



SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD

Wholly owned by Government of India

16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001

NOTICE INVITING TENDER

CHO(HR)/Admn./05/07-Part-III

Date 11.04.2016

SPMCIL, a Company wholly owned by Government of India intends to engage Agency for providing Manpower Service for its Corporate Office at New Delhi.

The interested Agencies, who have provided such services to State/Central Govt./ PSUs in Delhi/NCR, may submit their offer along with necessary documents. For details please visit our website www.spmcil.com.

The offer addressed to **Assistant Manager (HR)** must reach in sealed cover latest by **04.05.2016 upto 3.00 PM** with superscription "**Tender for the Engagement of Manpower Services**". The Company reserves the right to accept or reject any offer without assigning any reason whatsoever.

SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD. (SPMCIL)
TENDER FORM FOR THE ENGAGEMENT OF MANPOWER SERVICES

1. Period of Contract: The period of contract will be initially for two years from the date of signing of the agreement. The Agreement may be further extended at the option of SPMCIL for one year, if services of the vendor are found satisfactory.

2. Estimated Requirement:

Security Guard (Ex-Servicemen)	6
Pantry/Office Boy	15
Safai Karamchari	4
Driver	3
Cook	2

Actual requirement may vary at the discretion of SPMCIL.

3. Rate quoted:

As per Annexure B-I, B-II & B-III to be given in financial bid format.

4. Earnest Money Deposit (EMD) : **₹1,92,000/- (One Lakh Ninety Two Thousand Only).**

The Earnest Money Deposit of ₹1,92,000/- only is to be furnished in any one of the following form from any Scheduled Commercial Bank in India:-

(a) Account Payee Demand Draft.

(b) Fixed Deposit Receipt.

(c) Banker's Cheque.

Further, the EMD should remain valid for a period of 45 days beyond the final tender validity period.

5. Last date of submission : **3.00 PM on 04.05.2016.**

6. Date and time of opening of the tender at **3.30 PM on 04.05.2016.**

at Security Printing and Minting Corporation of India Ltd., 1st Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi-110001.

7. Please specify as to whether tenderer is a Sole Proprietor/ Partnership firm/ Company : Sole Proprietor/Partnership Firm/Company (Strike off whichever is not applicable)

In case of Partnership Firm/Company, the following details may be furnished:-

Sl. No.	Name of the Proprietor(s)/ Director (s)	Percentage of share	Age	Current Address	Permanent Address
A					
B					
C					
D					
E					

MINIMUM QUALIFICATION CRITERIA FOR THE TECHNO- COMMERCIAL BID

8. EPF A/c No. and Authority with whom registered : _____
9. ESI Registration No. and Authority with whom registered : _____
10. Service Tax Registration No. and Authority with whom registered : _____
11. Permanent Account Number (PAN) : _____
12. Income Tax Account No. /TAN (TDS Account No.) : _____
13. Registered Office (Address) with Telephone No./Fax No./Mobile No. : _____
14. Experience in providing manpower service in at least two State/Central Govt. /PSUs/Autonomous Body : _____ with periods of service specified therein.
15. Address for communication along with Phone No./Fax : _____
16. Firm shall self certify each page of the tender document before submission.

Signature of the Tenderer

Seal: _____

Date: _____

Place: _____

INSTRUCTIONS FOR TENDERERS:

- (i) In case of the application being made by a Partnership Firm, a copy of Partnership Deed is required to be submitted.
- (ii) In case of the application being made by a Private Limited Company, a copy of the Certificate of Incorporation from the Registrar of Companies, Memorandum of Association and Articles of Association of the Company are required to be submitted.
- (iii) It is the responsibility of the tenderers to see that complete bidding documents are submitted in SPMCIL, 1st Floor, Jawahar Vyapar Bhawan , Janpath, New Delhi -110001 on or before the last date and time stipulated for opening of tender failing which the tender would be considered late received and rejected.
- (iv) The bid document should contain two envelopes.

(a) Technical Bid Envelope:

The first envelope should contain the tender form and the below mentioned technical documents. An outer cover should be marked as “Technical Bid for Engagement of Manpower Services”.

