

**SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.
16th FLOOR, JAWAHAR VYAPAR BHAWAN, JANPATH, NEW DELHI-110001
Phone: 011-43582244, 0120-4758004 Fax: 0120-4758010 Email:info@spmcil.com
Website: www.spmcil.com**

**Tender Document for Engaging an Agency for Supply of Manpower for Handling DC,
DRC and Corporate Office of SPMCIL**

Tender No.SPMCIL/IT/59/18/2094

Dated: 17/07/2018

This Tender Document Contains 25 Pages.

Details of Contact person in SPMCIL regarding this tender:

**Mr. Arun Gulia
Deputy Manager (IT)
Security Printing and Minting Corporation of India Limited
16th Floor, Jawahar Vyapar Bhawan
Janpath, New Delhi – 110001
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Section I: Notice Inviting Tender (NIT)
SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.
16th FLOOR, JAWAHAR VYAPAR BHAWAN, JANPATH, NEW DELHI-110001
Phone: 011-43582244, 0120-4758004 Fax: 0120-4758010 Email: info@spmCIL.com
Website: www.spmCIL.com

Tender No. SPMCIL/IT/59/18/2094

Date 17/07/2018

Sealed tenders are invited from eligible and qualified tenderers for Engaging an Agency for Supply of Manpower for Handling DC, DRC and Corporate Office for period of **one year** as mentioned in the **Tender Document**

Brief Description of Services	Earnest Money (in Rs)
Engaging an Agency for Supply of Manpower for Handling DC, DRC and Corporate Office	Rs.4,40,000/- (Rupees Four Lakh Forty Thousand Only)

Type Of Tender (Three Bid)	Three Bid. National Competitive Bidding System with Pre-Qualification Bid (PQB), Techno-Commercial & Financial Bid.
Dates of sale of tender documents:	From 17/07/2018 (9:30 am) to 16/08/2018 (3:00 pm) during office hours
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 of tenders	16/08/2018 by 3.00 PM
Place of receipt of tenders	Security Printing And Minting Corporation of India Ltd. 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi-110001
Date and time of PQB/ Techno-Commercial Bid / Price Bid opening	1) 16/08/2018 at 3.30 PM for PQB 2) For Techno-Commercial and Price Bid: - will be intimated later on to those firms who qualify in PQB.
Place of opening of tenders	Security Printing And Minting Corporation of India Ltd. 16 th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi-110001

SBD: Section I: Notice Inviting Tender (NIT)

Nominated Person/ Designation to Receive Tenders (Clause 21.1 of GIT)	Mr. Arun Gulia Dy. Manager(IT) Security Printing and Minting Corporation of India Limited, 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi – 110001
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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. EMD in the form of account payee Demand Draft/ Bankers Cheque/ Fixed Deposit Receipt (As per Section XIII) in favour of “**Security Printing and Minting Corporation of India Limited, New Delhi**” is to be furnished along with PQB from any scheduled commercial bank, in acceptable form otherwise the tender will not be considered and will be liable to be rejected.
3. 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 2 above.
4. 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 above, failing which the tenders will be treated as late and rejected.
5. 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.
6. The tender documents are not transferable.
7. No **Conditional Tender** shall be accepted.
8. All rules, regulations, orders and instructions given in the Standard Bidding Document (SBD) of the tender relating to procurement as intended shall be applicable.

Mr. Arun Gulia
Dy. Manager (IT)
Security Printing and Minting Corporation of India Limited
16th Floor, Jawahar Vyapar Bhawan,
Janpath, New Delhi – 110001
Phone: 011-43582244 , 0120-4758004
Email: info@spmcil.com , arun.gulia@spmcil.com

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.

