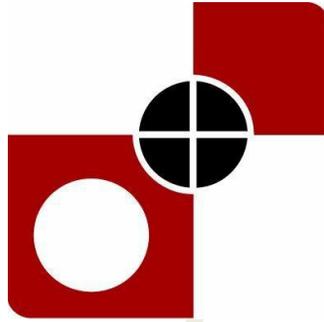


SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.

**16TH FLOOR, JAWAHAR VYAPAR BHAWAN, JANPATH, NEW DELHI-110001 Phone: 011-43582200, 011-23701225 Fax:011-23701223
Email:info@spmcil.com Website: www.spmcil.com**



Standard Bidding Document (SBD)

Security Classification –Non Security

TENDER DOCUMENT FOR DESIGNING DEVELOPMENT AND CONFIGURATION OF EPF, PF AND PENSION TRUST OF SPMCIL IN SAP

Tender No. SPMCIL/EPF/Trust/2017-18/8996

Dated:17/09/2020

This Tender Document Contains 29 Pages.

Tender Documents is sold to:

M/s _____
Address _____

Details of Contact person in SPMCIL regarding this tender:

Sh Ravi Prakash Yadav

Dy Manager(Tech)/CPSO

Security Printing and Minting Corporation of India Limited

16th Floor, Jawahar Vyapar Bhawan

Janpath, New Delhi – 110001

Phone: 011-43582200

Email: ravi.prakash@spmcil.com

For and on behalf of

Security Printing and Minting Corporation of India Ltd

CONTENTS OF TENDER

Contents		Page No
Section I	Notice Inviting Tender (NIT)	3
Section II	General Instructions to Tenderers (GIT)	5
Section III	Special Instructions to Tenderers (SIT)	6
Section IV	General Conditions of Contract (GCC)	9
Section V	Special Conditions of Contract (SCC)	10
Section VI	List of Requirements	12
Section VII	Technical Specifications	15
Section VIII	Quality Control Requirements	16
Section IX	Qualification/ Eligibility Criteria	17
Section X	Tender Form	19
Section XI	Price Schedule	20
Section XII	Questionnaire	21
Section XIII	Bank Guarantee Form for EMD	22
Section XIV	Manufacturer's Authorization Form	23
Section XV	Bank Guarantee Form for Performance Security	24
Section XVI	Contract Form	25
Section XVII	Letter of Authority for attending a Bid Opening	27
Section XVIII	Shipping Arrangements for Liner Cargoes	28
Section XIX	Proforma of Bills for Payments	29

Section I: Notice Inviting Tender (NIT)

SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.

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

Phone: 011-43582200, 011-23701225 Fax:011-23701223

Email:info@spmcil.com Website: www.spmcil.com

Tender No. **SPMCIL/EPF/Trust/2017-18** /8996

Date 17/09/2020

Sealed tenders are invited from eligible and qualified tenderers for providing
TENDER DOCUMENT FOR DESIGNING DEVELOPMENT AND CONFIGURATION OF EPF, PF AND PENSION TRUST OF SPMCIL IN SAP

Brief Description of Services	Earnest Money	Remarks
TENDER DOCUMENT FOR DESIGNING DEVELOPMENT AND CONFIGURATION OF EPF, PF AND PENSION TRUST OF SPMCILIN SAP	Rs 60000/-	To submitted with Techno-commercial Bid

Type Of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)	Express National Competitive Bidding/Two Bid System- Techno-commercial Bid & Financial Bid
Dates of sale of tender documents:	From 19/09/2020 to 09/10/2020 during office hours
Price of the Tender Document	Nil
Place of sale of tender documents	SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD. 16 TH FLOOR, JAWAHAR VYAPAR BHAWAN, JANPATH, NEW DELHI-110001
Closing date and time for receipt	09/10/2020 by 3.00 PM
Place of receipt of tenders	SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD. 16 TH FLOOR, JAWAHAR VYAPAR BHAWAN, JANPATH, NEW DELHI-110001
Time and date of opening of tenders	09/10/2020 at 3.30 PM
Place of opening of tenders	SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD. 16 TH FLOOR, JAWAHAR VYAPAR BHAWAN, JANPATH, NEW DELHI-110001

