ Four Lakh Fifty Thousand only; Non-interest bearing) in one of the following 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 in favour of “Security Printing and Minting Corporation of India Ltd” payable at New Delhi valid for a period of 45 days beyond the validity period of tender.			
10	Performance Bank Guarantee	10% of the value of contract awarded in the form of Bank Guarantee in favour of “Security Printing and Minting Corporation of India Ltd” payable at New Delhi valid up to 60 days after the date of completion of all contractual obligations by the applicant, before executing the contract after issue of LOI/Work order by SPMCIL			

Note: Validity of Proposal shall be 120 days from the Bid Due Date (BDD)

DISCLAIMER

The information contained in this Request for Proposal document ("RFP") or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the SPMCIL or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by SPMCIL to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Bids pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by SPMCIL in relation to the Consultancy. Such assumptions, assessments and statements do not support to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for SPMCIL, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. SPMCIL accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

SPMCIL, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

SPMCIL also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP.

SPMCIL may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the SPMCIL is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and SPMCIL reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.

Time and Quality is of essence. SPMCIL reserves the right to go ahead with the bid process in case of single bidder. It is also not bound to accept the lowest financial offer and may negotiate with the most technically qualified bidder.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by SPMCIL or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will be borne by the Applicant

and SPMCIL shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or in submission of the Proposal, regardless of the conduct or outcome of the selection process.

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1. Introduction

1.1 Background

- 1.1.1 Security Printing & Minting Corporation of India Limited (hereinafter referred to as 'SPMCIL') is a Schedule 'A' Mini-ratna Category-I Central Public Sector Enterprise wholly owned by Government of India, under the administrative control of Department of Economic Affairs, Ministry of Finance.
- 1.1.2 The corporation is engaged in the sovereign function of manufacturing of security paper, minting of coins, printing of bank notes, non-judicial stamp papers, passports, travel documents etc. Other products manufactured/printed by SPMCIL units include commemorative coins, medals & medallions, education certificates, excise labels, MICR and Non-MICR cheque, postal stationery etc. The corporation also provides refining services for gold and silver.
- 1.1.3 SPMCIL has 2 Currency Presses, 4 Mints, 2 Security Presses and 1 Paper Mill to meet the requirements of RBI for Currency Notes and Coins, State Governments for Non-Judicial Stamp Papers, Postal Department for postal stationery, stamps, and Ministry of External Affairs for passports, visa stickers and other travel documents. 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.
- 1.1.4 Increasing uptake of digital payments and preference towards ease of transactions has impacted the business of circulation coins to a great extent. While SPMCIL operations are equally distributed towards currency, coins and security products, the minting arm is starting to witness significant decline. While there is sporadic volatility in security and banking note printing as well, the decline in demand is prominent mostly in circulation coins. In this scenario, SPMCIL's awareness about the changing market conditions and the limitations posed by the critical nature of their business, has prompted it to explore other options available, including diversification of product lines and expansion to overseas market.
- 1.1.5 As per trends projected by various currency research organizations, SPMCIL assessed that there is a potential market available for manufacturing of circulating coins and printing of banknotes for various countries/ central banks across the globe. In the present scenario, where SPMCIL mints and currency presses have spare capacities available after taking domestic demand into consideration, the currency outsourcing market may be tapped to optimize existing resources and generate additional business revenues. Apart from international opportunities in coins and banknotes, some of the key security products including education certificates, excise labels, MICR cheque etc. and mint products including medals and medallions, commemorative coins etc. are estimated to have a significant domestic demand which is still largely untapped by SPMCIL.
- 1.1.6 Additionally, SPMCIL also intends to improve technical & commercial competence of its units, improve quality and security features of its products (through collaboration with global agencies), improve brand visibility, identify new distribution channels, and strengthen relationships with global currency printing and minting agencies.
- 1.1.7 In line with the aforementioned objectives, SPMCIL invites bids from eligible professional consulting agencies/ firms (hereinafter referred to as 'Applicants') to provide "Advisory services to SPMCIL in identification and development of business opportunities in domestic and international market".

- 1.1.8 The applicants will provide the services in accordance with the Terms of Reference of this RFP (Request for Proposal). The scope of work can be expanded/reduced as required with consequent increase or decrease in number of resources as per the rates discovered through this RFP.

1.2 Request for Proposal

SPMCIL invites bids for engaging professional consulting agency/ firms for providing “*Advisory services to SPMCIL in identification and development of business opportunities in domestic and international market*” through an open competitive bidding process in accordance with the procedure set out herein. The details on the scope of services are provided in the Terms of Reference (TOR) of this RFP.

1.3 Due diligence by Applicants

Applicants are encouraged to inform themselves fully about the assignment and the local conditions before submitting the bids. Written queries can be sent to SPMCIL by date and time specified in this RFP.

1.4 Validity of the Bids

The Proposal shall be valid for a period of 120 days from the Bid Due Date (the “BDD”). In exceptional circumstances, prior to the expiry of the original proposal validity period, SPMCIL may request applicants to extend the period of validity for a specified additional period. The request for the extension shall be made in writing. However, applicants will not be permitted to modify their bids submitted already.

1.5 Contract Period

The Applicant will be required to provide services for a period of 12 months. SPMCIL may choose to extend the services beyond the 12 month based on mutual agreement with successful Applicant, and up to a period of 1 year.

1.6 Brief Description of Selection Process

- 1.6.1 SPMCIL has adopted a three stage selection process (collectively the “Selection Process”) in evaluating the bids comprising prequalification, technical and financial bids. In the first stage, a prequalification evaluation will be carried out as specified in this RFP. Only prequalified bids will be eligible for technical evaluation. In the second stage, a technical evaluation will be carried out as specified in this RFP. Based on this technical evaluation, a list of short-listed applicants shall be prepared. In the third stage, a financial evaluation will be carried out as specified in this RFP. The Financial Proposal of the eligible and technically qualified bids will only be opened for consideration under QCBS evaluation. Bids will finally be ranked according to their combined technical and financial scores as specified in **Section 2.22 of RFP as per Quality and Cost Based System (QCBS) of evaluation in the ratio of 80:20 (80% technical and 20% financial).**

1.6.2 The Proposal evaluation process is detailed in this RFP. The details of eligibility criteria (experience and financial) are provided in **Section 2.22 of this RFP.**

1.7 **Currency for payment**

All payments to the Applicant shall be made in ₹ in accordance with the provisions of this RFP.

1.8 **Schedule of Selection Process**

SPMCIL would endeavor to adhere to the key dates as provided in the beginning of the RFP.

