

(ON THE LETTER HEAD OF THE TENDERER)
COVERING LETTER FOR
TENDER FORM

Date: -----

TO: The General Manager
Security Paper Mill,
Hoshangabad – 461005 (MP)

Dear Sirs,

Sub: Submission of Tender for providing consultancy services for (a) Civil, Electrical, Mechanical Engineering and other Utilities and for Supervision of Supply, Installation, Commissioning and Risk Management of one line CWBN Paper Making Machine, and (b) Up gradation, Modification, Overhauling of Existing Paper making facilities at SPM, HOSHANGABAD

We have carefully examined all the tender documents including main terms and conditions (Annexure-2) and I/we the undersigned hereby submit the tender for the above cited work with price bid in conformity with the said Tender documents. We undertake that if our tender is accepted, we will commence the work immediately and complete the same within 22 months from the date of issue of Letter of Intent/Work Order.

If our tender is accepted we will submit DD/FDR/Guarantee from a bank for a value equivalent to 10% of the contract price as Security Deposit for the due performance of the work to the fullest satisfaction of SPM.

We agree to abide by this tender for a period of 180 days from the date fixed for the opening of tender and it shall remain binding upon us and may be accepted at any time before the expiration of that period. We further undertake that if required by SPM, we shall extend the validity period as required by SPM.

Until and unless a formal agreement is prepared and executed, the tender documents, together with its addendum if any, LOI. Your written acceptance shall constitute a binding contract between us and SPM.

Dated this ----- day of -----2010

----- Signature

----- Name

----- [In the capacity of]

Duly authorized to sign tender for and on behalf of

TENDER DOCUMENTS

Providing Consultancy Services for the work of

- a) Civil, Electrical, Mechanical Engineering and other Utilities and for Supervision of Supply, Installation, Commissioning and Risk Management of one line CWBN Paper Making Machine, and

- b) Up gradation, Modification, Overhauling of Existing Paper making facilities

at

**Security Paper Mill
(A Unit of Security Printing & Minting
Corporation of India Ltd.)
Hoshangabad – 461005 (MP)**

INSTRUCTIONS TO THE TENDERERS

1. Details of documents to be submitted along with the tender.

Preamble: Security Paper Mill has entered into an Agreement with M/s VOITH, Germany for Design, Supply, installation and commissioning of one CWBN paper Machine with State of Art technology along with compatible slitter, sheet cutter, inspection of packaging line and Mould Cover Plant on turnkey basis.

It is now proposed to engage the services of a consultant for:-

(a) the design of the Civil, Electrical, Mechanical and other utilities, project consultancy & supervision of construction, erection, commissioning etc. for the above ordered CWBN Paper machine at SPM Hoshangabad

and

(b) Up gradation, modification and overhauling of existing Paper making facilities at SPM.

2. Scope of the Work

Detailed scope of work is furnished in separate section (**Annexure- 1A & Annexure-1B**).

3. Pre-bid meeting

The tenderer will be advised to attend pre-bid meeting that could be scheduled on the request of any of the tenderer for any clarification or as per the decision of SPM, at least 7 days before last date of submission prescribed in tender (or addendum to the tender if applicable) document. The tenderer requiring any such clarification on any aspect of the tender documents may notify SPM in writing or by fax at SPM's mailing address well in advance.

4. Content of Tender Documents

The tenderer should examine all the tender documents, along with Annexures. Failure to furnish all information required as per the tender documents or submission of an incomplete tender will be at the tenderer's risk and may result in rejection of the tender.

5. Amendment to tender documents

At any time prior to the deadline of submission of tenders, SPM may amend the tender documents by issuing addenda and any addendum thus issued shall be part of the tender documents and shall be

communicated in writing or by fax to all tenderers. The tenderers shall acknowledge receipt of each addendum by fax to SPM.

In order to give the tenderers reasonable time to take an addendum into account in preparing their tenders, SPM may, at its discretion, extend the deadline for submission of the tenders.

6. Language of tender

The tender and all documents and correspondence relating to the tender exchanged by the tenderer and SPM shall be in English.

7. Furnishing a non-disclosure undertaking

All the tenderers shall furnish an undertaking as per **Annexure- 3** in a Rs.100/- non-judicial stamp paper duly signed and verified by the competent person authorised to sign the documents on behalf of the tenderer and duly notarised. This undertaking shall be furnished at the time of submitting the tender papers along with the technical tender.

8. Submission of tenders

The TENDER shall be submitted in TWO SEPARATELY SEALED ENVELOPES in two parts as follows:

A. PART I – TECHNO-COMMERCIAL TENDER

This part shall contain the following.

