



**Security Printing & Minting Corporation of India Limited
(A Mini Ratna Category – I CPSE)
(Wholly owned by Government of India)
16th Floor, Jawahar Vyapar Bhawan, New Delhi -110001**

Phone: 011-43582244

Website: www.spmcil.com

Standard Bidding Document (SBD)

TENDER FOR IMPLEMENTAION OF E-TENDERING /E-PROCUREMENT SYSTEM FOR PROCUREMENT OF GOODS, WORKS AND SERVICES IN NINE UNITS AND CORPORATE OFFICE OF SECURITY PRINTING & MINTING CORPORATION OF INDIA LIMITED (SPMCIL).

Tender No.CHO/FIN/2018/362

Dated 20.11.2018

This Tender Document Contains 21 Pages

Details of Contact person in SPMCIL, New Delhi regarding this tender:

**DGM(IT)
SPMCIL,
16th Floor, Jawahar Vyapar Bhawan, Janpath,
New Delhi - 110001**

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SECTION -I NOTICE INVITING TENDER (NIT)

**Security Printing & Minting Corporation of India Limited
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16th Floor, Jawahar Vyapar Bhawan, New Delhi -110001**

Phone: 011-43582244

Website: www.spmcil.com

No.CHO/FIN/2018/362

Date 20.11.2018

SPMCIL invites sealed tenders from eligible and qualified tenderers for the following service:

Description	Earnest Money (In Rupees)
TENDER FOR IMPLEMENTAION OF E-TENDERING /E-PROCUREMENT SYSTEM FOR PROCUREMENT OF GOODS, WORKS AND SERVICES IN NINE UNITS AND CORPORATE OFFICE OF SPMCIL.	Rs.5,000/- (Rupees five thousand only)

Type of Tender	Two bid limited Tender
Last date for receipt of queries for pre-bid conference	27.11.2018 up to 05:00 pm
Date of pre-bid conference	03.12.2018 at 11:30 am
Date of submission of tender documents	From 04.12.2018 to 24.12.2018 (up to 03:00 PM) on all working days (Saturday and Sunday is weekly off in SPMCIL)
Place of receipt of tenders	SPMCIL Corporate Office
Time and date of opening of tenders	24.12.2018 at 3:30 pm
Place of opening of tenders	SPMCIL Corporate Office

1. Interested tenderers may obtain further information about this requirement from the above office.
2. Tenderer may download the tender documents from the web site www.spmcil.com and submit its tender by utilizing the downloaded document.

3. Tenderers shall ensure that their tenders, duly signed and stamped on each page and 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, failing which the tenders will be treated as late and rejected.
4. The prospective bidders interested to participate in the tender are requested to attend a pre-bid conference for clarification on technical specifications of the tenders, on 03.12.2018 at 11:30 am at the Corporate Office of the SPMCIL. The queries of pre-bid meeting must reach the DGM (IT), SPMCIL by 27.11.2018 upto 5:00 pm.
5. In the event of any of the above mentioned dates being declared as a holiday/ closed day for the SPMCIL the tenders will be received/ opened on the next working day at the appointed time.
6. Quotation received by fax, e-mail will be ignored.
7. Quotations must be enclosed in a sealed cover both bearing the Tender Number and due date.

**DGM (IT)
SPMCIL, 16th Floor,
Jawahar Vyapar Bhawan, Janpath
New Delhi - 110001**

SECTION – II: FORMAT FOR APPLICATION

1. Name of the Firm:

2. Date of Incorporation of the Firm/company:

3. Details of Head Office & Branch Office(s): Head Office:

Address	Date of Establishment	Contact No(s)/Fax	E-mail

Branch Office 1

Address	Date of Establishment	Contact No(s)/Fax	E-mail

(Insert further branch office(s) , if any)

4. Is any Partner/Person working with the applicant is a near relative of the officer/ official of SPMCIL:
Yes/ No.

5. Details of Experience in PSU Sector:

Sl.no.	Name of the major clients	Year of Implementation of e-tendering
1.		
2.		
3.		

6. GST tax registration no.

7. Bank Details for NEFT:-

1.	Bank Name	
2.	Branch Name and Address	
3.	Bank Account Number & Type of Account i.e. Saving/Current	
4.	IFSC Code	

Note: A Cancelled Cheque is to be enclosed in support of details as filled in Sr. No. 17 above.