1.9 **Communications**

1.9.1 All communications including the submission of Proposal should be addressed to:

Mr. Nareshwar Nath

Chief Manager (Marketing)

Address: SPMCIL Corporate office

16th Floor, Jawahar Vyapar Bhavan

Janpath, New Delhi 110001

Phone No. : 011-43582256

E-mail: nareshwar.nath@spmcil.com

1.9.2 The Official Website of SPMCIL is: <https://www.spmcil.com/>

1.9.3 All communications, including the envelopes, should contain the following information, to be marked at the top in bold letters:

SELECTION OF A PROFESSIONAL CONSULTING FIRM/AGENCY FOR PROVIDING ADVISORY SERVICES TO SPMCIL IN IDENTIFICATION AND DEVELOPMENT OF BUSINESS OPPORTUNITIES IN DOMESTIC AND INTERNATIONAL MARKET

2. Instructions to Applicants

2.1 Scope of the Bid

- 2.1.1 Detailed description of the objectives, scope of services, deliverables and other requirements relating to this Consultancy are specified in this RFP. Any firm / company that has necessary requisite experience and capabilities required for undertaking this assignment, can participate in the Selection Process in response to this RFP. The manner in which the Proposal is required to be submitted, the manner it is evaluated and accepted is explained in this RFP.
- 2.1.2 Applicants are advised that the selection of Consultant shall be on the basis of an evaluation by SPMCIL through the Selection Process specified in this RFP. Applicants shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that SPMCIL's decisions are final and binding without any right of appeal whatsoever.
- 2.1.3 The Applicant shall submit its bids in the form and manner specified in this Section of the RFP. The Technical bid shall be submitted in the forms at Appendix-I and the Financial bid shall be submitted in the form at Appendix-II.

2.2 Eligibility of Applicants – Pre-qualification Criteria

- 2.2.1 Applicants must read carefully the pre-qualification criteria provided herein. Bids of only those Applicants who satisfy the pre-qualification criteria will be considered for technical evaluation.
- 2.2.2 To be eligible for evaluation of its Proposal, the Applicant shall fulfill the following **Pre-qualification** criteria:

S. No	Minimum Qualification Criteria	Documentary evidence to be provided	Minimum number of projects
A	The applicant must be a Company/ Firm/ Limited Liability Partnership (LLP) registered in India, and operational for at least 15 years, as on the date of submission of the response	Copy of Certificate of Incorporation	NA
B	The applicant must have experience of providing consulting services to Central Government Organizations on at least 3 National Level Priority Programs in last 3 years (comprising of completed or ongoing projects)	Work Orders/ Contracts/ Completion Certificates	3
C	The applicant must have experience of working with Central Public Sector Enterprises (CPSEs) on at-least 3 projects with consultancy fees equal to or more than INR 2 Crores, specifically in areas of Profit Maximization, Improving Market Share, Route-to-Market transformation and Growth Strategy	Work Orders/ Contracts/ Completion Certificates	3
D	Average annual revenue from consultancy services (professional fee excluding service tax/GST) for financial years: FY2016-17, FY2017-18 and FY2018-19	Statutory Auditor's Certificate (i.e. 2016-17, 2017-18 and 2018-19) that provides the information explicitly as per the specific	₹ 500 Crore

S. No	Minimum Qualification Criteria	Documentary evidence to be provided	Minimum number of projects
		requirement of the criterion OR Financial Statement duly certified by the Chartered Accountant	
E	Other documents	Declaration that the firm is not black-listed by any Government agencies in India on the date of proposal submission	Undertaking from authorized signatory

2.2.3 The Applicant should submit a Power of Attorney as per the format in Appendix-I;

2.2.4 While submitting a Proposal, the Applicant should attach clearly marked and referenced continuation sheets in the event that the space provided in the specified forms in the Appendices is insufficient. Alternatively, Applicants may format the specified forms making due provision for incorporation of the requested/relevant information.

2.3 Number of Bids

No Applicant shall submit more than one Application for the Consultancy. An Applicant applying individually shall not be entitled to submit another application.

2.4 Cost of Bids

The Applicants shall be responsible for all of the costs associated with the preparation of their bids and their participation in the Selection Process including subsequent negotiation, visits to the SPMCIL etc. SPMCIL will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

2.5 Visit to SPMCIL

Applicants are encouraged to submit their respective bids after visiting SPMCIL and ascertaining for themselves the availability of any relevant documents and other data, applicable Laws and regulations or any other matter considered relevant for the preparation of the bids.

2.6 Acknowledgement by Applicant

2.6.1 It shall be deemed that by submitting the bids, the Applicant has:

- i. made a complete and careful examination of the RFP;
- ii. received all relevant information requested from SPMCIL;
- iii. accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of SPMCIL as per Clause 2.5;
- iv. satisfied itself about all matters, things and information, including matters referred to in Clause 2.5 herein above, necessary and required for submitting an informed Application and performance of all of its obligations thereunder;

- v. acknowledged that it does not have a Conflict of Interest; and
- vi. Agreed to be bound by the undertaking provided by it under and in terms hereof.

2.6.2 SPMCIL shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given in this RFP.

2.7 Right to reject any or all Bids

2.7.1 Notwithstanding anything contained in this RFP, SPMCIL reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Bids, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons therefor.

2.7.2 Without prejudice to the generality of Clause 2.7.1, SPMCIL reserves the right to reject any Proposal if:

- i. At any time, a material misrepresentation is made or discovered, or
- ii. The Applicant does not provide, within the time specified, the supplemental information sought for evaluation of the Proposal. Misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant. If such disqualification / rejection occurs after the bids have been opened and the highest ranking Applicant gets disqualified / rejected, then SPMCIL reserves the right to consider the next best Applicant, or take any other measure as may be deemed fit in the sole discretion of SPMCIL, including annulment of the Selection Process.

2.8 Contents of the RFP

2.8.1 This RFP comprises the Disclaimer set forth hereinabove, the contents as listed below and will additionally include any Addendum / Amendment issued:

Request for Proposal

1. Introduction
2. Instructions to Applicants
3. Criteria for Evaluation
4. Fraud and corrupt practices
5. Miscellaneous

Schedules

1. Schedule 1 – Terms of Reference

Appendices

1. Schedule 1 – Technical Proposal
2. Schedule 2 – Financial Proposal

2.9 Clarifications

- 2.9.1 Applicants requiring any clarification on the RFP may send their queries in writing (email) before as mentioned in the key dates in the beginning of the RFP. SPMCIL shall endeavor to respond to all queries before 3 days of the submission date. Replies to all such queries shall be posted on the Official Website without identifying the source of queries.
- 2.9.2 SPMCIL reserves the right not to respond to any queries or provide any clarifications, in its sole discretion, and nothing in this Clause 2.9 shall be construed as an obligation to respond to any question or to provide any clarification.

2.10 Pre-Bid Meeting

Pre-Bid Meeting shall be conducted as per the schedule provided in this RFP.

2.11 Amendment of RFP

- 2.11.1 At any time prior to the deadline for submission of Proposal, SPMCIL may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the RFP document by the issuance of Addendum/ Amendment and posting it on the Official Website.
- 2.11.2 All such amendments will be posted on the Official Website along with the revised RFP containing the amendments and will be binding on all Applicants.
- 2.11.3 In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, SPMCIL may, in its sole discretion, extend the BDD.

2.12 Language

Bids with all accompanying documents (the “Documents”) and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFP. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these Documents is in another language, it must be accompanied by an accurate translation of all the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

2.13 Format and signing of Proposal

- 2.13.1 The Applicant shall provide all the information sought under this RFP. SPMCIL would evaluate only those Bids that are received in the specified forms and complete in all respects.
- 2.13.2 Applicant shall prepare one original set of the Proposal (together with originals/ copies of Documents required to be submitted along therewith pursuant to this RFP) and clearly marked “ORIGINAL”. In addition, the Applicant shall submit 1 (one) copy of the Proposal, along with Documents, marked “COPY”. In the event of any discrepancy between the original and its copies, the original shall prevail.
- 2.13.3 The Proposal, and its copy, shall be typed or written in indelible ink and signed by the authorized signatory of the Applicant who shall initial each page. In case of printed and published Documents, only the cover shall be initialed. All the alterations, omissions, additions, or any other

amendments made to the Proposal shall be initialed by the person(s) signing the Proposal.

