



Security Printing & Minting Corporation of India Limited

(Wholly owned by Government of India)

(A Mini Ratna Category – I CPSE)

16th Floor, Jawahar Vyapar Bhawan

Janpath, New Delhi-110001

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Standard Bidding Document (SBD)

(Procurement of Goods and Services)

**TENDER DOCUMENT FOR HIRING OF CONSULTANT FOR
PREPARATION OF FINANCIAL STATEMENTS OF SPMCIL AS
PER IND AS**

Tender No CHO/FINANCE/2016/5423 (Record No. 16/5445) dated 08.03.2017

This Tender Document Contains 20 Pages.

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

Praveen gupta
Deputy Manager (Fin & A/cs)
Security Printing & Minting
Corporation of India Ltd.)
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SECTION -1 NOTICE INVITING TENDER (NIT)

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No. **CHO/FINANCE/2016/5423 (Record No. 16/5445) dated 06.03.2017**

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

Sl. No.	Brief Description of Goods/ services	Quantity (with unit)	Earnest Money
1	HIRING OF CONSULTANT FOR PREPARATION OF FINANCIAL STATEMENTS OF SPMCIL AS PER IND AS PER SCOPE OF WORK	One service	Rs. 24,000/- (Twenty four thousand Rupees only)
Type Of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)		Express limited tender	
Dates of sale of tender documents:		From 08.03.2017 during office hours	
Closing date and time for receipt of Tenders		23.03.2017 up to 10:30 A.M.	
Place of receipt of tenders		SPMCIL corporate office, 6 th floor Janpath, C.P, Delhi	
Time and date of opening of Tenders		23.03.2017 at 11.00 A.M	
Place of opening of tenders		SPMCIL corporate office, 6 th floor Janpath, C.P, Delhi	
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.1 of GIT)		Shri Praveen Gupta, Dy. Manager (Fin & A/c)	

- Interested tenderers may obtain further information about this requirement from the above office selling the documents. They may also visit our website mentioned above for further details.
- EMD in the form of account payee Demand Draft/Bankers Cheque/ Pay order from scheduled commercial bank only in favour of "SPMCIL, New Delhi" is to be furnished along-with PQB failing which tender will not be considered. The tenderers who are currently registered and also will continue to remain registered during the tender validity period with DGS&D or with NSIC, New Delhi, are exempted for payment of earnest money. In case the tenderer falls in these categories, it should furnish certificate copy of its valid

registration details (with DGS and D or NSIC, as the case may be). However, the Security Deposit / Performance Deposit will be applicable.

4. Tenderer may also download the tender documents from the web site www.spmcil.com and submit its tender by utilizing the downloaded document, along with the required non-refundable fee as mentioned in Para 3 above.
5. Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are dropped in the tender box located at the address given below on or before the closing date and time indicated in the Para 1 above, failing which the tenders will be treated as late and rejected.
6. In the event of any of the above mentioned dates being declared as a holiday/ closed day for the purchase organisation, the tenders will be sold/ received/ opened on the next working day at the appointed time.
7. Clarification of Tender Documents: A tenderer requiring any clarification or elucidation on any issue of the tender documents may take up the same with India Government Mint, Mumbai in writing or by fax/e-mail/telex. India Government Mint, Mumbai will respond in writing to such request provided the same is received by India Government Mint, Mumbai not later than Ten days (unless otherwise specified in the Special Instructions to Tenderers) prior to the prescribed date of submission of tender.
8. The tenderer shall disclose in writing all relevant facts as to ownership of the agency and constitution of the business. If it is propriety concern, the name of the proprietor, if it is a firm, the names of all the partners and attested copy of the partnership deed and if it is a company, the names of all the directors, shall be disclosed. Further, if the said proprietor/ any of the partners/ any of the directors has/have substantial interest in any other agency, the said fact and the nature of the said interest shall also be disclosed. If the concerned agency has any associated concern/ subsidiary/principal/holding company/ holding firm, the same shall be disclosed with full particulars.
9. Bidder or his duly authorized representative (with authorization letter) can attend the tender opening if they wish to do so.
10. The tender documents are not transferable.
11. Note: Section No. VIII, X, XIII, XIV, and XVIII are not applicable; other sections are available on our Website
12. No Conditional Tender shall be accepted.

Praveen Gupta
Deputy Manager (Fin & A/cs)
Security Printing & Minting
Corporation of India Ltd.)