- a) *Annexure A-1* -Documents relating to registration with EPF Authorities.
- b) *Annexure A-2*- Documents relating to registration under ESI Act.
- c) *Annexure A-3* - Documents relating to registration with Service Tax Authorities.
- d) *Annexure A-4* - Copy of the PAN.
- e) *Annexure A-5* – Copy of PASARA License to be issued under Regulation Act, 2005 relating to Private Security Agencies.
- f) *Annexure A-6* – Copy of Labour License.
- g) *Annexure A-7* – Income Tax Account No. and TAN (TDS Account No.).
- h) *Annexure A-8* - Documents relating to experience in providing manpower services at least in two State/Central Govt./PSUs/Autonomous Body.
- i) *Annexure A-9* - Copy of the Partnership Deed/Certificate of Incorporation & Memorandum of Association and Articles of Association.
- j) *Annexure A-10* – Proof of annual turnover of atleast ₹5Crore per year for the last three years.
- k) *Annexure A-11* - Earnest Money Deposit [EMD] of the amount of ₹1,92,000/- in the form of Bank Draft in favour of Security Printing and Minting Corporation of India Limited, payable at New Delhi.
- l) *Annexure A-12* – Tender document fee of ₹1000/- (non refundable) in the form of Demand Draft in favour of SPMCIL, payable at New Delhi.

(b) Financial Bid Envelope:

The second envelope should contain the financial bid i.e. the rate quoted in the format as mentioned at *Annexure B-I, B-II & B-III*.

- (v) The bid should reach SPMCIL in two envelopes. One envelope should contain techno-commercial bid with EMD of ₹1,92,000/- and the other envelope should contain financial bid. The envelope containing the price bid will be opened only after qualification in techno-commercial bid.
- (vi) The two envelopes are to be put in a bigger envelope and marked as **“Tender for the Engagement of Manpower Services”** addressed to **Assistant Manager (HR), Security Printing & Minting Corporation of India Limited, 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001** should reach by **3.00PM on or before** in sealed condition.
- The tender will be rejected outright if any of the documents is not attached with the tender form submitted by the tenderer or each page of the document is not signed by the tenderer. The tender is also liable to be rejected if any of the terms and conditions as mentioned in the Tender Form are not fulfilled by the tenderer.
 - The tender form can be downloaded from the website available at <http://www.spmcil.com>.

TECHNICAL BID DOCUMENTS:

- **Annexure A-1**
Documents relating to registration with EPF Authorities.
- **Annexure A-2**
Documents relating to registration under ESI Act.
- **Annexure A-3**
Documents relating to registration with Service Tax Authorities.
- **Annexure A-4**
Copy of the PAN
- **Annexure A-5**
Copy of PASARA License to be issued under Regulation Act, 2005 relating to Private Security Agencies.
- **Annexure A-6**
Copy of Labour License.
- **Annexure A-7**
Income Tax Account No. and TAN (TDS Account No.).
- **Annexure A-8**
Documents relating to providing manpower services to at least two States/Central Govt./PSUs.
- **Annexure A-9**
Copy of the Partnership Deed/Certificate of Incorporation & Memorandum of Association and Articles of Association.
- **Annexure A-10**
Proof of annual turnover of atleast ₹5Crore per year for the last 3 years.
- **Annexure A-11**
Earnest Money Deposit [EMD] of the amount of ₹1,92,000/- in the form of Bank Draft in favour of Security Printing and Minting Corporation of India Limited , enclosed in Technical bid envelope.
- **Annexure A-12**
Tender document fee of ₹1000/- (non refundable) in the form of Demand Draft in favour of Security Printing and Minting Corporation of India Limited payable at New Delhi for empanelment.
- **All pages of the tender documents must be signed by the tenderers, in token of its understanding & acceptance of the terms and conditions of the tender document.**

FINANCIAL BID DOCUMENTS:-

FINANCIAL BID FORMAT

Details of rate quoted for Eight (8) Hours duty for Security Guards (Ex-Serviceman) as indicated in columns below:-

Sl. No.	Particulars	Security Guards (Ex-Serviceman) (6 Nos.)
(A)	Monthly Wages	
(B)	PF	
(C)	ESI	
(D)	Service Charges	
(E)	Total of (A) to (D) = (E)	
(F)	Service Tax _____ % of (E)	
(G)	Monthly charges (E+F)	
₹. _____ (Rupees _____ only).		

Note:-

1. The above charges shall be quoted keeping in mind that the minimum wages shall be paid as fixed by the Directorate General of Resettlement, Ministry of Defence & compliance of all labour laws/regulations etc by bidder/contractor.
2. All Security Guards (Ex-Serviceman) shall be paid ₹500/- per month each as laundry/washing/upkeep charges on pro-rata basis for the number of days they attend the assigned work.
3. Security Guards must be Ex-Servicemen only.

