



भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड  
Security Printing and Minting Corporation of India Limited

मिनीरत्न श्रेणी-I, सीपीएसई  
(भारत सरकार के पूर्ण स्वामित्वाधीन)  
Miniratna Category-I, CPSE  
(Wholly owned by Government of India)

02.05.2014

**Limited Express tender for engagement of Actuarial Firm for Actuarial valuation of post- retirement benefits Gratuity and Leave Encashment**

The Company, Security Printing and Minting Corporation of India Limited (SPMCIL), a Miniratna Category-I CPSE wholly owned Schedule 'A' Company of Government of India, invites sealed quotations for engagement of eligible Actuarial Firm for working out the Gratuity and Leave Encashment liabilities of its all employees for the period ending 31.03.2014(Financial Year 2013-14). Sealed quotations are invited from eligible Actuarial Firms for working out the aforesaid liabilities. The eligibility criteria and terms and conditions are mentioned at **Annexure-'A'** enclosed.

2. This notice is being published only as an abundant precaution and not in an open invitation to quote in the tender. Participation in this tender is by invitation only and is limited to the selected SPMCIL's registered Bidders for the item, who have been sent this tender by post/courier. Unsolicited offers are liable to be ignored.

3. Kindly submit bids in sealed envelope latest by 3:00 pm on or before **19.05.2013**.

*Sanjai Maheshwari*

**(SANJAI MAHESHWARI)**

Addl. General Manager (Finance)

Encl: A/a.



**ELIGIBILITY CRITERIA AND TERMS & CONDITIONS OF THE LIMITED EXPRESS TENDER**

**1. INTRODUCTION**

Security Printing & Minting Corporation of India Ltd. (SPMCIL) is a MiniRatna Category-I CPSE wholly owned Schedule 'A' Company of Government of India, incorporated on 13<sup>th</sup> January, 2006 with its registered office at 16<sup>th</sup> Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi. SPMCIL, is engaged in the manufacturing / production of Currency and Bank Notes, Security Paper, Non-judicial Stamp Papers, Postal Stamps & Stationery, Travel Documents viz., Passport and Visa, Security Certificates, Cheques, Bonds, Warrants, Special Certificates with Security Features, Security Inks, Circulation & Commemorative Coins, Medallions, Refining of Gold, Silver and Assay of Precious Metals, etc. The four Mints, two Bank Note Printing Presses, two Security Printing Presses and one Security Paper Mill were departmental organisations under Department of Economic Affairs, Ministry of Finance, Government of India, before their corporatisation

**2. SCOPE OF WORK:**

SPMCIL is desirous for engagement of Eligible Actuary Firm for carrying out the following work for the F.Y.2013-14.

- a. To workout the post-retirement benefits Gratuity and Leave Encashment Liability for all employees of the Company as per AS-15 (Revised) as issued by the Institute of Chartered Accountants of India.
- b. The Eligible Firms shall also be empanelled for Actuarial Work in future valid for one year.

**3. MINIMUM ELIGIBILITY CRITERIA:**

The intended Bidders must fulfill the following pre-qualification conditions:-

- (i) The Actuary shall be member of Institute of Actuaries of India.
- (ii) He shall have the experience of handling the Actuarial valuation of Gratuity/Leave Encashment liability of at least one firm having more than 5000 employees in any of the preceding three years ending 31.03.2013. Self-certification in this regard is required to be given.
- (iii) A person against whom no disciplinary action by the Institute of Actuaries of India or any other actuarial professional is pending. A self-declaration is required to be given in this regard.

Bidders fulfilling the pre-qualification conditions will only be further evaluated. Bids of those Bidders not fulfilling the pre-qualification conditions given above will be summarily rejected. The Corporation reserves the right to seek clarifications on the documents submitted along with the eligibility criteria.

#### 4. SCHEDULE OF WORK:

The Actuarial Valuation would be done on approx 12500 employees of the Company for the period mentioned above. The declared employee strength is only indicative and may vary by  $\pm 5\%$ . The Actuary shall provide the format on which data is to be supplied by the Company. The Actuary shall provide the computation of leave salary and gratuity within 7 days of providing the data. SPMCIL may, on the request of the Actuary in writing extend this period by another 7 days, if the situation warrants so.

#### 5. SUBMISSION OF BIDS:

The two-envelope process is to be followed for bid submission. The entire Tender document shall be placed in one envelop and the technical and financial bids should be placed in two separate envelopes therein. All documents will be duly filled-in with complete details and signed on each page of the tender form. Person signing the tender should state in which capacity he is signing the tender. **Both the envelopes clearly marked as 'Technical Bid' & 'Financial Bid' respectively shall be placed into an outer envelope super scribing "ENGAGEMENT OF ACTUARIAL FIRM"**.

**The time period for submission of bids : Latest by 3:00 P.M on or before 19.5.2014.** On due date, only Technical Bids will be opened. The Financial bids of those bidders whose technical bids are qualified will only be opened on **20.5.2014 at 3:00PM**.

#### 6. EVALUATION OF BIDS:

**(a) Technical Bid Evaluation:** The bidders who are fulfilling the minimum eligibility criteria as laid down in Para 3 should only apply. The bid in respect of the bidders who does not fulfill the minimum eligibility criteria are liable to be summarily rejected. The Technical Bids of the bidders who fulfill the minimum eligibility criteria will only be considered and evaluated. The format for submission of technical bids is given at **Annexure-'B'** enclosed.