8. Turnover of the Firm:-

TURNOVER (F.Y.)			
(in Rs. Lakh)	2016-2017	2015-2016	2014-2015

9. It is confirmed that all the requirements as per section 3 to the tender documents have been complied with.

10. We confirm that we have not taken any deviation from the terms & conditions, of the tender documents. A copy of complete tender document duly signed and stamped on all pages as a token of acceptance of all terms & conditions is attached.

I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong. I/we are liable to be debarred.

Date

Signature of the authorized signatory

Name & Seal of the Bidder firm

Note: 1. List of documents to be submitted along with the applications: - Please refer to the instructions mentioned at section no. III of the tender.

SECTION III: SPECIAL INSTRUCTIONS TO TENDERERS (SIT)

(A) Instruction to bidder Firms:

1. Format of Application must be completely filled in. Incomplete applications will be rejected out-rightly.
2. All bids will be evaluated on the basis of the documents furnished along with applications only. Any additional document received, after last date & time of receiving the bids as stipulated in the Notice Inviting tender, will not be entertained. However, in case the Tender evaluation committee (TEC) finds it necessary to call for some document/clarification, then that document as called for will be taken into account during evaluation.
4. All submitted documents should be signed by a Partner with his name and under the seal of the firm.
5. The bid would consist of following:-
 1. Envelop No. 1 to contain the following:
 - i. EMD of Rs.5,000/-.
 - ii. The Technical Bid as per note 1 at section VII and documents as per Section IX.
 2. Envelope No. 2 to contain the Financial Bid as per format prescribed on section XI.

Envelop No. 1 form **First part, will be known as 'Technical Bid', and the Envelop No. 2 will form second part i.e. 'Financial bid'. Tenderer shall seal separately 'Technical Bid' and 'Financial bid' and covers will be suitably super scribed. Both the financial bid envelop and technical bid envelop shall be put in a bigger cover super scribing the Tender No. & date and marked in bold letters “Application for implementation of e-tendering /e-procurement system for procurement of goods, works and services in nine units and corporate office of SPMCIL” thereon and sealed. The name and address of the firm must also be indicated on the body of the envelope.**

Micro and Small Enterprises firm are exempted from submitting Tender fees and Earnest Money deposit. 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 said exemption, as per para 4 of Circular No. 1(2)(1)2016-MA dated 10.03.2016 issued by Govt. of India, Ministry of Micro, Small & Medium Enterprises Policy, "In exercise of para 16 of Public Procurement Policy for Micro & Small Enterprises Order 2012, condition of prior turnover & prior experience w.r.t Micro & Small Enterprises in all public procurement subject to meeting of quality & technical requirement.

6. Application may be submitted in by hand or by post/courier to the office of The Deputy General Manager (IT), Security Printing and Minting Corporation of India Limited, Corporate Office, 16th Floor, Jawahar Vyapar Bhawan, Janpath, and New Delhi-110001. SPMCIL does not take any responsibility for loss of application in transit. Applications sent through Fax or E-mail will not be considered.

7. Any application received after the stipulated date and time, due to any reason whatsoever, will be rejected out-rightly.

(B)List of documents to be submitted along with the application:

Interested firms are advised to go through contents of the tender documents carefully and submit all self-attested copies of the following documents in proper sequence along with the bid as described hereinafter:

1. Certificate of incorporation of the Company.
2. Copy of Purchase orders/ letter of Indents received from clients for implementation of e-tendering.
3. Copy of PAN Card.
4. Copy of GST Registration.
5. A cancelled cheque of the Bank to which Fee payments will be made.
6. A copy of complete tender document duly signed and sealed as a token of acceptance of all terms and conditions.
7. All experience, past performance & capacity / capability related / data should be certified by the authorized signatory of the bidder firm.
8. All financial standing data should be certified by Certified accountant e.g. Chartered Accountant (CA) in India & Certified Professional Accountant / Chartered Accountant in other countries.