Sl. No.	GIT Clause No.	Topic	SIT Provision
1	11.2	Tender Currency	Bidders to quote in Indian Rupees only. Note: Bidder is requested to quote price within 2(Two) decimal place, Quotation with price quoted beyond 2(Two) decimal places will be ignored.
2	14	PVC Clause & Formula	The price should be firm & fixed during the currency of the contract.
3	18.5	Earnest Money Deposit (EMD)	Rs.4,40,000/-(Four Lakhs Forty Thousand Only)
4	19	Tender Validity	One Hundred and Twenty (120) days from the last date of submission of bid.
5	20.8	Signing and Sealing of Tender	Tender will consist of Three bid system (PQB, Techno- Commercial bid & Financial bid), all should be submitted in separate envelope.
6	43	Parallel Contracts	Not Applicable
7	52.3	Pre-Production Sample	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.

S. No	GCC Clause No.	Topic	SCC Provision
1	5	Country of Origin	Not Applicable
2	8	Packing and marking	Not Applicable
3	10	Terms of Delivery	Services to be provided as per Section VI: List of Requirement.
4	9.4	Pre-Service Inspection	Not Applicable
5	19.3	Option Clause	By a suitable provision in the SCC, the purchaser may reserve the right to increase the ordered quantity by 25% at any time, till final delivery date of the contract, by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of delivery period.
6	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.
7	22.3, 22.4, 22.6	Terms and mode of payment	<ul style="list-style-type: none"> i. The payment shall be on monthly basis. The contractor shall submit his bill in triplicate duly pre- receipted to the concerned officer SPMCIL. ii. No extra pay and allowance and other facilities etc. will be provided by SPMCIL to the contractor/ manpower supplier firm in any circumstances.
8	50.3	Performance Security	Initially the supplier shall furnish Performance Security to SPMCIL for an amount equal to 10% of Order value prior to release of Purchase Order and it is valid up to 60 days from the date of completion of all contractual obligations by the supplier including warranty.

Section VI: List of Requirements

1. Requirement Description

SPMCIL has implemented a corporate wide SAP ERP system in order to integrate all its business processes and sub-processes into a single unified system to efficiently achieve the business goals. The implemented SAP ERP system manages the business plans and policies of SPMCIL in an efficient manner under strict deadlines. The system is designed for high performance and reliability in order to negate any production loss due to inefficiency of the system. SPMCIL has state of the art IT infrastructure in place with Tier-III Data Center (DC) which is located at India Government Mint, Noida & Disaster Recovery Center (DRC) which is located at India Government Mint, Hyderabad. The implemented IT infrastructure performs high on reliability, availability, resilience, flexibility and scalability.

SPMCIL, through this RFP, aims to Engaging an agency to Supply manpower for handling its data center, Noida and DRC at Hyderabad, that would enable SPMCIL to completely realize the benefits of implemented SAP ERP system and other applications.

2. Activities to be performed

The activities to be covered under this service includes, but not limited to, the following:

- (i) Break-fix
- (ii) Performance Management
- (iii) Configuration Management
- (iv) Network Management
- (v) Security Management
- (vi) Updating Patches
- (vii) Upgrades
- (viii) Bug Fixing
- (ix) OS Maintenance and updates
- (x) Alerts (remote and local) Management
- (xi) Provision of service engineers in case of long leave or resignation

3. SPMCIL is looking forward for engaging an agency, which can provide qualified, experienced talented IT professionals for Handling Data Center in India Government Mint, Noida and Data Recovery Center in India Government Mint, Hyderabad for a period of **One year** from the date of LOI. The contract may be extended further for one more year at the same terms and condition based on the performance.

3.1 Total Manpower required for support and maintenance of DC and DRC = **20 Numbers**, details are below:

3.1.1 Manpower Requirement at *Data Center Noida*, running on 24 hour*7 bases, manpower have to work in shift:-

S.No	Resource Type	Qty(in Nos)
1	Senior System Administrator	1
2	System Administrator	4
3	Senior Network Administrator	1
4	Network Administrator	4
5	MS Exchange Administrator	1
6	Desktop Engineer*	4
	Total for DC, IGM Noida	15

Note:

*Out of Four Desktop Engineer two will be deployed in Corporate Office, New Delhi and Two will be in Data Center, IGM Noida. However, deployment may be changed on need basis.