2.13.4 Applicants should note the BDD, as specified in Clause 1.8, for submission of Bids. Except as specifically provided in this RFP, no supplementary material will be entertained, and that evaluation will be carried out only on the basis of Documents received by the closing time of BDD. Applicants will ordinarily not be asked to provide additional material information or documents subsequent to the date of submission, and unsolicited material if submitted will be summarily rejected.

2.14 Earnest Money Deposit

2.14.1 An Earnest Money Deposit (EMD) for the sum of ₹ 4,50,000 (₹ Four Lakh Fifty Thousand only) in the form of account payee DD/Fix Deposit Receipt/Banker's Cheque/Bank Guarantee issued/confirmed by scheduled commercial bank of India (only in case if ICB) in favour of "Security Printing and Minting Corporation of India Ltd" payable at New Delhi valid for a period of 45 days beyond validity period of tender.

2.14.2 The EMD in original shall be placed in an envelope and marked as —EMD— [**RFP for Selection of a professional consulting firm/agency for providing advisory services to SPMCIL in identification and development of business opportunities in domestic and international market**] and —Not to be opened except in the presence of evaluation committee. This envelope shall be placed along with the 'original' Technical Proposal.

2.14.3 Bids received without the specified Earnest Money Deposit will be summarily rejected. Any DIC/SSI/MSME/NSIC registered firm are exempted from EMD. Micro and Small Enterprises firms are exempted from submitting Tender fees and EMD. Please send the copy of valid registration certificate of Micro and Small Enterprises along with your bid / quotation otherwise your offer will not be considered for above exemption. Tender item/service should be part of store list of MSME/NSIC/DIC Certificate.

2.14.4 SPMCIL will not be liable to pay any interest on Earnest Money Deposit. Bid security of Pre-Qualified but unsuccessful Applicants shall be returned, without any interest after expiry of tender validity period or within 30 days of date of award of contract. The selected Applicants' Earnest Money shall be returned immediately after receipt of Performance security.

2.14.5 SPMCIL will be entitled to forfeit and appropriate the Earnest Money Deposit as mutually agreed loss and damage payable to SPMCIL in regard to the RFP without prejudice to SPMCIL's any other right or remedy under the following conditions:

- i. If an Applicant engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as envisaged under this RFP;
- ii. If any Applicant withdraws its Proposal during the period of its validity as specified in this RFP and as extended by the Applicant from time to time,
- iii. In the case of the Selected Applicant, if the Selected Applicant fails to accept the work order within the specified time limit, or
- iv. If the Applicant commits any breach of terms of this RFP or is found to have made a false representation to Client.

2.15 Performance Bank Guarantee

- 2.15.1 The Successful applicant shall furnish the performance security amount in the form of Bank Guarantee (10% of the value of contract awarded) valid up to 60 days after the date of completion of all contractual obligation by the applicant, before executing the contract after issue of LOI/ Work order by SPMCIL.
- 2.15.2 BG is to be submitted in favour of “Security Printing and Minting Corporation of India Ltd” payable at New Delhi. The performance BG will be returned without any interest to successful applicant after the completion of all contractual obligations. In case the options clause is operated, the applicant shall deposit additional security deposit @10% for the increase in the value of contract.

2.16 Technical Proposal

- 2.16.1 Applicants shall submit the technical proposal in the formats at Appendix-I (the “Technical Proposal”).
- 2.16.2 While submitting the Technical Proposal, the Applicant shall, in particular, ensure that:
- i. all forms are submitted in prescribed formats and signed by representative authorized in power of attorney;
 - ii. CVs of all Key Personnel have been included;
 - iii. key Personnel have been proposed in line with Conditions of Eligibility for key personnel
 - iv. no alternative proposal for any Key Personnel is being made and only one CV for each position has been furnished;
 - v. the CVs have been recently signed and dated, by the respective Personnel and countersigned by the authorized representative of Applicant;
 - vi. the CVs shall contain an undertaking from the respective Key Personnel about his/her availability for the duration specified in the RFP;
 - vii. Key Personnel proposed have good working knowledge of English language;
 - viii. Key Personnel would be available for the period indicated in the TOR;
 - ix. Bid Processing Fee: Demand Draft of ₹ 5,000/- (inclusive of all taxes) in favor of Security Printing and Minting Corporation of India Limited to be accompanied. Any DIC/SSI/MSME/NSIC registered firm are exempted from bid processing fees.
- 2.16.3 Failure to comply with the requirements spelt out in this Clause 2.16 shall make the Proposal liable to be rejected.
- 2.16.4 If an individual Key Personnel makes a false averment regarding his qualification, experience or other particulars, he shall be liable to be debarred for any future assignment for a period of 3 (three) years. The award of this Consultancy to the Applicant will also be liable to cancellation in such an event.

- 2.16.5 The Technical Proposal shall not include any financial information relating to the Financial Proposal.
- 2.16.6 The proposed team shall include experts and specialists (the “Key Personnel”) in their respective areas of expertise such that the Consultant should be able to complete the Consultancy within the specified time schedule. The CV of each Key Personnel should be submitted in the format in Appendix-I.
- 2.16.7 SPMCIL reserves the right to verify all statements, information and documents, submitted by the Applicant in response to the RFP. Any such verification or the lack of such verification by SPMCIL to undertake such verification shall not relieve the Applicant of its obligations or liabilities here under nor will it affect any rights of SPMCIL there under.
- 2.16.8 In case it is found during the evaluation or at any time before issuance of LOA or after its issuance, that one or more of the eligibility conditions have not been met by the Applicant or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Applicant shall be disqualified forthwith if not yet appointed as the Consultant by issue of the LOA and if the Selected Applicant has already been issued the LOA, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by SPMCIL without SPMCIL being liable in any manner whatsoever to the Selected Applicant or Consultant, as the case maybe.

2.17 Financial Proposal

- 2.17.1 Applicants shall submit the financial proposal in the format at Appendix-II (the “Financial Proposal”) clearly indicating the cost of the Consultancy in both figures and words, in Indian Rupees, and signed by the Applicant’s authorized representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.
- 2.17.2 While submitting the Financial Proposal, the Applicant shall ensure the following:
- i. All the costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all the Personnel, accommodation, air fare, equipment, printing of documents, etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.
 - ii. The Financial Proposal shall take into account all expenses and tax liabilities except GST. GST shall be excluded from the financial proposal. Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws.
 - iii. Costs (including breakdown of costs) shall be expressed in ₹.

2.18 Submission of Proposal

- 2.18.1 The Applicants shall submit the Proposal in a bound form with all pages numbered serially and by giving an index of submissions. Each page of the submission shall be initialed by the

Authorized Representative of the Applicant as per the terms of this RFP.