Signature of the Tenderer

Seal: _____

Date: _____

Place: _____

FINANCIAL BID DOCUMENTS:-

FINANCIAL BID FORMAT

Details of rate quoted for Eight (8) Hours duty for Office/Pantry boys, Cook and Safai Karamchari as indicated in columns below:-

Sl. No.	Particulars	Office/Pantry boys (15) Nos. and Cook (2)	Safai Karamchari (4) Nos.
(A)	Monthly Wages		
(B)	PF		
(C)	ESI		
(D)	Service Charges		
(E)	Total of (A) to (D) = (E)		
(F)	Service Tax _____% of (E)		
(G)	Monthly charges (E+F)		
₹ _____ (Rupees _____ only).			

Note:-

- The above charges shall be quoted keeping in mind that the minimum wages shall be paid as fixed by the Government of NCT of Delhi (Labour Department) in respect of Office/Pantry boys, Cook and Safai Karamchari and compliance of all labour laws/regulations etc by bidder/contractor.
- All Office/Pantry boys, Cook and Safai Karamchari shall be paid ₹500/- per month each as laundry/washing/upkeep charges on pro-rata basis for the number of days they attend the assigned work.

Signature of the Tenderer

Seal: _____

Date: _____

Place: _____

FINANCIAL BID FORMAT

Details of rate quoted for Eight (8) hours duty for Driver's as indicated in columns below:-

SI No.	Particulars	Drivers (3 Nos.)
(A)	Monthly Wages	
(B)	PF	
(C)	ESI	
(D)	Service Charges	
(E)	Total of (A) to (D) = (E)	
(F)	Service Tax _____% of (E)	
(G)	Monthly charges (E+F)	
₹. _____ (Rupees _____ only).		

Note:-

- The above charges shall be quoted keeping in mind that the minimum wages shall be paid as fixed by the Government of NCT of Delhi (Labour Department) in respect of Drivers and compliance of all labour laws/regulations etc by bidder/contractor.**
- Normal duty hours of Drivers shall be more than 8 hours everyday. Therefore, extra duty payment to them for service rendered beyond 8 hours of duty in a day shall be @ ₹2000/- per month which shall be released on pro- rata basis for the number of working days he attends the work. Moreover, ₹1000/- per month will be paid to driver for mobile phone, laundry & washing/cleaning of the vehicle on lumpsum basis. Apart from above no overtime for extra duty hours shall be payable in case of Drivers. Thus, they shall be paid a lumpsum amount of ₹3000/- on pro-rata basis as mentioned above.

Signature of the Tenderer

Seal: _____

Date: _____

Place: _____

JOB DESCRIPTION

1. To provide the Security Guards (Ex-Servicemen)/Office/Pantry boys, Cook, Safai Karamchari and Drivers at the SPMCIL Corporate Office at Delhi.

Hours of Work

2. The duty hours of the Security Guard (Ex-Serviceman)/Office Boy/Pantry Boy, Cook, Safai karamchari and Driver at the SPMCIL Corporate Office or any establishment under the control of the Corporation shall be **eight (8)** hours. The same shall be further extendable at the option of SPMCIL or the Nodal Officer of SPMCIL, at the rates quoted in the tender form. The working days shall be six days per week. The duty timing of the persons shall be as under

Personnel	Explanations
Security Guards (Ex-Servicemen)	The Security Guards (Ex-Servicemen) next in line replacing the security guard shall arrive 15 minutes earlier than his stipulated reporting time. In case the security guard does not reach in time then the earlier security guard shall not leave the premises (work station). No extra duty hours shall be counted for the same by SPMCIL. They shall not leave the premises (work station) unattended for lunch/any other work for whatsoever reasons without prior approval.
Office/Pantry Boys, Cook and Safai Karamchari	They shall attend to the service request of the Officers/Employees of SPMCIL or to anybody as per the directions of Administrative Division of HR Department(SPMCIL) and/or the Nodal Officer SPMCIL.
Driver	The timing shall be flexible depending upon the requirement. The duty hours of Drivers shall be as directed by the concerned Officer of SPMCIL to whom they are attached to or by Administrative Division of HR Department(SPMCIL) and/or any other Officer authorized by SPMCIL in this regard.

3. The Agency shall be responsible for security and shall make all necessary arrangement to safeguard the movable and immovable property and prevention of theft within the premises, assigned to it for security, by SPMCIL.
4. It shall be the duty of the Guards deployed by the agency to safeguard the life and property of the SPMCIL, employees & visitors.
5. It shall be duty of the Guards deployed by the Agency to prevent unauthorized entry in the premises of SPMCIL for security purposes.
6. The Agency shall provide round the clock security (at the option of SPMCIL) on 8 hours shift basis and deployment schedule by the Officer authorized by SPMCIL shall be final.