3.1.2 Manpower Requirement at *Disaster Recovery Center, IGM Hyderabad* running on 24 hour*7 bases, manpower have to work on shift basis.:-

S.No	Resource Type	Qty(in Nos)
1	System Administrator	3
2	Network Administrator	2
	Total DRC, IGM Hyderabad	5

4. Education Qualification and Experience

S.No	Resource Type	Qualification & Experience
1	Senior System Administrator	(a) B.Tech/B.E in any stream/MCA/M.SC (IT, ECE, Computers) and minimum 6 years experience in Unix/Linux /HP UX and should be able to handle cluster environment. or (b) BSc. (IT, Computer Science)/BCA/ Diploma holder with minimum 10 years of experience in Unix/Linux /HP UX and should be able to handle cluster environment.
2	System Administrator	(a) B.Tech/B.E in any stream /MCA/M.SC (IT, ECE, Computers) and minimum 2 year's experience in Unix/Linux /HP UX and should be able to handle cluster environment. or (b) BSc. (IT, Computer Science)/BCA/ Diploma holder with minimum 6 years of experience in Unix/Linux /HP UX and should be able to handle cluster environment.
3	Senior Network Administrator	(a) B.Tech/B.E in any stream/ MCA, M.SC (IT, ECE, Computers) with minimum 6 year's experience as Network Administrator and should have Certification on CCNA/CCNP. or (b) BSc. (IT, Computer Science)/BCA/Diploma holder with minimum 10 years of experience as Network administrator should have Certification on CCNA/CCNP.
4	Network Administrator	(a) B.Tech/B.E in any stream/ MCA, M.SC (IT, ECE, Computers) with minimum 2 years experience as Network Administrator and should have Certification on CCNA/CCNP. or (b) BSc. (IT, Computer Science)/BCA / Diploma holder with minimum 6 year of experience as a Network administrator and should have Certification on CCNA/CCNP.
5	MS Exchange Administrator	(a) B.Tech/B.E in any stream /MCA, M.SC (IT, ECE, Computers) and 3+ years experience in Windows Server Administration and out of 3 years, 2 years as MS- Exchange Administration. Should be able to handle cluster environment. or (b) BSc. (IT, Computer Science)/BCA / Diploma holder with minimum 6 year of experience and out of 6 years, 3 years as MS- Exchange Administration. Should be able to handle cluster environment.
6	Desktop Engineer	The desired profile of the candidate should be Graduates/Diploma holder and should have at least minimum 1 year of experience in handling desktop /hardware/network/ printers related.

5. Nature of Duties:

SPMCIL having its Data Center at Noida and DRC at India government Mint Hyderabad, that comprises of server, storage, backup library, network devices like core switch, firewall, IPS, RPS.

The description of the manpower to handle Data center and Disaster Recovery Center on 24 X 7 X 365 basis is as follows:

5.1 Senior System Administrator

In addition to below activity in para no.5.2, should able to handle the team, and ensure that all servers remain up and running, and ensure various activity assigned to his team completed on time, that include preparation of SOP and documentation.

5.2 System Administrator

The system administrator should able to below activity.

- (i) Installation and re-installation of operating system in the server in the event of system crash/ failures/changes.
- (ii) Regular monitoring and analysis of events and logs generated in the entire sub -systems including but not limited to servers, operating systems, security devices etc. to identify vulnerabilities. Action shall be taken in accordance with the results of the log analysis.
- (iii) Adoption of policies as defined by SPMCIL in its IT security Policy, from time to time.
- (iv) Provide integration and user support on all supported servers and data storage systems.
- (v) Troubleshoot problems with web services, mail services, applications software, desktop/server relationship issues and overall aspects of a server environment.
- (vi) Hardening servers, in line with security policies including applying patches, firmware upgrade on various servers, storage, backup library etc.
- (vii) Manage and monitor server configuration, performance, and activity of all servers.
- (viii) Update all Document related to server configurations.
- (ix) Taking different type of backup (eg. ignite,filesystem, application,archive logs etc) and restoring them as and when required.
- (x) Handling and management of cluster environment in HP-UX platform
- (xi) Managing of file system, including addition/ deletion/resizing/ optimization of
- (xii) Storage space of HP-UX/windows operating system.
- (xiii) Node switching from one server to another in cluster environment.
- (xiv) Maintain AD server (Active directory server), so that user able to login into desktop.