1. 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.
2. Tenderer may also 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 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.
4. In the event of any of the above mentioned dates being declared as a holiday/ closed day for the purchase organization, the tenders will be sold/ received/ opened on the next working day at the appointed time.
5. Any Security Breach by the contractor lead to
 - a. Termination of Contract
 - b. Payment of Damages
6. As per Public Procurement Policy, the participating Micro & Small Enterprises(MSEs) who are currently registered and will continue to remain registered during the tender validity period with District Industries Centers or Khadi & Village Industries Commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicraft & Handlooms or any other body specified by Ministry of Micro Small & Medium Enterprises are exempted from payment of Tender fee & Earnest Money Deposite(EMD).
7. EMD to be made in favour of “Security printing and minting corporation of India limited” payable at Delhi.

.....

Sh Ravi Prakash Yadav

Dy. Manager (Technical)/CPSO

Security Printing and Minting Corporation of India Limited

16th Floor, Jawahar Vyapar Bhawan

Janpath, New Delhi – 110001,

Phone: 011-43582200

Email: ravi.prakash@spmCIL.com

For and on behalf of

Security Printing and Minting Corporation of India Ltd

Section II: General Instructions to Tenderer (GIT)

Please refer to ["http://www.spmcil.com/spmcil/uploaddocument/git.pdf"](http://www.spmcil.com/spmcil/uploaddocument/git.pdf) for further details (GIT contains 32 pages and will form part of this tender document)

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:

S. No.	GIT Clause No.	Topic	SIT Provision
1	11.2	Tender Currency	Tenderer is requested to quote price in INR only and within 2 Decimal places. Quotation with price quote beyond 2 decimal places will be ignored.
2	18	Earnest Money Deposit (EMD)	Tender should be accompanied with Earnest Money Deposit of Rs. 60000/- (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. The earnest money shall be valid for a period of forty five days beyond the validity period of the tender.
3	19	Tender Validity	Tenders shall remain valid for acceptance for a period of 120 days from the date of opening of Techno-commercial Bid
4	20.4	Number of Copies of Tenders to be submitted	One Original Copy with all the pages of the tender document should be signed with seal & stamp.
5	20.8	Signing and Sealing of tender	(I) Techno-commercial Bid and (II) Price bid are to be submitted in two separate doubled sealed envelopes on or before the due date of submission of tenders. It may be noted that the price is not to be quoted in the Techno-commercial Bid. It shall only be quoted in price bid. Non-adherence to this shall be making tender liable for rejection. The envelopes containing bids shall be super-scribed Techno-commercial Bid and Price bid. The sealed envelopes shall again be put in another sealed cover and should be super-scribed with the words “TENDER DOCUMENT FOR DESIGNING DEVELOPMENT AND CONFIGURATION OF EPF, PF AND PENSION TRUST OF SPMCIL IN SAP” and Tender Sr. No. . SPMCIL/EPF/Trust/2017-18..... with mentioning

			<p>on the Envelop that it contains Technical - Bid, Price Bid indicating NIT Date & Due date and to be addressed to the CPSO, SPMCIL 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi 110 001 and be dropped in the Tender Box kept at Reception of 16th Floor, SPMCIL, Jawahar Vyapar Bhawan, Janpath, New Delhi 110 001.</p> <p>Note- Tender received without Earnest money and Tender cost shall not be evaluated and will be rejected. All MSEs are exempted from payment of EMD and tender cost.</p> <p>Tenders shall be submitted in Part I & II along with documents as detailed below in sealed separate cover:-</p> <p>PART I: TECHNO-COMMERCIAL BID:</p> <ul style="list-style-type: none"> i) EMD and Tender document fees as per NIT. However MSE firms need to submit the documentary proof to get exemption for EMD & Tender Fees ii) GST registration related documents. iii) Copy of Permanent Account Number (PAN Card). iv) Copy of valid Bidder Registration Certificate. v) Power of Attorney/ Authorization with the seal of the company of person signing the tender documents. vi) Duly filled in Tender Form as per Section X. with no price details to be given in this tender form. vii) Bidder shall submit the documents required as per Section- IX. viii) The tenderer shall submit the acceptance of List of requirement as per Section VI of this tender document. ix) The tenderer shall submit the acceptance and furnish the supporting documents of Technical specification as per Section VII and Section VIII of this tender document. x) The tenderer has to submit the acceptance of all terms & conditions of the tender document without any deviation. xi) The tenderer has to submit acceptance of all sections of this tender document (GIT, SIT, SCC, Quality Control requirements, Questionnaire, etc.) <p>PART- II: PRICE BID - The bidders shall quote the price as per the format given in Section XI of this tender document.</p>
6	33	Evaluation	<ul style="list-style-type: none"> i) Evaluation shall be done on the basis of all-inclusive cost as per section XI of the tender document.