7. The Agency shall provide uniform and other accessories to all the manpower deployed by them at SPMCIL.
8. The Agency shall undertake full responsibility for the performance/actions of its manpower deployed at SPMCIL.
9. Office/Pantry boys will serve tea/coffee water etc to various officers/visitors and shall also be responsible for cleaning of the office furniture and equipment etc.
10. Cook should have knowledge of kitchen work.
11. Housekeeping/Safai Karamchari will maintain dry & wet office floors, window pane, toilets, side panel racks and other work assigned to them by the Administrative Division of HR Department.
12. The driver/drivers (having valid driving license) would be responsible for safety driving official vehicles. The driver/drivers should be well conversant about the Delhi/NCR routes and must carry a mobile phone with him with facilities of attending incoming/outgoing calls. The driver/drivers should come on duty in uniform and should obey the instructions of the Officer authorized by SPMCIL in this regard. The driver/drivers are required to daily check of the vehicle and take care of oil, coolant, distill water etc. maintenance of vehicle, before the start of the duty in SPMCIL.
13. The bidder has to quote for all types of services mentioned in financial bid format. Part quotation will be rejected. The bidder shall sign each page of the tender documents in token of its understanding & acceptance.

TERMS AND CONDITIONS

1. The firm should possess PASARA (Private Security Agencies License) (Regulation Act, 2005).
2. The firm should have labour license.
3. The interested firm should have earlier provided the service of the nature as is exemplified in the Tender document. Such service must have been rendered in State/Central Govt./PSUs.
4. The firm must quote the amount of service charges in consideration for the contract.
5. EPF benefits shall be extended to all categories including Security Guards, Pantry/Office Boys, Cook, Safai Karmchari and Driver.
6. That the Security Guard shall be responsible for all security measures and arrangement to safeguard the movable and immovable property & equipment etc. entrusted for security purposes by Administrative Division of HR Department(SPMCIL) and/or any other Officer authorized by SPMCIL.
7. That the Security Guard deployed by the Agency will take care of the property of SPMCIL by preventing theft, loss, pilferage, riots, arson, fire from the areas entrusted to his control and shall be responsible for all such lapses.
8. That the Agency shall provide the security services by appointing trained Security Guards (Ex-servicemen)/ personnel.
9. That the Agency shall within a week of the award of the work and the deployment of Security Guards (Ex-Servicemen) furnish a certificate stating that the Security Guards (Ex-Servicemen) are trained and none of the Security Guards (Ex-Servicemen) has been discharged from any earlier service on the ground of criminal charges, theft & unreliability/inefficiency.
10. That the Agency shall ensure that their staff deployed for service in SPMCIL premises shall be available during their duty hours as per duty roster and they shall not leave their place of duty without notice of Administrative Division of HR Department(SPMCIL) and/or Nodal Officer.
11. That the Agency shall deploy suitable personnel at all relevant time for rendering services and shall further maintain a list of the reserves to provide the replacement and supplement the strength. The Agency shall furnish such list to Administrative Division of HR Department(SPMCIL) and/or Nodal Officer authorized by SPMCIL every month.
12. That the Security Guard deployed by the Agency shall check and maintain systematic and up to date records of the movement of materials leaving the SPMCIL Corporate Office/premises entrusted to it for security by Administrative Division of HR Department(SPMCIL) and/or Nodal Officer authorized by SPMCIL.
13. That the Agency shall be responsible to provide immediate replacement for any Security Guards (Ex-servicemen)/Pantry/Office Boy, Cook, Safai Karamchari and Driver, who is not available on duty at the place of posting for any emergency and pressing reasons.
14. That the SPMCIL Authorities shall have the right to ask the agency to replace any staff of the agency by any other suitable person in case the staff is not discharging his services properly. The decision by Administrative Division of HR Department(SPMCIL) and/or Nodal Officer authorized by SPMCIL shall be final and the Agency shall comply with the same at the earliest.
15. That the Agency shall carry out such other legitimate duties as are entrusted to them from time to time.