2.18.2 The Proposal will be sealed in an outer envelope which will bear the address of SPMCIL, Consultancy name as indicated at Clause 1.9.1 and 1.9.2 and the name and address of the Applicant. It shall bear on top, the following:

“Do not open, except in presence of the Authorized Person of SPMCIL”

If the envelope is not sealed and marked as instructed above, SPMCIL assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted and consequent losses, if any, suffered by the Applicant.

2.18.3 The aforesaid outer envelope will contain two separate sealed envelopes, one clearly marked ‘Technical Proposal’ and the other clearly marked ‘Financial Proposal’. The envelope marked “Technical Proposal” shall contain the Application in the prescribed formats in Appendix I and all the supporting documents. The envelope marked “Financial Proposal” shall contain only the financial proposal in the prescribed format at Appendix-II. The rates should not be disclosed in Technical proposal.

2.18.4 Technical Proposal and Financial Proposal shall be typed or written in indelible ink and signed by the Authorized Representative of the Applicant. All pages of the Technical Proposal and Financial Proposal must be numbered and initialed by the person signing the Proposal.

2.18.5 The completed Proposal must be delivered on or before the specified time on BDD. Bids submitted by fax, telex, telegram or e-mail shall not be entertained.

2.18.6 The Proposal shall be made in the Forms specified in this RFP. Any attachment to such Forms must be provided on separate sheets of paper and only information that is directly relevant should be provided. This may include photocopies of the relevant pages of printed documents. No separate documents like printed annual statements, firm profiles, copy of contracts etc. will be entertained.

2.18.7 The rates quoted shall be firm throughout the period of performance of the assignment.

2.19 Bid Due Date

2.19.1 Bids should be submitted on the BDD specified at Clause 1.8 at the address provided in Clause 1.9 in the manner and form as detailed in this RFP. A receipt thereof should be obtained from the person specified therein.

2.19.2 SPMCIL may, in its sole discretion, extend the BDD by issuing an Addendum in accordance with Clause 2.11 uniformly for all Applicants.

2.20 Late Bids

Bids received by SPMCIL after the specified time on BDD shall not be eligible for consideration and shall be summarily rejected.

2.21 Modification/ substitution/ withdrawal of Bids

- 2.21.1 The Applicant may modify, substitute, or withdraw its Proposal after submission, provided that written notice of the modification, substitution, or withdrawal is received by SPMCIL prior to BDD. No Proposal shall be modified, substituted, or withdrawn by the Applicant on or after the BDD.
- 2.21.2 The modification, substitution, or withdrawal notice shall be prepared, sealed, marked, and delivered in accordance with Clause 2.18, with the envelopes being additionally marked “MODIFICATION”, “SUBSTITUTION” or “WITHDRAWAL”, as appropriate.
- 2.21.3 Any alteration / modification in the Proposal or additional information or material supplied subsequent to the BDD, unless the same has been expressly sought for by SPMCIL, shall be disregarded.

2.22 Evaluation of Bids

- 2.22.1 SPMCIL shall open the Bids on the date & time specified in Clause 1.8 and at the place specified in Clause 1.9 and in the presence of the Applicants who choose to attend. The envelopes marked “Technical Proposal” shall be opened first to assess the compliance to Pre-qualification condition, followed by technical evaluation. The envelopes marked “Financial Proposal” shall be kept sealed for opening at a later time.
- 2.22.2 Bids for which a notice of withdrawal has been submitted in accordance with Clause 2.21 shall not be opened.
- 2.22.3 Prior to evaluation of Bids, SPMCIL will determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:
- i. The applicants meets the pre-qualification criteria
 - ii. the Technical Proposal is received in the forms specified at Appendix-I and is accompanied by the Earnest Money Deposit;
 - iii. the Technical proposal is received in bound form as defined in Clause 2.18.1;
 - iv. it is received by the BDD including any extension thereof pursuant to Clause 2.19;
 - v. it is signed, sealed, bound together in hard cover and marked as stipulated in Clause 2.18;
 - vi. it contains all the information (complete in all respects) as requested in the RFP;
 - vii. it does not contain any condition or qualification;
 - viii. it is not non-responsive in terms hereof; and
 - ix. it strictly does not contain any financial information that may affect the evaluation of financial proposal
- 2.22.4 SPMCIL reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by SPMCIL in respect of such Bids.
- 2.22.5 As part of the evaluation, the Pre-Qualification Bids submitted should fulfill the pre-Qualification Criteria. In case an Applicant does not fulfill the pre-Qualification Criteria, the Proposal of such an Applicant will not be evaluated further.

- 2.22.6 SPMCIL shall subsequently examine and evaluate Bids in accordance with the Selection Process specified at Clause 1.6 and the criteria set out in Clause 3 of this RFP.
- 2.22.7 After the technical evaluation, SPMCIL shall prepare a list of qualified Applicants in terms of Clause 3.1 for opening of their Financial Bids. The opening of Financial Bids shall be done in presence of respective representatives of prequalified Applicants who choose to be present. SPMCIL will not entertain any query or clarification from Applicants who fail to qualify at any stage of the Selection Process. The financial evaluation and final ranking of the Bids shall be carried out in terms of Clauses 3.2 and 3.3 and overall disclaimers provided at the start of the RFP.
- 2.22.8 Applicants are advised that Selection shall be entirely at the discretion of SPMCIL. Applicants shall be deemed to have understood and agreed that SPMCIL shall not be required to provide any explanation or justification in respect of any aspect of the Selection Process or Selection.
- 2.22.9 Any information contained in the Proposal shall not in any way be construed as binding on SPMCIL, its agents, successors or assigns, but shall be binding against the Applicant if the Consultancy is subsequently awarded to it.

2.23 Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the selection of Applicants shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising SPMCIL in relation to matters arising out of, or concerning the Selection Process. SPMCIL shall treat all information, submitted as part of the Proposal, in confidence and shall require all those who have access to such material to treat the same in confidence. SPMCIL may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or to enforce or assert any right or privilege of the statutory entity and/or SPMCIL or as may be required by law or in connection with any legal process.

2.24 Clarifications

- 2.24.1 To facilitate evaluation of Bids, SPMCIL may, at its sole discretion, seek clarifications from any Applicant regarding its Proposal. Such clarification(s) shall be provided within the time specified by SPMCIL for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.
- 2.24.2 If an Applicant does not provide clarifications sought under Clause 2.24.1 above within the specified time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, SPMCIL may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the Applicant shall be barred from subsequently questioning such interpretation of SPMCIL.

2.25 Indemnity

The applicant / consultancy firm shall, subject to the provisions of the Agreement, indemnify SPMCIL, for an amount not exceeding value of the Agreement, for any direct loss or damage that is caused due to any deficiency in Services.

2.26 Award of Consultancy

Generally, after selection, a Letter of Award (the “LOA”) shall be issued, in duplicate, by SPMCIL to the Selected Applicant and the Selected Applicant shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Selected Applicant is not received by the stipulated date, SPMCIL may, unless it consents to extension of time for submission thereof, cancel the LOA and the next highest ranking Applicant may be considered.