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- (xv) Maintain documentation of backup and tapes.
 - (xvi) Identify the issues if any and coordinate with m/s HPE for logging ticket and resolving the same.
 - (xvii) Any other task assigned by SPMCIL.

5.3 Senior Network Administrator

In addition to below activity in Para no.5.4, should able to handle the team, and ensure that all network device remain up and running, and ensure various activity assigned to his team completed on time, that include preparation of SOP and documentation.

5.4 Network Administrator

All nine units of SPMCIL are connected through MPLS network. Network admin is required to have exposure in handling DC, DRC and network instrument. He/she has to perform following duties.

- (i) Ensuring the availability of network 24 hour x 7.
- (ii) Attending to and resolving network failures and snags. If required, coordinate with the MPLS service provider.
- (iii) Configuration and backup of network devices including documentation of all configurations
- (iv) Implementing Security policy.
- (v) 24X7 monitoring of the network to spot the problems immediately.
- (vi) Coordinate with vendor and SPMCIL units till the link is up
- (vii) Configuration of firewall, intrusion preventive system.
- (viii) Configuration of switches and routers.
- (ix) Maintain routing table, for smooth operation of network.
- (x) Hardening security of network devices in line with security policies including applying patches, firmware upgrades.
- (xi) Installation/upgrade of anti-virus, updation and patching, and implementing various security policies.
- (xii) Bandwidth management for improving network performance.
- (xiii) Any other task assigned by SPMCIL.

5.5 MS Exchange Administrator

- (i) Monitoring of MS-Exchange server and creating e-mail id, blocking of email-id.
- (ii) Maintain and Monitoring of AD server (Active directory server), so that user able to login into desktop.

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- (iii) Updating MS Exchange 2010 server with latest patch released by Microsoft.
 - (iv) Maintenance, Monitoring, Migration, Patching, Backup restore and implementation of SPMCIL exchange polices and any other function required for smooth functioning of exchange server.
 - (v) Any other task assigned by SPMCIL.

5.6 Desktop Engineer

- i. Handling day to day desktop issue
- ii. Installing windows OS
- iii. Solving printer issue
- iv. Updating windows
- v. Updating anti-virus client system
- vi. Installing various applications on end user desktop like ms-office, sap gui, etc.
- vii. Resolve any issue faced by end user.

6. Delivery Period:

The successful bidder has to deploy manpower within 30 days from the date of LOI.

7. Other Important Terms and Condition are as follows:

- 7.1 The selected bidder has to ensure that man power deployed at DC, DRC and corporate office should submit Police verification report before deployment of resources.
- 7.2 The agency shall employ good and reliable persons with robust health. In case any of the personnel so provided is not found suitable by the SPMCIL, SPMCIL have the right to ask for his replacement without giving any reason thereof and bidder will have to replace such persons immediately.
- 7.3 The personnel's so deployed should follow strict discipline, be punctual & sincere in attendance.
- 7.4 Changing of Staff should be intimated to SPMCIL at least 15 days in advance.
- 7.5 The manpower deployed by the selected bidder should also maintain secrecy, discipline and properly dressed in the premises of SPMCIL.
- 7.6 The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The SPMCIL shall not bear any