16. That the Agency shall not engage any sub-contractor or transfer the contract to any other person.
17. That the Agency shall remain in touch with the fire fighting Deptt./Police as and when their services are required. The Agency shall liaise and cooperate as per requirement of the Company.
18. The clearance of the local police with regard to the past criminal records/antecedents of the persons deployed by it shall be obtained by the Agency before deployment of the personnel and the same should be submitted to SPMCIL.
19. The names of the workers appointed/employed by the Agency shall be made known to the Administrative Division of HR Department of SPMCIL with their Identity card/employment number, before commencing deployment. The frequent changes in the manpower deployed shall not be allowed, the changes will be allowed only with the prior specific approval of Administrative Division of HR Department (SPMCIL) and/or Nodal Officer authorized by SPMCIL.
20. The rates quoted as per details given in financial bids (B-I, B-II & B-III) Tender Form shall be for the entire period of the contract. Any amendment thereto shall be at the sole option of Administrative Division of HR Department (SPMCIL) and/or Nodal Officer authorized by SPMCIL. The said rate shall be quoted keeping in mind that the statutory compliance of all labour laws / regulations must be complied with by the Contractor/Agency.
21. In case of increase/revision in minimum wages in case of Security Guard, Office/Pantry Boys, Cook, Safai Karamchari and Drivers including service tax by the Delhi Govt. and/or concerned authority, then only differential increase over the minimum wages, if any, shall be payable by SPMCIL.

For Example:

- W0 = Revised minimum wages notified by Delhi Government.
 - W1 = Increased amount of minimum wages shall be W1 – W0
 - In addition corresponding increase in PF/ESI shall be paid by SPMCIL.
22. The Agency shall make the payment to their Security Guard (Ex-servicemen)/Office/Pantry Boys, Cook, Safai Karamchari and Driver in the premises of SPMCIL Corporate Office and in the presence of authorized representatives of the SPMCIL and the necessary certificates in this regard shall be submitted by the Agency every month to SPMCIL alongwith payment receipt made to all manpower.
 23. The Agency shall claim their commission in the form of service charges for providing services at a rate quoted by it in the tender documents.
 24. In case of any loss/theft of SPMCIL property, Administrative Division of HR Department or Nodal Officer authorized by him shall consider the circumstances leading to the loss/theft and if the responsibility is fixed upon the Agency by the above mentioned Officer, the Agency shall make good the loss within a specified period or else deduction of the cost shall be made from the following month's bill.
 25. **Payment of Bills:-**The bill for the preceding month shall be presented in triplicate, by the Contractor/Agency by the 10th day of the next/subsequent month, to enable the SPMCIL authorities to arrange the reimbursement after the payment made by the Agency. Payment will be made through RTGS/A/c payee Cheque only. TDS shall be deducted as per Govt. order. Further, the Agency shall furnish a copy regarding deposit of monthly EPF /ESIC challans/returns etc. with next bill, failing which amount as deemed fit by SPMCIL shall be withheld in the next subsequent bill.

26. The tenderer shall deposit an earnest money of ₹1,92,000/- along with the tender Performa through Bank Draft drawn only in favour of Security Printing and Minting Corporation of India Ltd., New Delhi failing which the tender will not be considered for acceptance and will be outrightly rejected.
27. The successful tenderer shall have to execute an agreement with SPMCIL, which shall be in consonance with the present terms and conditions, on a non-judicial stamp paper of ₹100/- to be purchased and provided by the tenderer within seven days from the date of acceptance of the offer failing which the Earnest Money shall be forfeited.
28. The Earnest Money shall be returned to the Contractor on the expiry of the contract period i.e. two years on furnishing the usual clearance/No Demand Certificate.
29. The Contractor/Agency should take care that the rates and amounts are written in (figure & words). In case of ambiguity, the rate as quoted in words shall be treated as the correct.
30. **Forfeiture of earnest money:-** If any tenderer withdraws his tender within the validity period or makes any modification in terms & conditions of the tender which are not acceptable, the Administrative Division of HR Department shall, without prejudice to any other right or remedy, be at liberty to forfeit the earnest money absolutely.
31. In case the Contractor/Agency leaves the job before completion of the period of contract, SPMCIL shall be entitled to forfeit the earnest money deposited by the contractor/agency for the execution of this contract.
32. In case of any loss or theft, it shall be made good by the Agency and failure on the part of the Contractor/Agency to do so within a period of 30 days, the loss shall be made good, from the amount of Bank Guarantee. If the amount of loss exceeds the amount of Bank Guarantee, then the remaining amount shall be recovered from the amount due and payable to the Contractor/Agency.
33. The tenderers are advised to read the terms and conditions of the tender as indicated in this form and satisfy themselves about their fulfilling these conditions as also meeting with the requirements of documents and other issues as mentioned in the Tender form before submitting the tender. The offer of the tenderers who do not fulfill the conditions/requirements as per the tender form and/or do not enclose the documents required or submit the documents which are fabricated/incomplete in any respect and/or furnish incorrect information shall not be considered. In this regard, decision of the Administrative Division of HR Department (SPMCIL) or Nodal Officer appointed in this regard shall be final and binding on all concerned.
34. The earnest money of the tenderer whose tender is not accepted will be refunded without any interest thereon within a month of award of the security contract.
35. The contract can be terminated by SPMCIL by giving a month notice. But Contractor/Agency can terminate the contract by giving three months notice.
36. It shall be the responsibility of the Contractor/Agency to comply with all labour laws/regulations applicable with respect to its manpower working under the arrangement as is envisaged under the Law. The Contractor/Agency shall further undertake to indemnify SPMCIL of any liability incurred by it on account of non-adherence to labour laws/regulations by it.
37. Any controversy or disputes arising out of this contract shall be referred to the sole arbitrator for adjudication of dispute to be appointed by Administrative Division of HR Department (SPMCIL) and/or Nodal Officer authorized by SPMCIL on an application made to it within 30 days of the arising of the dispute. The entertainability of an application made after the period of thirty days shall be at the discretion of Administrative Division of HR