SECTION IV: OBJECTIVES OF E-Procurement

S. No.	Objectives
1.	To Improve Transparency in the procurement process.
2.	To Anywhere –Anytime Access: - There is no necessity for the vendor/contractor to visit the SPMCIL office for submission of tender documents however the tender fee would continue to be collected through DD, BG/ Banker’s cheque and FDR.
3.	To Common Vendor Base - It would help vendors in common registration across all SPMCIL units for bidding.
4.	Transactional effectiveness: - The add-on facilities shall be available to vendors e.g. the vendors may not be required to visit SPMCIL during price- bid opening and comparatives statement shall be available online.

SECTION V: SPECIAL CONDITIONS OF CONTRACT (SCC)

- i. Please refer to our website for further details
“<http://www.spmcil.com/spmcil/uploaddocument/git.pdf> (GIT contains 32 pages and will form part of this tender document)”

and

Please refer to our website for further details
“<http://www.spmcil.com/spmcil/uploaddocument/gcc.pdf> (GCC contains 28 pages and will form part of this tender document)”
- ii. **The tenders shall remain valid for acceptance for a period of 120 days from the date of opening of Technical Bid.”**
- iii. The SPMCIL reserves its right to accept or reject any application/s without assigning any reasons. The decision of the SPMCIL for selection of the Firms will be final and binding upon the parties participating in the tender.
- iv. **E-procurement shall be implemented in Corporate Office** at 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi including **all nine units, which are as follows:-**
 - a. India Government Mint (Mumbai)
 - b. India Government Mint (Kolkata)
 - c. India Government Mint (Hyderabad)
 - d. India Government Mint (Noida)
 - e. Currency note Press (Nashik)
 - f. Bank Note Press (Dewas)
 - g. India Security Press (Nashik)
 - h. Security Printing Press (Hyderabad)
 - i. Security Paper Mill (Hoshangabad)
- v. Implementation agency will ensure that the information obtained in the process of implementation of e-procurement shall maintain strict confidence and secrecy. A certificate towards maintaining confidentiality is to be provided by the implementing agency at the time of acceptance of assignment.
- vi. **The appointment of the Agency will be for Five years subject to satisfactory performance of the firm on same rates and terms & conditions and will be extendable for further period of two years .**
- vii. **Termination of agreement :-**
 - a. Either party to the contract may terminate the agreement during the period of its validity with **three month prior notice** in writing to the other party and in such a case, neither party shall be entitled to claim any compensation from the other party for pre-mature

termination of the agreement, but, all pending works as on the date of termination of the agreement shall be continued till their completion as if the agreement was in force.

- b. The bidder is expected to strictly adhere to the terms specified in this Tender document as well as Contract. If progress/performance of the agency is not found satisfactory by SPMCIL and any violation of any of the terms could lead to immediate termination of the Contract at the risk and cost of such bidder without prejudice to the rights of SPMCIL with such penalties as specified in the Tender Document and the Contract.

SECTION VI: LIST OF REQUIREMENT

1.

Sl. No.	List of requirement
1	Customization, implementation & installation of E-tendering /E-procurement system
2.	If any ,Server, system software, application software, security of the software etc. is to be provided by the bidder free of cost OR Bidder firm may extend their services by maintaining above said IT Infrastructures at their end and provide the secure access through suitable medium.
3.	The Bidder firm has to be ensure the backup of the all the Tender documents, transactional logs to be maintained securely and provide the backup to SPMCIL/units on monthly/Quarterly/yearly/tender wise as required by SPMCIL in desired format.
4.	E-procurement / E-tendering system should be Compliant for STQC (Standardisation Testing Quality Certification)as per guidelines issued by MoF, DoE with DIT & CVC guidelines and IT Act 2000, for quality requirements of e-procurement systems published on the e-governance standards portal http://egovstandrds.gov.in , IT act and SPMCIL procurement manual etc.
5.	E-procurement / E-tendering system should be compatible with most commonly used browsers like Chrome, Internet explorer and Mozilla.
	Minimum one day training is mandatory at all nine units as well as at Corporate office.

Note: The firm undertaking e-tendering /e-procurement system implementation has to exercise their discretion and apply their minds & rely on their judgment so as to ensure that all essential and significant areas of implementation have been covered by them and no important area has been left out.