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- extra charge on any account whatsoever i.e. EPF contribution, ESI, etc.
- 7.7 The Selected bidder will ensure that no information about the software, hardware, database, and the policies of the client organization is taken out in any form including electronic form or otherwise, from the client site by the manpower posted by them.
- 7.9 The Selected bidder shall forward the list of the candidates with designation and resume along with necessary certificates. The Selected bidder should ensure that qualification is fulfilled as per the tender documents.
- 7.10 The Selected bidder will ensure that salaries are given to the deployed technical professionals in time without any delay.
- 7.11 The Deployed persons in SPMCIL will be the employees of the service provider and SPMCIL shall have nothing to do with their Employment and non-employment. Under no circumstances any liability in respect of matters connected with their employment shall be held against SPMCIL.
- 7.12 The service provider's staff shall not claim any benefit/ compensation/ absorption/ regularization of services from / in SPMCIL under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.. The service provider will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all statutory obligations under all related legislations as applicable to it from time to time including Minimum wages act, Employment Provident Fund, ESI Act, etc. and SPMCIL shall not incur any liability/ obligation.
- 7.13 The service provider personnel shall not divulge or disclose to any person, any details of Office, operation process, technical know-how, security arrangements, administrative/ organizational matters as all are confidential / secret in nature. A Non-Disclosure Agreement to this effect will have to be signed by the service provider.
- 7.14 Any data, reports, papers etc. should not be carried out without written permission of SPMCIL, outside its premises. Also, any outside data, software etc. should not be brought in the office of SPMCIL without written permission.
- 7.15 The bidder must provide to its employees their photo identity cards and ensure display during duty time.

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- 7.16 The vendor should at all times indemnify against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938; The Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; Payment of bonus Act 1965; Factory Act 1948 or any modification thereof or any other law relating thereto and rules made hereunder from time to time and the Company will not own any responsibility in this regard.
- 7.17 The bidder shall not engage any sub-contractor or transfer the contract to any other firm.
- 7.18 The service provider, employees shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the property/person.
- 7.19 The Vendor shall ensure that no employees so deployed are below 18 years.
- 7.20 All statutory Labor Acts must be complied by the contractor/agency.

Section VII: Technical Specifications

Manpower Requirement at *Data Center Noida*, running on 24 hour*7 bases, manpower have to work in shift:-

S.No	Resource Type	Qty(in Nos)
1	Senior System Administrator	1
2	System Administrator	4
3	Senior Network Administrator	1
4	Network Administrator	4
5	MS Exchange Administrator	1
6	Desktop Engineer*	4
	Total for DC, IGM Noida	15

Note:

*Out of Four Desktop Engineer two will be deployed in Corporate Office, New Delhi and Two will be in Data Center, IGM Noida. However, deployment may be changed on need basis.

Manpower Requirement at *Disaster Recovery Center, IGM Hyderabad* running on 24 hour*7 bases, manpower have to work on shift basis:-

S.No	Resource Type	Qty(in Nos)
1	System Administrator	3
2	Network Administrator	2
	Total DRC, IGM Hyderabad	5

Section VIII: Quality Control Requirements

Service Delivered not in conformity with tender specification will be treated as service not delivered at all. Service shall be delivered by the service provider in accordance with the terms and conditions specified in the contract failing which expenses may be levied on supplier.

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.

S.No	Description	Eligibility Condition	Required Supporting Document to be submitted
1.	Experience and past experience	(i) The bidder should be a company incorporated in India for more than 5 years.	Copy of Incorporation certificate.
		(ii) The Registered Office or one of the Branch Offices should be located either in Delhi / New Delhi or in National Capital Region.	Address proof of the Office location wise.
		(iii) The bidder should have executed “Similar nature“ of work in supply of Technical Manpower for handling Data center/Servers/Network Devices (i.e System Administrator, Network Administrator) in minimum five PSU or Government Department/Multi-National Company /Banks in last five years ending 2017-18	Copies of LOI/ PO/ WO/ agreement.
2.	Capability	(i) The bidder should have IT Technical manpower resource strength of minimum forty persons on its roll on the date of Submission of bid.	Copies of last three months EPFO statements/salary slip.
		(ii)The bidder should not have been black listed by any of Government Authority or Public Sector Undertaking (PSUs). The bidder shall give an undertaking (on their letter head) that they have not been black listed by any of the Govt. Authority or PSUs.	Under taking need to submitted
3.	Financial standing	(i)Average Annual turnover of the bidder firm during last three financial years ending 31.03.2017 should be more than Rs.66,00,000/-	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 31.03.2017.	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 31.03.2017.	Copies of audited Balance sheet/CA certificate.