			<p>ii) In case the L1 firm is non MSE, the price quoted by MSE firm within the range of L1+15% will be asked to match the price of L1 firm. In case the MSE firm matches the L1 price, order will be placed on MSE firm. However in case MSE firm does not match the price of L1 firm, the next lowest offer of MSE firm within the range of L1+15% will be asked to match the price of L1 and so on. In case no MSE firm (within the range of L1+15%) matches the price of L1 firm, order will be placed on L1 firm.</p>
7	43	Parallel Contract	Not Applicable

Section IV: General Conditions of Contract (GCC)

Please refer to
“<http://www.spmcil.com/spmcil/uploaddocument/gcc.pdf>” for further
details **(GCC contains 28 pages and will form part of this tender
document)**

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.

(Clauses of GCC listed below include a possibility for variation in their provisions through SCC. There could be other clauses in SCC as deemed fit.)

S. No.	GCC Clause No.	Topic	SCC Provision
1	6	Performance Bond/ Security	The Bidder shall furnish the performance security amount/ Security Deposit (S.D) in the form of Bank Guarantee/DD/FDR (10% of the ordered value) valid up to sixty days after the date of completion of all contractual obligations by the supplier, before executing the contract after issue of LOI/Work order by SPMCIL. BG/DD/FDR is to be submitted in favour of Security Printing & Minting Corporation of India Ltd payable at New Delhi. The performance BG/DD/FDR will be returned without any interest to successful Bidder after the completion of all contractual obligations. In case the options clause is operated the bidder shall deposit additional security deposit @ 10 % for the increase in the value of contract. EMD shall be refunded/ returned immediately after receipt of SD/Performance Security.
2	10.1	Terms of Delivery	Total duration 4 months 15 Days Four months for the completion of the project after the deployment of required manpower and the required manpower must be deployed within 15Days from the date of LOI/LOA.
3	16.2,16.4	Warrantee Clause	The newly developed functionalities shall be under Support for a period of three months after go-live date.
3	19.3	Option Clause	The purchaser reserves the right to increase the period of services by 25% at any time, till final date of completion of the contract.
4	22, 22.1,	Terms and	80% of the contract value will be made after go-

	22.2, 22.3, 22.4, 22.6	Mode of Payment	live of project and balance 20% after successful completion of Support period.
5	24.1	Quantum of LD	If the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame incorporated in the contract in List of Requirements- Section-VI, SPMCIL shall, without prejudice to other rights and remedies available to SPMCIL under the contract, deduct from contract price, as liquidated damages, as sum equivalent to the 0.5% of the delivered price of the delayed goods and/or services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of 10% of the delayed goods or services contract price(s). During the above mentioned delayed period of supply and/or performance, the conditions incorporated under GCC sub-clause 23.4 shall also apply.
6	33.1	Resolution of Disputes	If dispute or difference of any kind shall arise between SPMCIL and the bidder 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 the SCC, either SPMCIL or the supplier may seek recourse to settlement of disputes through arbitration Act as per Clause 33.2. (GCC) of the SPMCIL Procurement Manual

Section VI: List of Requirements

Scope of Work

SPMCIL intends to engage a partner having exposure/ expertise in designing, development and configuration of three independent trusts of SPMCIL in SAP (Using FI, HR & Treasury modules of SAP) on turnkey basis in time bound manner i.e. within four months and fifteen days from date of deployment of resources. SPMCIL has three independent trusts, their name and brief functionalities are given below:

Trust	Type of employees covered	Current number of Employees
SPMCIL Employees Provident Fund Trust Governed by EPF ACT 1952	Pro- rata employees and Direct Recruittees of SPMCIL	5,800
SPMCIL Provident Fund Trust Governed by PF ACT 1925	Combined optee	1800
SPMCIL Employees Pension Fund Trust Governed by central government pension rules	Combined optee	1204 (20 Closed cases)

SPMCIL SAP Landscape:

ECC: 6.0 EHP7 Support Pack 14

DB: Oracle 11.2.0.3

EP: Java Stack Netweaver Version 7.01

Existing HR Functionalities operational in SAP:

- (i) Deduction of PF contribution from employees with respect to all three trusts.
- (ii) Posting of these contribution in respective GLs.
- (iii) Generation of PF Report for use in Trust.
- (iv) PF Refundable loan process through SAP Payroll.

Requirement regarding SPMCIL Trusts Functionalities :

Proposed configuration of Trusts will have following functionalities:

1. Book Keeping, Bank reconciliation and other financial activities including Preparation of Trial Balance.
2. Preparation of Financial Statements.
3. Preparation of Annual Statement of members showing full details of opening balances, transactions during the year and closing balance. Generation of summary of members ledger in the given

- format.
4. Preparation of register of refundable/non-refundable loans to members and preparation of summary of these statements in the given form.
 5. Calculation of interest on members balances.
 6. Uploading of contribution of members in their respective ledgers.
 7. Recording of all transactions in members ledger in their respective ledgers and corresponding FI entries.
 8. Preparation of Statutory forms dully filled in by SAP system as required under EPF/PF Act. (Maximum 20)
 9. Surplus Fund are invested by Trusts in different category of investments i.e. Mutual Fund, G-sec, Corporate Bond etc. Preparation of Investment register for these investments showing full details of all investments made by trust during the year, Opening balances and closing balances. Calculation of Interest on Investments on these investments. Reporting of these investments in a manner as required. Investment Register.
 10. Integration wherever required with the existing SAP system for seamless flow of information with minimum human intervention.
 11. Preparation of report of NEFT/RTGS in the given format for making payments to members.
 12. All Master data Migration and updation till go give. Responsibility of correctness of migration of master data lies with bidder.
 13. Uploading of all transaction data from 01.04.2020. Responsibility of correctness of migration of transaction data lies with bidder.
 14. SPMCIL has 9 units at different locations of India. It is intended that unit should act as a maker and Trust at Corporate office, new Delhi should act as checker/approver. Functionality is to be created keeping this in mind and workflow should be designed accordingly. Units shall propose the amounts of withdrawal/settlement in SAP system through workflow and Trust shall check/approve and then make the necessary payments.
 15. Preparation of any other report as may be prescribed.

General Terms and Conditions:

- i. The work to be completed within four months and fifteen days from date of issue of LOI/LOA.
- ii. Data (available in excel format) to be migrated from legacy systems to trusts configured in SAP.
- iii. Three months post go-live Support. 20% of the total contract value will be released after Support period.
- iv. During Support period bidder need to provide the onsite support i.e. one consultant who is capable and having expertise to close all the issues faced by the end user during the Support period. Before the expiry of the Support, this consultant shall give the complete knowledge transfer to the SPMCIL IT team.
- v. No remote access will be given.

- vi. Team to be deployed on-site i.e. Data center, Noida or corporate office New Delhi depending on requirement.
- vii. In case consultants need to travel outside Delhi, SPMCIL will provide air ticket of economy class after approval from competent authority. And other travel expenditure as per SPMCIL E2 level.
- viii. Standard SAP implementation methodology to be followed.
- ix. End user training to be given before go-live (Maximum 20 users).
- x. All documents to be delivered i.e. Business blue print (BBP), Configuration Document, Training Manual etc.