Section II: General Instructions to Tenderer (GIT)

Part I: General Instructions Applicable to all Types of Tenders

Part II: Additional General instructions applicable to specific type of tenderers

Refer to our website "<http://www.spmcil.com/spmcil/uploaddocument/git.pdf>" for further details

Section III: Special Instructions to Tenderers (SIT)

The following Special Instructions to Tenderers will apply for this purchase. These special instructions will modify/ substitute/ supplement the corresponding General Instructions to Tenderers (GIT) incorporated in Section II. The corresponding GIT clause numbers have also been indicated in the text below:

In case of any conflict between the provision in the GIT and that in the SIT, the provision contained in the SIT shall prevail.

Sl. No	GIT Clause No.	Topic	SIT Provision
1	11.2	Tender Currency	Bidders must quote in Indian Rupees only. Suppliers have to quote within two decimal place. Quotation with price quoted beyond two decimal place will be ignored.
2	18	Earnest Money Deposit (EMD)	As mentioned in NIT in favour of the "SPMCIL, Delhi" valid up to 60 days beyond the validity period of the tender.
3	19	Tender Validity	Tenders shall remain valid for acceptance for a period of 90 days from the date of opening of Bid.
4	20.4	Number of Copies of Tenders to be submitted	A Tenderer shall submit two copies of its tender marking them as 'Original' and 'Duplicate'.
5	20.8	Signing and Sealing of Tender	<p>Tender will consist of single bid system</p> <p>Bid should Contain documents confirming the experience, past performance, capacity/ capability related data, financial standing data, declaration etc. as specified under Section IX in this tender document.</p> <p>2. EMD</p> <p>3.. Section – X duly filled</p> <p>4. The tenderer has to submit acceptance of list of requirement given in Section VI of this tender document.</p> <p>The tenderer has to submit acceptance of all section of the tender document (GIT, SIT, GCC & SCC), quality control requirement, tender form, questionnaire etc.</p> <p>5. The tenderer shall quote price strictly as per the Performa given in Section XI of this tender document.</p> <p>Tenderer shall sign all the pages of the tender document as</p>

			<p>token of the acceptance of all the tender conditions.</p> <p>The sealed cover shall be superscribed with tender number / numbers and due date.</p> <p>Late tender shall not be accepted and Tenders submitted without EMD are liable to be rejected. Tenderers shall submit their offers only on prescribed form.</p>
8		Performance Security	<p>Performance Security @ 10% of the total value of the contract as in the form of D.D./F.D/Bank Guarantee from Scheduled Commercial Bank only will have to be paid by the successful bidder within 21 days of issue of L.O.I. order. The Bank Guarantee should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the contractor, including warranty obligations. Performance Security will be refunded to the contractor without any interest, whatsoever, after it duly performs and completes the contract in all respect but not later than 60 days of completion of all such obligations under the contract. In the event of non payment of S.D. by the successful bidder, amount of E.M.D. will be forfeited.</p>

Section IV: General Conditions of Contract (GCC)

Part I: General Conditions of Contract applicable to all types of Tenders

Refer to our website "<http://www.spmcil.com/spmcil/uploaddocument/GCC.pdf>" for further details

Section V: Special Conditions of Contract (SCC)

The following Special Conditions of Contract (SCC) will apply for this purchase. The corresponding clauses of General Conditions of Contract (GCC) relating to the SCC stipulations have also been incorporated below. These Special Conditions will modify/ substitute/ supplement the corresponding (GCC) clauses.

Whenever there is any conflict between the provision in the GCC and that in the SCC, the provision contained in the SCC shall prevail.

S. No	GCC Clause No.	Topic	SCC Provision
8	20.1	Price Adjustment Clause	NOT APPLICABLE.
2	21.2	Taxes and Duties	If the tenderer fails to include taxes & duties in the tender, no claim thereof will be considered by the purchaser afterwards.
10	22, 22.1, 22.2, 22.4, 22.3, 22.6	Terms and Mode of payments	As per List of Requirement's Terms & Conditions

Section VI: List of Requirements

Schedule No.	Brief description of goods and services (Related specifications etc. are in Section-VII)	Accounting unit	Quantity	Amount of Earnest Money
1.	Hiring of consultant for preparation of Financial Statements of SPMCIL as per Ind AS	Service	1	Rs. 24000/- (Twenty four thousand Rupees only)

Terms and Conditions:

1. Work as defined in scope of work shall be carried out by the firm centrally in consultation with CFO, Corporate office.
2. Travel to units shall be bare minimum. In case of travel to units, tickets, boarding and lodging shall be provided /reimbursed by SPMCIL. Qualified CA shall be entitled to travel by air; assistants shall be entitled to travel by train.
3. Timelines for completing the work shall be as follows:
 - Preparation of Ind AS complied Standalone and Consolidated Financial statements as on 01.04.2015 and 31.03.2016: For Mints, by 10.04.2017 and for other units including corporate office, by 30.04.2017.
 - Assistance in preparation of Ind AS complied Standalone and Consolidated Financials for the F.Y 2016-17: For all units including corporate office, by 15.05.2017.
4. Payment terms: 100% Payment shall be made after successful completion of work.