1. All the details/documents required as per clause 1 above.
2. A Power of Attorney, duly notarised by a Notary Public or any other Competent Authority indicating that the person(s) signing the tender have the authority to sign the tender and thus the tender is binding upon the tenderer.
3. Earnest Money in accordance with clause 1 of terms and Conditions.
4. Confidentiality Statement - Non-disclosure undertaking as per Annexure 3 shall be furnished in accordance with clause 8 of terms and Conditions.
5. Any information or other materials required to be completed and submitted by the tenderers in accordance with these tender documents.
6. Tender Form, duly filled-in.
7. A table of confirmation for the requirements mentioned above may be enclosed as per Annexure-5 (Compliance Format).
The following documents have to be submitted in support of the tenderers satisfying the conditions.
 - i. Copy of Registration Certificate of the firm.

- ii. Statement of Annual turnover of the firm for the last 3 years ended March 2010.
- iii. Copy of audited annual accounts of the firm for the last 3 years ended March 2010.
- iv. Proof of last 7 years experience in providing consultancy services for setting up/expansion/renovation of paper mills including the jobs on hand.

B PART II - PRICE TENDER

This part shall contain the following:

1. A covering letter of the Tenderer on its letterhead mentioning the work as mentioned in the tender.
2. Price Schedule i.e. the price tendered by the bidder.
 - a. It has to be noted that both the techno-commercial tender as well as the price tender should be prepared in duplicate and duly signed by the bidder in indelible ink.
 - b. The prices shall be quoted in Indian rupees only.
 - c. The price of all services shall be exclusively mentioned with all taxes, duties, levies and all statutory charges strictly as per bid format (Annexure 6).

The techno-commercial tender and price tender should be put in separate envelopes and sealed separately duly super scribing the envelopes accordingly. These two envelopes should, in turn, be put in an outer envelope and sealed again and the outer envelope should be, super-scribed as "Bid for providing Project consultancy services for the Work of Civil, Electrical, Mechanical and other utilities, and for supervision of construction, erection, commissioning etc. for the above ordered CWBN Paper machine at SPM Hoshangabad and modification, overhauling & Up-gradation of existing Paper making facilities at SPM. It may be noted that two such envelopes should be submitted separately, one in respect of ORIGINAL TENDER and for the other COPY OF TENDER and the cover should have marking accordingly.

9. Site condition

- a) Proposed paper machine is to be set up within SPM's premises at Hoshangabad. The place is about 16 kms north of Itarsi city and 70 kms south of Bhopal and situated on National Highway – 69. Hoshangabad city is well connected to other parts of India by rail and road.

- b) The tenderer may inspect the site and shall satisfy himself of the site conditions and shall collect any other information which is required before submitting the tender. Claims and objections due to ignorance of site conditions will not be considered after submission of the tender.

10. Accommodation

The successful tenderer shall have to make his own arrangements for residential accommodation for his employees/labourers at site during the execution of project. However, SPM may consider assisting or providing accommodation depending upon availability in company's township at Hoshangabad on payment basis as determined by SPM on specific request of the successful tenderer. SPM shall, however, provide suitable space at site for the project Office free of cost.

11. Non-transferability of tender documents

The tender documents are non-transferable and only the firm/person/entity marked on the Invitation to the tender shall be eligible to submit the tender.

12. Consultancy charges

The Consultancy charges quoted by the tenderer shall be firm. The quoted charges shall include the entire charges for the execution of total work mentioned in the scope of work including all travel, boarding and lodging charges for Bidders personnel in connection with execution of work.

However the charges for the travel stay and incidentals towards inspection and testing of supplied equipments both indigenous and imported shall be borne by SPM. The decision of SPM in this matter shall be final.

13. Receipt of tender and correspondence

Tender will be received at the office of:

The General Manager,
Security Paper Mill,
Hoshangabad – 461005 (MP) – India

The tenderer has the option of sending the tender by registered post/courier or by hand so as to reach the place of receipt of tender given in the invitation to tender on or before the date and time set out for the same. Tender submitted by Tele-fax/Telegram/E mail will not be accepted.

14. Last date for the submission of tenders

The bids will have to reach the office of the General Manager at the address given in clause 13 (SPM) on or before 17:00 Hours on 25.10.2010. Tenders received after this date / time will be rejected summarily.

15. Period of validity of tenders

Tenders shall remain valid for a period of 180 days from the date of opening of the price bids. If required by SPM, the tenderer should be willing to keep the prices open for further period as per the requirement.

16. Tender Opening

The technical bids will be opened at **15:00 hours** on **26.10.2010** in the presence of the representative/s of the tenderer who choose to be present at the time of opening. The techno-commercial tender will be evaluated by SPM and the qualified tenderers will be intimated of the date and time of opening of the price bids. The price bids will be opened in the presence of the tenderer who choose to be present at the time of opening.

17. Clarification on tenders

To assist in the examination, evaluation and comparison of tenders SPM may, at its discretion, ask any tenderer for clarification/s of its tender. Such clarification/s may be requested at any stage up to the Work award decision. Requests for clarification/s and the responses shall be in writing or by fax.