**(b) Financial Bid:** The financial bids of the Bidders who are qualified in the technical bid evaluation, with the least financial quotation (overall) shall be taken up for consideration. The financial Proposals shall be opened in the presence of the bidders' representatives who choose to attend. The format for giving financial bid is enclosed at **Annexure-'C'**.

#### 7. AWARD OF THE CONTRACT:

The successful bidder will be notified separately by way of an Acceptance letter through Registered post /AD as well as through e-mail. The bidder shall act immediately upon receipt of e-mail.

#### 8. TERMS AND CONDITIONS

- (i) In the event of discovering of any error or defect the Actuary shall, if called upon to do so, rectify such error at his own cost within the time fixed by SPMCIL.
- (ii) Periodical review of the progress of work and review of Valuation Report: The work done by actuary will be reviewed periodically by the Corporation and Actuary shall submit necessary documents for inspection by the Corporation.
- (iii) **Payment:** No advance will be paid to the Actuary towards his fee. The 100% payment shall be released within 15 days of receipt of the complete information on actuarial valuation subject to fulfillment of other terms & conditions of engagement and accepted by the management.

- (iv) **Non-Disclosure Agreement:** The Actuary shall undertake not to use information given by SPMCIL for any commercial purpose and not to use it either for his benefit or for the benefit of third party/s or disclose the same to third party/s except with prior written consent of SPMCIL.
- (v) **Indemnity:** The Actuary shall defend, indemnify and hold SPMCIL during and after the term of the contract harmless from and against any and all liabilities, damages, claims, fines, penalties, actions, proceedings and expenses of whatever nature arising or resulting from the non-compliance / violation of any law by the Actuary.
- (vi) **Dispute Resolution & Governing Law:** This contract will be governed by the Laws of India for the time being in force. In case of any dispute between the parties to the contract the same will be settled in the Court of Law of competent jurisdiction at New Delhi.
- (vii) **Termination:** SPMCIL may without prejudice to any other remedy/ claim for breach of contract, terminate the contract in whole or in part by giving not less than 15 (fifteen) days written notice of default to the actuary.
- (viii) **Disclaimer:** The Corporation is under no obligation to enter into any contract with anyone by issuing this Tender. The Corporation reserves the right to accept or reject any or all responses and to request additional submissions or clarifications from one or more Bidder(s) at any stage or to cancel the process entirely without assigning any reason. The Corporation makes no representation or warranty, express or implied, as to the accuracy, correctness and completeness of the information contained in the bid documents.
- (ix) The engagement/empanelment of the actuarial firm (s) shall be completely at the discretion of SPMCIL and SPMCIL may terminate the services of actuarial firm on account of non-satisfactory performance or any other reason, which SPMCIL feels appropriate.
- (x) Details of Contact Person in SPMCIL regarding this tender:

**Name: Amitabh Shah,  
Assistant Manager (Finance and Accounts)**

**Address: Security Printing and Minting Corporation of India Ltd.  
16<sup>th</sup> Floor, Jawahar Vypar Bhawan, Janpath  
New Delhi 110001**

**Phone no: 011-43582264  
Email:Amitabh.shah@spmcil.com**

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## FORMAT FOR SUBMISSION OF “TECHNICAL BID”

|           |  |  |
|-----------|--|--|
| <b>1.</b> | Firm / Consultant Name   |  |
|           | Communication Address  |  |
|           | Contact No.<br>Land line:<br>Mobile no:  |  |
|           | FAX:   |  |
|           | EMAIL:   |  |
| <b>2.</b> | <b>Eligibility Criteria as per para 3 (i) to (iii) of the Tender Document.</b>   | <b>Please tick <input checked="" type="checkbox"/> (Yes or No)</b>   |
|           | (i) The Actuary is a member of Institute of Actuaries of India   | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
|           | (ii) The Actuary has experience of handling the Actuarial valuation of Gratuity/Leave Encashment liability of at least one firm having more than 5000 employees in any of the preceding three years ending 31.03.2013. | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>(If Yes, a self-certification should be enclosed)</i> |
|           | (iii) A person against whom no disciplinary action by the Institute of Actuaries of India or any other actuarial professional is pending.  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>(If Yes, a self-declaration should be enclosed)</i>   |

I hereby confirm that the information furnished by me is true and correct. I also confirm that I am a member of Institute of Actuaries of India and I have not violated any of the terms and conditions of the Institute with respect of me and my office and no disciplinary action is pending against me by Institute of Actuaries of India and any other Actuarial professional body.

**Date:**  
**Place:**

**(Signature)**  
**with Seal**

ANNEXURE-C

**FORMAT FOR SUBMISSION OF “FINANCIAL BID”**

**1. Organizational Details**

1.1 Name of the Firm/Organization:

1.2 Address of the Corporate/Head Office:

1.3 Address of Office in NCR with Contact No.:

**2. Total Fee:**

| Sl. No. | Services   | Amount (₹.) |
|---------|--|-------------|
| 1.      | Fee for Valuation of Gratuity and Leave Encashment liabilities of all employees (i.e. 13500 approx) for the year ended 31.03.2014. |             |
| 2.      | Taxes / Duties (if any)  |             |
| 3.      | Out of Pocket Expenses (if any)  |             |
|         | <b>TOTAL</b>   |             |

**Note:** In case SPMCIL requires visit/travel of the Actuarial firm the expenses on travel and hotel accommodation shall be on actual basis, which will be paid extra.

**Name & Signature of the Authorised Signatory**