Section VII: Technical Specifications

As per list of requirement at section-VI

Section VIII: Quality Control Requirements

Proof of Key Team Members employment on payroll of the bidder organization (like salary slip, EPFO statements etc.) and Curriculum Vitae is to be submitted with the tender in Techno-commercial Bid to ensure that in the following proforma:

CV of Key Personnel			
Name of the Company			
Date of Birth			
Designation			
Qualification(s)			
Number of years with current			
Proposed Role in the Project			
Language			
<ul style="list-style-type: none"> ➤ Speak ➤ Read 			
Implementation experience:			
Industry experience:			
Any other:			
(Please provide details such as client, nature of work/ responsibilities, timeline etc)			
Summary of Professional Experience (start with current and move			
Date From	Date : To	Company	Describe Position, Project and Relevant Experience

Note: For the purpose of this Form, Key members would mean Project Manager (if any). These persons are expected to be the same/ similar to the actual persons who will be executing the tender for the contractor.

Thanking you,

Yours faithfully,

.....
<Seal and Signature of Authorized Signatory>

.....
<Name of Authorized Signatory>

.....
<Title of Authorized Signatory>

Section IX: Qualification/ Eligibility Criteria

Eligible Criteria for Bidders

The bidders should meet the following minimum qualification criteria to submit their offer towards this tender notice. The bidders need to submit supporting documents to substantiate their eligibility in the Pre-Qualification bid.

S. No	Description	Eligibility Condition	Required Supporting Document to be submitted
1.	Experience and past experience	(i) The bidder should have executed/ implemented/ developed/ supported at least 1 (One) SAP project during last 5 years from 31.03.2020	Copy of LOI/ PO/ WO/ agreement
		(ii) The bidder should have minimum of 5 years of exposure in industry from 31.03.2020	Copy of the company registration in India
2.	Capability	(i) The bidder should be CMMi-Level 3 (Dev) or higher	Copy of the Certificate
		(ii) Bidder should have at least one office in the NCR (National Capital Region)	Copy of the register office
3.	Financial standing	(i) Average Annual turnover of the bidder firm during last three financial years ending 31.03.2020 should be more than Rs. 9 lacs	Copies of audited Balance sheet & CA certificate.
		(ii) Bidder firm should not have suffered any financial loss for more than one year during the last three financial years ending 31.03.2020.	Copies of audited Balance sheet & CA certificate.
		(iii) The net worth of the firm should not have eroded by more than 30% in the last three financial year ending 31.03.2020.	Copies of audited Balance sheet & CA certificate.

- All experience, past performance and capacity/capability related/ data should be certified by the authorized signatory of the bidder firm. The credentials regarding experience and past performance to the extent required as per eligibility criteria submitted by bidder may be verified from the parties for whom work has been done.

2. As per provisions contained M/o Finance, Deptt of Expenditure OM No 20/2/2014-PPD(Pt.) dt 25th July 2016, relaxation shall be given of prior turnover and prior experience with respect of Micro & Small Enterprises(MSEs) in the current tender subject to meeting of quality and technical specifications.
3. All financial standing data should be certified by certified accountant's e.g. Chartered Accounts (CA) in India and Certified Public Accountant/Chartered Accountants of other countries. Bidder to furnish stipulated documents in support of fulfillment of qualifying criteria.
4. Bidder to furnish stipulated documents in support of fulfilment of qualifying criteria. Non- submission or incomplete submission of documents may lead to rejection of offer.

Section X: Tender Form

Date.....

To
CPSO
Security Printing and Minting Corporation of India Ltd.
16th Floor, Jawahar Vyapar Bhawan, Janpath, 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 upto -----, 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 upto 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.

Dated this..day of

For and on behalf of

..... (Signature with seal)

..... (Name and designation)

Duly authorized to sign the bid

Section XI: Price Schedule

Date:

(TO BE FURNISHED IN A SEPARATE SEALED ENVELOPE)

CPSO

Security Printing & Minting Corporation of India Ltd
16th Floor, Jawahar Vyapar Bhawan
Janpath, New Delhi – 110 001 INDIA

Dear Sir,

**Sub: Price Bid in Response to Tender Document
(Tender Document Number; dated**)

For providing **TENDER DOCUMENT FOR DESIGNING DEVELOPMENT AND CONFIGURATION OF EPF, PF AND PENSION TRUST OF SPMCIL IN SAP** as mentioned in the above tender document, the following is the total lump sum price covering all taxes, duties and statutory levies as on the date of submission of the bid (Total Bid Price).