Department(SPMCIL) and/or Nodal Officer authorized by SPMCIL .The Arbitration and Conciliation Act, 1996 shall apply and the venue of the arbitration shall be New Delhi. The cost of arbitration shall be shared equally by both the parties.

38. **Any individual/firm/company/registered society/registered co-operative society presently engaged by this institution and whose performance has not been found satisfactory shall not be eligible for offering tenders even if the individual firm/company/registered society/ registered co-operative society subsequently changes the character/style/nomenclature/composition of the tenderer and such tender shall be rejected outrightly.**
39. The SPMCIL reserves the right to accept or reject any or all tenders without assigning any reason and will not be bound to accept lowest tender.
40. The terms and conditions contained herein shall form part of and shall be taken as if they were included in the contract agreement to be entered into between SPMCIL and the Agency.
41. The Agency shall be liable to be imposed an amount of penalty to be decided by SPMCIL in case of its failure to comply with the terms of the Work Order.
42. It is certified that none of the Committee members has any personal interest in the Companies/Agencies participating in the tender process.
43. **Performance Security**: The successful bidder to whom the contract has been awarded shall submit performance security amounting to 10% of the value of contract in the form of an Account Payee Demand Draft or Bank Guarantee (as per proforma enclosed as Annexure___) from a Scheduled Commercial Bank. The performance security is to be furnished within 21 days after notification of award and it should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the contractor including warranty obligations.

Note: If any of the terms & conditions (1) to (43) above is not found fulfilled during the period of contract, SPMCIL reserves the right to discontinue the contract without assigning any reasons thereof by providing a hearing to the contractor, if he so desires.

CHECK LIST FOR THE TENDERER

TENDER NO:CHO(HR)Admn./05/07

(YES/NO)

1. Have you read the tender document in full and understood?
2. Whether you have signed in all the pages of the tender?
3. Whether you have written the rates in figures & words using **pen**?
4. Whether the original full tender document is being submitted as offer?
5. Whether the EMD of ₹1,92,000/- in the form of Account Payee Demand Draft / Fixed Deposit Receipt / Banker's Cheque is enclosed as per the requirement?
6. Whether the tender document fee of ₹1000/- in the form of Demand Draft is enclosed?

(Signature of the Contractor with seal)

FOR THE USE BY TENDER OPENING COMMITTEE ONLY

TENDER NO.: SPMCIL/Admn./05/07

1. Earnest money deposited / not deposited / is / not in acceptable form.
2. Tender document fee deposited/not deposited/is/not in acceptable form.
3. There are no changes, corrections, additions and overwriting etc. in the General Terms and Conditions put to tender.
4. There are _____ corrections and overwriting in the rates which have been quoted in figure/ words numbered from _____ to _____ figure / words.
5. The tender is conditional / unconditional. Please refer covering letter/ notes on page _____ there are _____ conditions.
6. The rates have not been quoted against item No. _____
7. There is ambiguity in the rates quoted in figure and words against item No. _____.
8. Rates have been quoted in figures / words only.
9. It is certified that none of the Committee members has any personal interest in the Companies/Agencies participating in the tender process.

(Tender Opening Committee)