2.27 Commencement of the Consultancy

Generally, the Consultant shall commence the Consultancy within 15 (fifteen) days from the date of issuance of LOA, or such other date as may be mutually agreed. If the Consultant fails to commence the assignment as specified herein, SPMCIL may invite the second ranked Applicant for negotiations. In such an event, the LOA may be cancelled/terminated.

2.28 Proprietary data

- 2.28.1 Subject to the provisions of Clause 2.23, all documents and other information provided by SPMCIL or submitted by an Applicant to SPMCIL shall remain or become the property of SPMCIL. Applicants and the Consultant, as the case may be, are to treat all information as strictly confidential. SPMCIL will not return any Proposal or any information related thereto. All information collected, analyzed, designed, developed, processed or in whatever manner provided by the Consultant to SPMCIL in relation to the Consultancy shall be the property of SPMCIL.
- 2.28.2 All Knowledge/Data which come to their notice as part of engagement shall not be used outside without permission of SPMCIL
- 2.28.3 The Correspondence both Physical and Electronic shall be in the name of SPMCIL.
- 2.28.4 Dedicated official Mail ID mentioned in clause 1.9 shall alone be used for all correspondence associated with the engagement.
- 2.28.5 The Consultancy shall not promote their Company in these correspondences and shall not disclose their Identity in any manner.

3. Evaluation of Bids

3.1 Evaluation of Technical Bids and Short-listing of Applicants

3.1.1 Technical bids of only those applicants who fulfill the pre-qualification criteria without any condition shall be evaluated (1st Stage of evaluation)

3.1.2 The Technical Proposal will be evaluated on the basis of Applicant's experience (2nd stage of evaluation). Only those applicants who score 70 points or more out of 100 shall be ranked as per score achieved by them, from highest to the lowest technical score (ST). The Applicants ranked as aforesaid, shall be prequalified and short-listed for financial evaluation in the third stage.

3.1.3 The scoring criteria to be used for evaluation shall be as follows:

S. No	Description	Documentary Evidence to be Provided	Minimum marks
A	Past Relevant Experience		25
I	<p>Experience in executing National Level Priority Programs: The applicant must have experience of providing consulting services to Central Government Organizations on National Level Priority Programs in last 3 years (comprising of completed or ongoing projects) 3 projects : 5 marks 3<Projects<=5: 7 marks Projects>5: 10 marks</p>	Work Orders/ Contracts/ Completion Certificates	10
II	<p>Experience of working with CPSEs: The applicant must have experience of working with Central Public Sector Enterprises (CPSEs) specifically in areas of Profit Maximization, Improving Market Share, Route-to-Market transformation and Growth Strategy with consultancy fees equal to or more than INR 2 Crores. 3 Projects : 5 marks 3<Projects<=5: 7 marks Projects>5: 9 marks <i>Additional 0.5 marks for each project up to a maximum of 2 projects with value =>INR 5 crores</i></p>	Work Orders/ Contracts/ Completion Certificates	10
III	<p>Experience in Security Printing and Minting sector: Experience of executing 1 project in Minting, Security Printing sector in India with any Government/ Private enterprise specifically in the area of Market Expansion in last 2 years.</p>	Work Orders/ Contracts/ Completion Certificates	5
B	Approach and Methodology		35
	<ul style="list-style-type: none"> • Project Understanding • Proposed Approach & Methodology • Strategy for International and Domestic market outreach and development • Strategy for new product development/ product diversification • Proposed work plan 	Approach and Methodology submitted as per proposal	

S. No	Description	Documentary Evidence to be Provided	Minimum marks
C	Project Team		40
(a)	<p>Project Director</p> <ul style="list-style-type: none"> • 2 marks for qualification and length of Experience; Nil for non-compliance <ul style="list-style-type: none"> ○ MBA (1 marks) ○ Minimum 15 years of overall experience in consulting/ advisory with minimum of 10 years' experience in Government (Central/ State/ CPSEs) assignments (1 marks) • 2 marks for cross-sectoral experience in leading minimum 5 assignments in areas of Entry & Growth Strategy, Diagnostic Study, Capacity Building, Process Improvement, Large Scale Transformation Programs with Central/ State Governments/ CPSEs in India • 1 marks for experience of working in security printing and minting sector in last 2 years. • 1 marks for leading at least 2 International assignments in last 3 years as Project Director/Lead providing Strategy support in enhancing trade and/ or organizational transformation services. • 1 marks for facilitating government (central or state) in undertaking bilateral discussions/agreement. • 1 marks for assisting government (central or state) in defining export policy and/ or industrial policy 	The details should be evident from the CV	8
(b)	<p>Project Manager</p> <ul style="list-style-type: none"> • 2 marks for qualification and length of Experience; Nil for non-compliance <ul style="list-style-type: none"> ○ MBA (1 marks) ○ Minimum 7 years of overall experience with minimum 5 years' in working on Government (Central / State / CPSEs) assignments (1 marks) • 3 marks for leading atleast 1 assignment of value of more than INR 1 Crores with a Central Public Sector Enterprise (CPSE) as a Project Manager in last 2 years • 2 marks for experience of working with atleast 3 Central Govt. (/agencies) / State Governments / CPSEs clients in India in last 5 years in areas of investment facilitation/ lead generation/business development • 3 marks for experience of working in security printing 	The details should be evident from the CV	10

S. No	Description	Documentary Evidence to be Provided	Minimum marks
	and minting sector in last 2 years.		
(c)	<p>International Business Expert</p> <ul style="list-style-type: none"> • 2 marks for qualification and length of Experience; Nil for non-compliance <ul style="list-style-type: none"> ○ MBA with minimum 8 years of overall experience -1 marks ○ Experience of working in atleast 2 countries (excluding India) – 1 marks ○ Knowledge of Policy Review, Product Development, Go-to-market strategy, IT strategy, Market research will be preferred • 2 marks for executing assignments in formulating Go-to-Market strategy (0.5 marks each) • 2 marks for experience of working on atleast 2 International assignments in last 5 years • 2 marks for experience of working on atleast 3 Government (Central / State/ CPSEs) assignments in India 	The details should be evident from the CV	8
(d)	<p>Domestic Business Expert</p> <ul style="list-style-type: none"> • 2 marks for qualification and length of Experience; Nil for non-compliance <ul style="list-style-type: none"> ○ MBA (1 marks) ○ Minimum 7 years of overall experience with minimum of 5 years' experience in Government (Central / State/ CPSEs) assignments in India (1 marks) ○ Knowledge of Vendor development, growth strategy, Marketing & Branding, Information Technology (IT), Go-to-Market Strategy, Policy formulation will be preferred • 2 marks for experience of working on a minimum of 2 assignments in Market Expansion/ Business Development with Central/ State Governments/ CPSEs in India • 1 marks for experience of working on a large scale modernization of central government organizations. • 1 marks for experience of working with atleast 3 Central Govt. (/agencies) / State Govt. / CPSEs clients in India in last 5 years. 	The details should be evident from the CV	6
(e)	Business Development Consultant (Channel	The details	4