Sl. No.	Work Description	HSN / SAC Code	Rate in Rs. (A)	GST% (B)	Total (A+B)
1.	Designing, Development, Configuration and Go-live of SPMCIL Employees Provident Fund Trust, SPMCIL Provident Fund Trust, SPMCIL Employees Pension Fund Trust.				
Grand Total in Rs.					

TOTAL QUOTED PRICE (In words)
Rupees:.....

Thanking you,

Yours faithfully,

.....
<Seal and Signature of Authorized Signatory>

.....
<Name of Authorized Signatory>

.....
<Title of Authorized Signatory>

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 of services offered:
2. Offer is valid for acceptance upto
3. Your permanent Income Tax A/C No. as allotted by the Income Tax Authority of Government of India.
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 to sign on behalf of the tenderer)

.....
For and on behalf of
.....
(Name, address and stamp of the tendering firm)

Section XIII: Bank Guarantee Form for EMD

Not applicable

Section XIV: Manufacturer's Authorization Form

Not applicable

Section XV: Bank Guarantee Form for Performance Security

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

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

Date: _____

PERFORMANCE GUARANTEE No.: _____

WHEREAS (Name and address of the supplier) (Hereinafter called “the supplier”) has undertaken, in pursuance of contract no..... dated to supply (description of goods and services) (herein after called “the contract”).

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

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

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

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

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

This guarantee will remain in force for a period of 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’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’s Tender document No..... dated..... And subsequent Amendment No....., dated..... (If any), issued by SPMCIL
3. Supplier’s Tender No..... dated..... and subsequent communication(s) No.....
dated (If any), exchanged between the supplier and SPMCIL in connection with this tender.
4. In addition to this Contract Form, the following documents etc., which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as part of this contract:
 - (i) General Conditions of Contract;
 - (ii) Special Conditions of Contract;
 - (iii) List of Requirements;
 - (iv) Technical Specifications;
 - (v) Quality Control Requirements;
 - (vi) Tender Form furnished by the supplier;
 - (vii) Price Schedule(s) furnished by the supplier in its tender;
 - (viii) Manufacturers’ Authorisation Form (if applicable for this tender);
 - (ix) SPMCIL’s Notification of Award

Note:- The words and expressions used in this contract shall have the same meanings as are respectively assigned to them in the conditions of contract referred to above. Further, the definitions and abbreviations incorporated under Section –V - „General Conditions of Contract“ of SPMCIL’s Tender document shall also apply to this contract.

5. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:
 - (i) Brief particulars of the goods and services which shall be supplied/ provided by the supplier are as under:

Brief description of goods/ services	Accounting unit	Quantity to be supplied	Unit Price (in Rs.)	Total price (in Rs.)

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

Total value (in figure) Rs. _____

Total value (In words) Rupees _____

Section XVII: Letter of Authority for attending a Bid Opening
(Refer to clause 24.2 of GIT)

To
The CPSO,
Security Printing and Minting Corporation of India Ltd.
16th Floor, Jawahar Vyapar Bhawan,
Janpath, New Delhi – 110 001.

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.

..... (Signature with date)

.....
(Full name, designation & address of the Person duly authorized to sign
on behalf of the tenderer)

.....
For and on behalf of

.....
(Name, address and stamp of the tendering firm)

Section XVIII: SHIPPING ARRANGEMENTS FOR LINER CARGOES

-----NOT APPLICABLE-----

Section XIX: PROFORMA OF BILLS FOR PAYMENTS

(Refer Clause 22.6 of GCC)

Name and Address of the Firm.....

Bill No.

Purchase order No.....Dated

Name and address of the Purchaser.....

S.No.	Authority for purchase	Description of Stores	Number or quantity	Rate	Price per	Amount
Total						

1. Others (Please specify)
2. (-) deduction/Discount
3. G.S.T.
4. Net amount payable (in words Rs.)

Dated.....
..... (enclosed)

Place:
Date:

Received Rs.....
(Rupees).....

I hereby certify that the payment being claimed is strictly in terms of the contract and all the obligations on the part of the supplier for claiming that payment has been fulfilled as required under the contract.

Revenue stamp
Supplier

Signature and of Stamp