SECTION VII: TECHNICAL REQUIREMENTS

- i. Bidder firm should be in the business of e-tendering / e-procurement solutions since last 3 years i.e. at least from 01.04.2015 onwards.
- ii. Bidder firm should have implemented e-tendering/ e-procurement solutions at least in three CPSU/Govt. organizations in last 5 years ending on 31.03.2018.
- iii. E-procurement / E-tendering system is compatible with most commonly used browsers like Chrome, Internet explorer and Mozilla.
- iv. On-site support should be provided by the implementing firm for hosting/ opening of tenders.
- v. Online payment gateway support should be there in the e-tendering /e-procurement system.
- vi. E-procurement / E-tendering system should be Compliant for STQC (Standardisation Testing Quality Certification)as per guidelines issued by MOF, DoE with DIT & CVC guidelines for quality requirements of e-procurement systems published on the e-governance standards portal <http://egovstandrds.gov.in> , IT act and SPMCIL procurement manual etc.
- vii. Firm should provide on-site support initially at least for three months and later on as and when required basis.
- viii. E-procurement / E-tendering should be comply with the latest manual of Ministry of Finance on procurement of services issued by department of Expenditure.
- ix. Bidder firm should have office at Four location (at least) out of below mentioned cities:-
 - a. Delhi /NCR
 - b. Hyderabad
 - c. Mumbai
 - d. Kolkata
 - e. Bhopal/Indore/Dewas/Hoshangabad/
 - f. Nashik

Only those bids that meet all the Technical requirements shall be considered for Stage 2 i.e. Price evaluation.

SECTION VIII: QUALITY CONTROL REQUIREMENT

1. E-procurement / E-tendering system should be Compliant for STQC (Standardisation Testing Quality Certification) as per guidelines issued by MOF, DoE with DIT & CVC guidelines and It Act 2000, for quality requirements of e-procurement systems published on the e-governance standards portal <http://egovstandrds.gov.in> , IT act and SPMCIL procurement manual etc.
2. E-procurement / E-tendering system is compatible with most commonly used browsers like Chrome, Internet explorer and Mozilla.

SECTION IX: QUALIFICATION / ELIGIBILITY CRITERIA

1. Section VII of technical requirements is to be complied otherwise quotation of bidder(s) shall be rejected.

SECTION X: TENDER FORM

Date.....

To
SECURITY PRINTING &
MINTING CORPORATION OF INDIA LTD.
16TH FLOOR, JAWAHAR VYAPAR BHAWAN,
NEW DELHI - 110001

Ref: Your Tender document No.dated

We, the undersigned have examined the above mentioned tender enquiry document, including amendment No. -----, dated ----- (*if any*), the receipt of which is hereby confirmed. We now offer to supply and deliver..... (*Description of goods and services*) in conformity with your above referred document for the sum, as shown in the price schedule(s), attached herewith and made part of this tender.

If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements.

We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of GCC clause 6, read with modification, if any, in Section V – “Special Conditions of Contract”, for due performance of the contract.

We agree to keep our tender valid for acceptance for a period up to _____ , as required in the GIT clause 19 read with modification, if any in Section-III – “Special Instructions to Tenderers” or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

.....

(Signature with date)

.....

(Name and designation)

Duly authorized to sign tender for and on behalf of

.....

.....

SECTION XI: PRICE / FINANCIAL BID FORMAT

Sl. no.	Description	Amount (in Rs.)
1.	Charges for training & onsite technical support	
	(i) For training of officials of SPMCIL (per day)	
	(ii) For deputation of support executive for providing onsite technical support during pre-tender / tendering stage. (per day)	
2.	Annual registration fee from each supplier/bidder for participating in SPMCIL's E- tender	
3.	Portal / Transaction charges for tender	
	(i) Estimated tender value up to 10 lac	
	(ii) Estimated tender value up to 1 cr.	
	(iii) Estimated tender value up to 20 cr.	
	(iv) Estimated tender value above 20 cr.	
4.	Training charges for supplier/bidder organization (per day)	
5.	Digital Signature charges (per person)	

Note:-

- (1) Bidder firm should not charge one time initial set up charges and Annual Portal charges for conducting an e-tender.
- (2) **Minimum one day training is mandatory from the service provider at all nine units as well as at corporate office.**
- (3) GST shall be paid extra as applicable.
- (4) Travelling/lodging, boarding expenses (if any) of visit for training of executives/vendors of SPMCIL should be clearly mentioned by the bidder.
- (5) Undertaking that the E-procurement / E-tendering system is compatible with most commonly used browsers like Chrome, Internet explorer and Mozilla.