S. No	Description	Documentary Evidence to be Provided	Minimum marks
	<p>Management)</p> <ul style="list-style-type: none"> • 2 marks for qualification and length of Experience; Nil for non-compliance <ul style="list-style-type: none"> ○ MBA (1 marks) ○ Minimum 3 years of overall experience (1 marks) ○ Knowledge of Business Development, Lead Generation, Channel/ Network Management, Retail Branding will be preferred • 1 marks for experience of working on a Channel/ Network Management assignment in India • 1 marks for experience of working on atleast 1 assignment with a Central Public Sector Enterprise (CPSE) in last 2 years 	should be evident from the CV	
(f)	<p>Business Development Consultant (Investment Promotion)</p> <ul style="list-style-type: none"> • 2 marks for qualification and length of Experience; Nil for non-compliance <ul style="list-style-type: none"> ○ MBA (1 marks) ○ Minimum 3 years of overall experience (1 marks) ○ Knowledge of Investment Facilitation, Event Management, Process reengineering will be preferred • 1 marks for experience of working on atleast 2 Investment Promotion assignments in India • 1 marks for experience of working on atleast 1 assignment with a Central Public Sector Enterprise (CPSE) in last 2 years 	The details should be evident from the CV	4
(g)	<p>Research Analyst</p> <ul style="list-style-type: none"> • Post-Graduation degree • Overall Experience: 0-2 years 	The details should be evident from the CV	No Marks. Consultants with experience of working in Government (Central / State / CPSEs) assignments in India will be preferred

3.2 Evaluation of Financial Proposal

In the third stage, the financial evaluation will be carried. For financial evaluation, total man-month cost indicated in the Financial Proposal (excluding Service Tax) will be considered. Each Financial Proposal will be assigned a financial score (SF). The lowest Financial Proposal (FM) will be given a financial score (SF) of 100 points. The financial scores of other bids will be computed as follows:

$$SF = 100 \times FM/F$$

(F = amount of Financial Proposal)

3.3 Combined and Final Evaluation

3.3.1 Bids will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:

$$S = ST \times TW + SF \times FW$$

Where, TW and FW are weights assigned to Technical Proposal and Financial Proposal that shall be 0.80 and 0.20 respectively.

3.3.2 The Selected Applicant shall be the Applicant having the highest combined score. The second highest Applicant shall be kept in reserve and may be invited in its discretion for negotiations in case the first-ranked Applicant withdraws, or fails to comply with the requirements specified in Clauses 2.25 and 2.28, as the case may be.

4. Fraud and Corrupt Practices

4.1.1 The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, SPMCIL shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “Prohibited Practices”) in the Selection Process.

4.1.2 Without prejudice to the rights of SPMCIL under Clause 4.1.1 hereinabove and the rights and remedies which SPMCIL may have under the LOA, if an Applicant or Consultant, as the case may be, is found by SPMCIL to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOA, such Applicant or Consultant shall not be eligible to participate in any tender or RFP issued by SPMCIL during a period of 3 (three) years from the date such Applicant or Consultant, as the case may be, is found by SPMCIL to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

4.1.3 For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:

- i. “Corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly,

- of anything of value to influence the action of any person connected with the Selection Process. For avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of SPMCIL who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA, before or after the execution thereof, at any time prior to the expiry of 1 (one) year from the date such official resigns or retires from or otherwise ceases to be in the service of SPMCIL, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA, as the case may be, any person in respect of any matter relating to the Consultancy or the LOA, who at any time has been or is a legal, financial or technical consultant/ adviser of SPMCIL in relation to any matter concerning the Consultancy;
- ii. “fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
 - iii. “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process;
 - iv. “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by SPMCIL with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
 - v. “Restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

5. Miscellaneous

- 5.1.1 If dispute or difference of any kind shall arise between SPMCIL and the applicant 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 SCC (of SPMCIL Procurement Manual), either SPMCIL or the applicant may seek recourse to settlement of disputes through arbitration Act as per clause 33.2 (GCC) of the SPMCIL Procurement Manual.
- 5.1.2 SPMCIL, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
 - i. suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto;
 - ii. consult with any Applicant in order to receive clarification or further information
 - iii. retain any information and /or evidence submitted to SPMCIL by on behalf of and /or in relation to any Applicant ;and /or
 - iv. Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Applicant.
- 5.1.3 It shall be deemed that by submitting the Proposal, the Applicant agrees and releases SPMCIL, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all

liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.

- 5.1.4 All documents and other information supplied by SPMCIL or submitted by an Applicant shall remain or become, as the case may be, the property of SPMCIL. SPMCIL will not return any submissions made hereunder. Applicants are required to treat all such documents and information as strictly confidential.
- 5.1.5 SPMCIL reserves the right to make inquiries with any of the clients listed by the Applicants in their previous experience record.

Schedule 1 – Terms of Reference (TOR)

6.1 Introduction

SPMCIL is currently witnessing spare capacity in some of its manufacturing verticals due to various factors not under corporation's control (such as declining demand of coins, evolution of digital payments/ technologies etc.). This has led to underutilization of workforce and challenges in workforce planning.

In order to optimally utilize spare capacity as well as workforce, SPMCIL intends to explore new business opportunities in both international and domestic currency/security printing, minting market. Additionally, SPMCIL also intends to improve technical & commercial competence of its units, improve quality and security features of its products (through collaboration with global agencies), improve brand visibility, identify new distribution channels, explore product diversification, and strengthen relationships with global currency printing and minting agencies.

The above mentioned activities are detailed in the 'scope of work' section.

6.2 Scope of Work

Following is the scope of work for the engagement:

6.2.1. International Market Development

The consultant will be required to provide assistance to SPMCIL in entering international market as a supplier for circulation coins, commemorative coins, banknotes & other products such as security inks etc. Following activities are required to be performed by the consultant:

I. Define strategy to access International demand

- a. Define export potential for key products of SPMCIL
- b. Identify and reach out to geographies with potential market for coins, banknote exports
- c. Engage/ collaborate with central banks and other global agencies (mints/printers) for export orders related to coins, banknotes and other high export potential products such as security inks. Define product level partnership strategies i.e. G2G /G2B, Subcontracting, consortium, Licensing etc.
- d. Support in establishing SPMCIL onsite presence in countries which outsource banknotes, coins and security printing in order to access regular market intelligence (Tenders, EoIs) and build relationships with key stakeholders in foreign governments.
- e. Capitalize on open leads and establish long term relationships with already established connects.
- f. Support SPMCIL for identification and participation in global tenders for currency printing and coin minting.

II. Define strategy for growth of non-circulating product vertical in International market

- a. Support in preparation of proposals (themes) of non-circulating coins for sale in international markets
- b. Explore potential of joint issue projects with global mints.
- c. Evaluate channel strategy for entering into markets of Europe, US, Australia, China
- d. Evaluate and identify business partners / distributors for international market
- e. Provide support in business partner selection for market expansion and preparation of commercial agreements
- f. Assess domestic regulatory environment for export of non-circulating products

III. Product/ service level benchmarking and technology interventions

- a. Identify services, products, best practices, organizational structures and business models followed by similar players globally to offer viable solutions considering receding importance of traditional security printing and increasing role of digital solutions (for products and services related to banknotes, coins, excise stamps, ID-cards, passports, visas and other security documents)
- b. Identify upcoming technologies in security printing, banknote printing and coins minting
- c. Support in selection of appropriate technologies to improve SPMCIL offerings
- d. Support in technical collaborations opportunities with leading international organizations and assist in preparation of commercial agreements (NDA/ Confidentiality)
- e. Suggest interventions in existing policies and drafting of new policies wherever necessary so as to enhance SPMCIL's business competitiveness

IV. Branding SPMCIL in International market

- a. Support in obtaining membership of international Currency and mint forums
- b. Establish list of marketing tools required for SPMCIL's outreach activities - high quality brochures, promotion videos, enhancement of the website, digital marketing etc.
- c. Support in showcasing new products, themes and designs to global audience by participating & exhibiting at top global currency/ mint forums.
- d. Explore possibility of conducting currency conference in India to get global exposure
- e. Preparing public engagement strategy by gauging feasibility of conducting knowledge tours in SPMCIL facilities.