ANNEXURE-‘A’ - SCOPE OF SERVICES REQUIRED

- To study the accounting policies of the company and the units and the advice and assist company in identification of differences between current accounting policies of the company and requirement in notified Ind AS during the courses of implementations at the H.O and all the units.
- Prepare a document regarding the changes required in the existing accounting policies and system of the company to make the accounting system compliant with Ind AS.
- Prepare Indian GAAP analysis and Ind AS impact report on the financial statements of the company and its units.
- To advice and assist the company in selection of accounting policies.
- To assist in assessment of financial impact on selection of Accounting Policies.
- Preparation of IND AS complied Financial Statements:-
 - Preparation of Ind AS complied Financials as on 01.04.2015 and 31.03.2016.
 - Preparation of reconciliation between Indian GAAP and Ind AS.
 - Assistance and guidance in preparation of Ind AS complied Financials for the F.Y 2016-17.

(Signature & seal of the bidder)

Section X: Tender Form

Date.....

To

.....

(Complete address of SPMCIL, Delhi)

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 which is to be quoted in price bid only (total tender amount in figures and words), as shown in the price schedule(s), attached herewith and made part of this tender.

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

We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of GCC 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 120, as required in the GIT 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 Schedule

REF. TENDER NO.

1. Name of the Tenderer:
2. Opening date & time:

Format for Bidder

Particulars	Amount (Rs)
Fee for consultancy	
Service tax @ 15%	
Total	

(Signature & seal of the contractor)

Section XV: Bank Guarantee Form for Performance Security

_____ [insert: Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: _____ [insert: Name and Address of SPMCIL]

Date: _____

PERFORMANCE GUARANTEE No.: _____

WHEREAS (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no..... dated to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

We undertake to pay SPMCIL, Delhi up to the above amount upon receipt of its first written demand, without SPMCIL, Delhi 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

Section XVI: Contract Form

(Address of SPMCIL, Delhi's office issuing the contract)

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

This is in continuation to this office' Notification of Award No..... dated

1. Name & address of the Supplier:

2. SPMCIL, Delhi's Tender document No..... dated..... and subsequent Amendment No....., dated..... (If any), issued by SPMCIL, Delhi

3. Supplier's Tender No..... dated..... and subsequent communication(s) No..... dated (If any), exchanged between the supplier and SPMCIL, Delhi in connection with this tender.

4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as part of this contract:

(i) General Conditions of Contract;

(ii) Special Conditions of Contract;

(iii) List of Requirements;

(iv) Technical Specifications;

(v) Quality Control Requirements;

(vi) Tender Form furnished by the supplier;

(vii) Price Schedule(s) furnished by the supplier in its tender;

(viii) Manufacturers' Authorisation Form (if applicable for this tender);

(ix) SPMCIL, Delhi's Notification of Award

Note: The words and expressions used in this contract shall have the same meanings as are respectively assigned to them in the conditions of contract referred to above. Further, the definitions and abbreviations

incorporated under Section –V - 'General Conditions of Contract' of SPMCIL, Delhi's Tender document shall also apply to this contract.

5. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:

(i) Brief particulars of the goods and services which shall be supplied/ provided by the supplier are as under:

Schedule No.	Brief description of goods/ services	Accounting unit	Quantity to be supplied	Unit Price (in ₹)	Total price

Any other additional services (if applicable) and cost thereof:

Total value (in figure) _____ (In words) _____

(ii) Delivery schedule

(iii) Details of Performance Security

(iv) Quality Control

(a) Mode(s), stage(s) and place(s) of conducting inspections and tests.

(b) Designation and address of SPMCIL, Delhi's inspecting officer

(v) Destination and despatch instructions

(vi) Consignee, including port consignee, if any

(vii) Warranty clause

(viii) Payment terms

(ix) Paying authority

.....

(Signature, name and address of SPMCIL, Delhi's authorized official)

For and on behalf of.....

Received and accepted this contract

(Signature, name and address of the supplier's executive duly authorized to sign on behalf of the supplier)

For and on behalf of

(Name and address of the supplier)

.....

(Seal of the supplier)

Date:

Place:

Section XVII: Letter of Authority for attending a Bid Opening

(Refer to clause 24.2 of GIT)

The General Manager

Unit Address

Subject: Authorization for attending bid opening on _____ (date) in the Tender of _____.

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of _____ (Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signatures
I.		
II.		
Alternate Representative		
Signatures of bidder or Officer authorized to sign the bid Documents on behalf of the bidder.		

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.

2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not produced.