SECTION XII: QUESTIONNAIRE

The tenderer should furnish specific answers to all the questions / issues mentioned below. In case a question / issue does not apply to a tenderer, the same should be answered with the remark "not applicable". Wherever necessary and applicable, the tenderer shall enclose certified copy as documentary proof / evidence to substantiate the corresponding statement.

In case a tenderer furnishes a wrong or evasive answer against any of the under mentioned question/ issues, its tender will be liable to be ignored.

1. Brief description and of goods and services offered:
2. Offer is valid for acceptance up to
3. Your permanent Income Tax A/ C No. as allotted by the Income Tax Authority of Government of India: Please attach certified copy of your latest/ current Income Tax clearance certificate issued by the above authority.
4. Status :
 - a) Are you currently registered with the Directorate General of Supplies & Disposals (DGS&D), New Delhi, and / or the National Small Industries Corporation (NSIC), New Delhi, and / or the present SPMCIL and / or the Directorate of Industries of the concerned State Government for the goods quoted ? If so, indicate the date up to which you are registered and whether there is any monetary limit imposed on your registration.
 - b) Are you currently registered under the Indian Companies Act, 1956 or any other similar Act? Please attach certified copy(s) of your registration status etc. in case your answer(s) to above queries is in affirmative.
5. Please indicate name & full address of your Banker(s):
6. Please state whether business dealings with you currently stand suspended/ banned by any Ministry/ Deptt. of Government of India or by any State Govt. (Signature with date) (Full name, designation & address of the Person duly authorized sign on behalf of the tenderer) For and on behalf of (Name, address and stamp of the tendering firm)

SECTION XIII EARNEST MONEY DEPOSIT

- i. The bidder firm shall be required to submit earnest money **deposit (EMD) of Rs.5,000/-** along with the bid.
- ii. The EMD is required to be submitted only in one of the following forms:
 - a) Account Payee Demand Draft or
 - b) Fixed Deposit Receipt or
 - c) Banker's cheque
- iii. The demand draft, fixed deposit receipt or banker's cheque shall be drawn on any scheduled bank in India in favour of SPMCIL.
- iv. The EMD shall remain valid for a period of forty five (45) days beyond the tender validity period.

SECTION XIV: TIMELINES FOR IMPLEMENTING E-TENDERING/E-PROCUREMENT SYSTEM

The implementing agency have to simultaneously implement e-tendering/e-procurement system in all the nine units including corporate office and complete this process **within one month** from the date of placement of work order.

First round of training of all concerned employees and prospective bidders should also be completed **within that one months' time**.

SECTION XV: SECURITY DEPOSIT

- i. The selected firm shall be required to submit security deposit of the value of Rs.1,00,000/- within 21 days from the date of award of contract, valid up to sixty days after the date of completion of all contractual obligations by the supplier, including the warranty obligations (if any).
- ii. The Performance security shall be denominated in Indian Rupees or in the currency of the contract and shall be in one of the following forms:-
 - a. Account Payee Demand Draft or Fixed Deposit Receipt drawn on any Scheduled bank in India, in favour of SPMCIL, New Delhi.
 - b. Bank Guarantee issued by a Scheduled bank in India, in the prescribed form as provided in section XV of this document.
- iii. The Security deposit shall be released by SPMCIL after 60 days from the date of satisfactory execution of the work order/contract in all respects.
- iv. No interest shall be payable to the firm on the amount of security deposit.
- v. Forfeiture of security deposit:

In event of default on the part of firm in satisfactory execution, security deposit shall be forfeited by SPMCIL. The forfeiture of security deposit shall be without prejudice to any other rights arising or accruing under relevant provisions of contract like penalty/damages for delay or risk execution of work including suspension of business dealings for a specific period.

BANK GUARANTEE FORMAT 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 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 Sixty 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