6.2.2. Domestic Market Development

I. Domestic market assessment

- a. Analyze domestic security printing market (product-wise) on parameters such as market size, key trends, key players, profit margins etc.
- b. Assess SPMCIL's competitiveness in domestic market for different product categories on technology, R&D, key security features and service offerings.
- c. Conclude on the market potential for suitable services, products – and, core competencies required to target the market

II. Identify opportunities for expanding non-circulating products/services within India

- a. Identify potential market within the country for supply of various security products, commemorative coins, medals and medallions, bullion (coins and bars) and refining services.
- b. Activities regarding domestic expansion strategy should include but not limited to market analysis, formulation of reach-out strategy and arranging meetings with potential domestic clients etc.
- c. Understand the opportunity for offering innovative solutions (conventional vs non-conventional/digital portfolio and capabilities)

III. Domestic distribution partnership facilitation for non-circulating products (coin/bullions)

- a. Supporting SPMCIL in onboarding as a seller on top e-commerce platforms
- b. Suggest logistic and facility arrangements to be initiated by SPMCIL
- c. Evaluate and identify offline business partners / distributors for domestic product distribution

IV. Enhancement of SPMCIL's visibility in domestic market

- a. Identify domestic events and conferences for SPMCIL's participation
- b. Organizing competitions on various product designs and provide recommendations to enhance quality of products

The scope of work in this section is not exhaustive and the Consultant shall undertake other tasks as may be necessary or incidental to accomplish the objectives outlined in this RFP.

6.3 Deliverables

Applicant is required to undertake activities as required in above mentioned scope of work. Applicant is also required to submit a Monthly progress report on activities undertaken. Such report shall necessarily contain consultancy-wise performance. The performance against deliverables set by the consultancy for themselves or as assigned from time to time by SPMCIL shall be reported.

6.4 Payment Schedule

The payment schedule linked with the deliverables for this assignment is as follows:

Sno	Milestone	Monthly Fee (inclusive of out of pocket expenses and all applicable taxes excluding GST)
1	Upon submission of monthly invoice with progress report for the previous month (“Monthly Progress report” or “MPR” to be submitted in the second week of every next month)	Amount quoted in financial proposal of the applicant

6.5 Availability of Consultancy Team

The consultancy (core) team shall be available in SPMCIL Corporate office on all the working days. The attendance of the personnel will be monitored by SPMCIL through a biometric attendance setup.

6.6 Replacement of the personnel

SPMCIL may allow the applicant to replace the personnel deployed with prior notice of at least 15 days in advance. The applicant shall propose a personnel with similar or more qualification & experience in place of the replaced personnel.

6.7 Assignment related travels outside of New Delhi

The journey shall be undertaken by project team in economy class for Air travel preferably in check fare and 1st AC for train travel on their own arrangements as per the approval of competent authority and their TA/DA shall be approved by Director (HR) of SPMCIL on case to case basis

6.8 CONSULTANCY TEAM

The Consultant shall form a multi-disciplinary team (the “Consultancy Team”) for undertaking this assignment.

	Expert	Numbers	Roles & Responsibilities
SUPERVISOR (25% Time)	Project Director	1	<p>S/He will be responsible for:</p> <ul style="list-style-type: none"> • Providing guidance, problem solving support and leading discussions/meetings with senior stakeholders (as and when required) • Ensure all deliverables and milestones are satisfactorily delivered and comply to the quality standards • Ensure resource availability and allocation • Provide insights from experience in business strategy projects, PSU/Govt. work, large scale projects to the core team and SPMCIL for strategy implementation (as and when required) • Successfully manage relationship with SPMCIL and all senior stakeholders

	Expert	Numbers	Roles & Responsibilities
CORE TEAM (100% Time)	Project Manager	1	<p>S/He will lead the project team at SPMCIL. S/He will be responsible for:</p> <ul style="list-style-type: none"> • Overall execution of the consultancy assignment. • Detailed project planning to monitor and track progress • Define and monitor each team member's role and function, and coordinate all team activities throughout the life-cycle of a project. • Define objectives, requirements and assumptions necessary to structure the project • Providing roadmaps and periodic recommendations to senior management of SPMCIL • Providing guidance to team members both for domestic and international business development strategy
	International Business Expert	1	<p>S/He will lead one of the key vertical of the project i.e. international outreach. S/He will look after the following activities in the vertical:</p> <ul style="list-style-type: none"> • Overall execution of activities pertaining to international business development strategy and outreach • Advising SPMCIL on key decisions that require international benchmarking and perspective from major global players • Developing network of international distributors for SPMCIL products • Developing and nurturing relationships with international currency, security printers and mints, & central banks • Keeping SPMCIL updated on international technology developments in Security Printing and Minting Domain • Executing any policy related work related to exports • Regularly reporting to the Team Leader on the project progress and supervising consultants for timely delivery of key deliverables
	Domestic Business Expert	1	<p>S/He will lead one of the key vertical of the project i.e. domestic outreach. S/He will look after the following activities in the vertical:</p> <ul style="list-style-type: none"> • Current State assessment of existing units in terms of technology, machinery, capacity utilization, product portfolio, workforce utilization and other relevant factors. • Overall execution of activities pertaining to domestic business development strategy and outreach • Advising SPMCIL on key areas such as new product development, technology, machinery that require domestic benchmarking • Reaching out to new clients and nurturing existing clients for ensuring regular supply of SPMCIL products • Developing network of domestic distributors for SPMCIL products • Preparing new product proposals for domestic market • Regularly reporting to the Team Leader on the project progress and supervising consultants for timely delivery of key deliverables

	Expert	Numbers	Roles & Responsibilities
	Business Development Consultants	2	<ul style="list-style-type: none"> • S/He will assist Business Experts (International & Domestic) in performing all the activities regarding Market development and any other tasks given by Business Experts. • Regularly report to Business Experts on project progress and status of key deliverables
	Research Analyst	1	<ul style="list-style-type: none"> • S/He will assist Business Development Experts in performing all research based activities in security printing and minting space in both domestic and international markets.
	Total Resources	7	

Appendix I – Technical Proposal

FORM 1 – Letter of Technical Proposal Submission

(On applicant's letter head)

(Date and Reference)

To,
Director (Technical),
SPMCIL Corporate Office,
16th Floor, Jawahar Vyapar Bhawan
New Delhi- 110001

Sub: Selection of a professional consulting firm/agency for providing advisory services to SPMCIL in identification and development of business opportunities in domestic and international market