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1. 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 should be verified from the parties for whom work has been done.
 2. 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. Non-submission or incomplete submission of documents may lead to rejection of offer.

Section X: Tender Form

Date.....

To

Dy. Manager (IT)

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.

..... (Signature with date)

..... (Name and designation)

Duly authorized to sign tender for and on behalf of

Section XI: Price Schedule

**(TO BE FURNISHED IN A SEPARATE SEALED
ENVELOPE)**

Date:

Dy. Manager (IT),
Security Printing & Minting Corporation of India Ltd.,
16th Floor, Jawahar Vyapar Bhawan,
Janpath, New Delhi – 110001
INDIA

Dear Sir,

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

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).

1. TOTAL QUOTED PRICE (In figures) ` _____
2. TOTAL QUOTED PRICE (In words) Rupees _____

The breakup of the above lump sum price is given in the tables below: (Table -1)

Thanking you,

Yours faithfully,

<Seal and Signature of Authorized Signatory>

<Name of Authorized Signatory>

<Title of Authorized Signatory>

Table 1

A	B	C	D	E	F	G	H	I	J	
Sr. No	Resource Type	Qty in Nos	Monthly Unit Price (Rs)	Total Monthly Price(Rs)	Yearly Total Price(12 months)(Rs)	Taxes (%)	Tax Amount	Total Amount (Rs)	HSN /SAC No	
				E= D* C	F= E*12		H=F*G	I= F+H		
1	Senior System Administrator	1								
2	System Administrator	7								
3	Senior Network Administrator	1								
4	Network Administrator	6								
5	MS Exchange Administrator	1								
6	Desktop Engineer	4								
	Total manpower	20								
	Total Bid Price(Rs)									

- Bidder may include additional line item if required

Note:

1. L1 Price will be calculated on Total Bid Price.

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 sign on behalf of the tenderer) For and on behalf of

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

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

To

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

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.

MANDATORY CHECKLIST**(To be submitted along with Tender)**

1. It is mandatory to submit all the supportive documents in respect of Past Experience, Financial Standing and other documents as mentioned in Section VI, VII & IX of tender document. Please note that if any of the documents as asked in the Section VI, VII & IX of tender document are not submitted along with your offer then your offer is liable for rejection.
2. No price component has to be mentioned in PQB, Techno-commercial Bid otherwise offer will be rejected.

S.No.	Description	Yes/No
1	Tender submitted in Three Bid (PQB, Techno Commercial and Price Bid) in separate envelopes.	
2	The Tender should be submitted in Hindi/English Language. The authenticated copies of the documents in support of the applicant's claims may be submitted in Hindi/English Language.	
3	EMD to be submitted in PQB.	
4	All experience, capability and financial standing, past performances related data e.g. work order/contract copy, invoice copy, and all experience certificate etc. to be enclosed in PQB.	
5	For financial standing criteria, enclosed Balance Sheets and Profit & Loss Accounts of required financial years i.e. 2014-15, 2015-16 and 2016-17 as mentioned in section IX duly certified by certified accountants e.g. Chartered Accountants (CA) in India & certified Public Accountant/Chartered Accountant in other countries. To be enclosed in PQB.	
6	Provided the Names of Organization(s)/Firm(s) with Address & Telephone Numbers, Fax Numbers, E-mail addresses to which they have supplied similar type of services. To be enclosed in PQB.	
7	Power of attorney/Authorization indicating that authorized signatory is competent & legally authorized to submit the tender and /or enter into legally binding contract. To be enclosed in PQB.	
8	Sealed & signed copy of tender document, as a token of acceptance of all terms & conditions. To be enclosed in Techno-commercial Bid.	
9	Copy of PAN/TAN number / VAT/TIN/GST number. To be enclosed in PQB.	
10	Tender validity 120 days given.	
11	Delivery Period accepted as per tender.	
12	Price Schedule should be submitted with Price Bid in in separate envelopes.	
Signature and Seal of bidder		

*******End of Tender Document*******