Dear Sir,

1. With reference to the RFP Document, We, having examined all relevant documents and understood their contents, hereby submit our Proposal for **Selection of a professional consulting firm/agency for providing advisory services to SPMCIL in identification and development of business opportunities in domestic and international market.**
2. We acknowledge that SPMCIL will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Consultant, and we certify that all information provided in the Proposal and in the Appendices is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
3. This statement is made for the express purpose of appointment as the Consultant for the aforesaid Consultancy.
4. We shall make available to SPMCIL any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. We acknowledge the right of SPMCIL to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. We certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial department or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract by any public department nor have had any contract terminated by any public department for breach on our part.
7. We declare that:
 - a. We have examined and have no reservations to the RFP Documents, including any Addendum issued by SPMCIL;
 - b. We do not have any conflict of interest in accordance with Clause 4.1.3 of the RFP Document;
 - c. We have not directly or indirectly or through an agent engaged or indulged in any corrupt

practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Clause 4 of the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with SPMCIL or any other public sector enterprise or any government, Central or State; and

- d. We hereby certify that we have taken steps to ensure that in conformity with the provisions of Clause 4 of the RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
8. We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Consultant, without incurring any liability to the Applicants in accordance with Clause 2.7 of the RFP document.
9. We declare that we are not an Associate of any other Applicant applying for Selection as a consultant.
10. We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by SPMCIL in connection with the selection of Consultant or in connection with the Selection Process itself in respect of the above mentioned Consultancy.
11. We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall we have any claim or right of whatsoever nature if the Consultancy is not awarded to us or our proposal is not opened or rejected.
12. We agree to keep this offer valid for 120 (One Hundred Twenty) days from the BDD specified in the RFP.
13. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.
14. We agree and undertake to abide by all the terms and conditions of the RFP Document

In witness thereof, we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

(Signature, name and designation of the authorized signatory) (Name and seal of the Applicant)

FORM 2 – Pre Qualification particulars of the Applicant

- 1 Consulting Agency/ Bidder should be a Company/ Firm/ Limited Liability Partnership (LLP) registered in India, and operational for at least 15 years, as on the date of submission of the response**

Name of the Firm / Applicant	
Registered Address	
Year of Incorporation	
Location in India	

Copy of Certificate of Incorporation of the Applicant should be submitted

- 2 Consulting Agency/ Bidder should not be barred by any Central / State Government / Public Sector undertaking in India as on date of proposal submission**

Self-Certificate (on company letter-head signed by authorized signatory) that the Applicant is a registered firm and has not been barred by any central/ State/ Public Sector undertaking in India for poor performance or unfair practices. If at any time it is found out that the applicant did not have the capabilities as enumerated in the RFP, SPMCIL may put the Applicant in the negative list without prejudice to any other civil/ criminal action under the law and forfeiture of the earnest money deposit and in due course the performance guarantee in lieu of penalty.

- 3 Consulting Agency must have average annual revenue from consulting services (professional fee excluding service tax/GST) of ₹ 500 Crore and above in the financial years (2016-17, 2017-18 and 2018-19). Statutory Auditor’s Certificate that provides the information explicitly as per the specific requirement of the criterion OR Financial Statements duly certified by the Chartered Accountant must be submitted.**

S. No	Year	Turnover (INR) from consulting services
1	2018-2019	
2	2017-2018	
3	2016-2017	
Cumulative Average Annual Turnover (INR)		

- 4 The applicant must have experience of providing consulting services to Central Government Organizations on atleast 3 National Level Priority Programs in last 3 years (comprising of completed or ongoing projects) (Work order/ completion certificate). Form 4 to be used for providing details.**
- 5 The applicant must have experience of working with Central Public Sector Enterprises (CPSEs) on at-least 3 projects with consultancy fees equal to or more than INR 2 Crores, specifically in areas of Profit Maximization, Improving Market Share, Route-to-Market transformation and Growth Strategy (Work order/ completion certificate). Form 4 to be used for providing details**

FORM 3 – Power of Attorney

Know all men by these presents, We, (Name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr. / Ms..... son/daughter/ wife and presently residing at, who is presently employed with/ retained by us and holding the position of as our true and lawful attorney (hereinafter referred to as the “Authorized Representative”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bids for **Selection of a professional consulting firm/agency for providing advisory services to SPMCIL in identification and development of business opportunities in domestic and international market**, including but not limited to signing and submission of all Bids and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to SPMCIL, representing us in all matters before SPMCIL, signing and execution of all contracts and undertakings consequent to acceptance of our Bids and generally dealing with SPMCIL in all matters in connection with or relating to or arising out of our bids for the said Project and/or upon award thereof to us till the entering into of the Agreement with SPMCIL.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 2019

For

(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

Notarised

Accepted

.....

(Signature, name, designation and address of the Attorney) Notes:

FORM 4 – Format for Project Credentials

Highlight relevant experience in following format

Assignment Name:	Approx. value of the Contract
Country: Location within the Country:	Duration of completed assignment (months): Start / Completion Date
Name and Address of Client:	Total number of staff-months:
Name of Project Manager involved and functions performed	
Description of Actual Services Provided by Your Staff:	

- Kindly provide supporting documents such as contract/work order/completion certificate copy etc.

FORM 5- CVs of Key Personnel

Name / Designation				
Proposed position in the project				
Education				
Employment Record	From	To	Company	Position held
Brief profile	<Years of experience>			
Languages				
Work Undertaken that Best Illustrates Capability to Handle the Task Assigned				
Year: Location: Client: Position Held: Main features: Activities Performed:				

Provide only relevant experience.

I, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature of staff member/ Authorized signatory

Date: _____
Day/Month/Year

Appendix II – Financial Proposal

(On Applicant's Letter Head)

(Date and Reference)

To,
Director (Technical),
SPMCIL Corporate Office,
16th Floor, Jawahar Vyapar Bhawan
New Delhi- 110001

Sub: Selection of a professional consulting firm/agency for providing advisory services to SPMCIL in identification and development of business opportunities in domestic and international market

We the undersigned, offer to provide the consulting services for the work cited under subject in accordance with your Request of Proposal dated _____ 2019, and our Proposal (Technical and Financial Proposal). Our financial proposal is ₹----- (Rupees ----- only) inclusive of all Applicable taxes (excluding GST).

Following are the details of our Financial Proposal:

S.No	Name of Key Personnel	Position in the project	Availability (Man-Month) (A)	Man-Month rate (B)	Amount C = A*B
1		Project Director	25%		
2		Project Manager	100%		
3		International Business Expert	100%		
4		Domestic Business Expert	100%		
5		Business Development Consultant	100%		

S. No	Name of Key Personnel	Position in the project	Availability (Man-Month) (A)	Man-Month rate (B)	Amount C = A*B
6		Business Development Consultant	100%		
7		Research Analyst	100%		
	Total Amount (per month)				
	Financial Proposal Amount (in words): ₹ per month _____				

We agree to provide services for a period of 12 months.

We agree that this offer shall remain valid for a period of 120 (One hundred Twenty) days from the Bid Due Date or such further period as may be mutually agreed upon. We understand that you are not bound to accept any proposal you receive.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Applicant)

Note: The Financial Proposal is to be submitted strictly as per form given in the RFP.