18. Award of the work

The successful tenderer will be notified by SPM and a Letter Of Intent issued in this regard.

19. Terms and Conditions

Terms and conditions of tender are furnished in separate section **(Annexure-2)**

Scope of Work as per Annexure-1A & Annexure-1B

Annexure-1A

Scope of work to provide Engineering and consultancy services for various utilities and for supervision of setting up of a CWBN Paper Mill at SPM, Hoshangabad.

I. ENGINEERING & CONSULTANCY SERVICES

The scope of services of Consultant for rendering engineering and consultancy services for design, supply, installation and commissioning of infrastructure, utility plants, preliminary technical services, basic engineering for utility plants, Civil Engineering, Supervision of supply, installation and commissioning of one CWBN paper machine with State of Art technology along with compatible slitter, sheet cutter, inspection and packaging line and Mould Cover Plant for which an Agreement has been entered into with M/s. Voith, Germany. The details of Scope of work are given below:-

1.1 Infrastructure:

- a) Selection of Plant site and finalization of Plant layout along with associated plant and equipment in consultation with supplier M/s. Voith, Germany & SPM.
- b) Main Plant buildings, Raw material warehouse, Product warehouse / strong room, Buildings for various utilities and Buildings for process plants. Entire building work pertaining to this project shall be designed by consultant in consultation with M/s. Voith and SPM.
- c) Weighbridge, partition wall, Roads and drains

1.2 Utility Plants:

Assessment & augmentation of following utilities for New CWBN Paper Making Machine,

- a) Steam Generation, Water, Compressed air & Supply Plant.

- b) Electric Power Receiving & Distribution.
- c) Air Conditioning & Ventilation System for Control Rooms, Automatic Finishing & Packing section, Testing Laboratory & Offices.
- d) Roll Grinder with roll Storage facility.
- e) Mechanical, Electrical & Instrument Workshops Augmentation
- f) Mill Security & Surveillance System Augmentation
- g) Fire Detection, Alarm & Mitigation System.
- h) Domestic Sewage Treatment system.
- i) **Optional:** Up-gradation of Effluent Collection & Treatment Plant.

1.3 Preliminary Technical Services

- a) The consultant will go through the Agreement signed with M/s. Voith, Germany for various systems outlined therein. This Agreement will form the basis for execution of the work. A copy of the Agreement shall be provided to the successful bidder.
- b) Provide Technical assistance to SPM in seeking Government and Statutory approvals for various facilities envisaged (Supply of water and electricity, Clearances of Pollution control Board, Boiler Inspector, Electricity Authority, Inspector of factories, etc) in the form of technical drawing & documents, participation in technical meetings with the authorities, equipment suppliers, etc.
- c) Perform Environmental Impact Assessment study, if required.
- d) Prepare topographical drawing for construction in consultation with M/s. Voith and SPM.
- e) Carry out soil investigation with suitable agency and review its report.
- f) Suggest foundation required for buildings as per site soil condition.
- g) Study and establish strength of existing building & structures for its reuse.
- h) Study & establish methods of demolition of existing structures to be removed. Filling up of existing ponds to re-claim land for installation of new buildings
- i) Prepare Mill Plot/Master Plan showing different ground/ grade levels, boundary walls, roads, storm drains, all plant and mill

facilities including power receiving station, raw water intake station, treated effluent discharge pipeline.

- j) Prepare Architectural drawings for Buildings & Structures of the New Paper Mill.
- k) Preparation of Master schedule for project implementation, PERT Charts
- l) Plan out Facilities at site required for start of construction
- m) **OPTIONAL:** Survey and Plan methods of treated Effluent discharge, disposal for solid wastes emanating from the plant and discharge of gaseous effluents and it's lay out considering Zero discharge.

1.4 Basic Engineering for Utility Plants

- a) Check and review design basis calculations
- b) Check and review consumption calculations for, fresh water, steam, compressed air, power etc.
- c) Check and review concept notes with system description & quality parameters.
- d) Prepare specifications for utility plants, material handling equipment, fabricated storage tanks, fire fighting and other systems, not covered in the scope of M/s. Voith.
- e) Prepare design basis for warehouse / go-downs.
- f) Prepare equipment list.
- g) Prepare final equipment layout and general arrangement drawing based on preliminary drawings supplied by M/s. Voith, Germany.

1.5 Civil Engineering

- a) Check and review Static & Dynamic Load list for Equipment.
- b) Check and review Foundation Load plan.
- c) Check and review Foundation drawings for Equipment
- d) Check and review Mounting & support details for equipment.

1.6 Supervision of the work of supply, installation and commissioning of one CWBN paper machine with State of Art technology along with compatible slitter, sheet cutter, inspection & packaging line and Mould

Cover Plant. Details of Plant & Equipment, included in the Agreement with M/s Voith are briefly described as follows :-

- a) Stock preparation for cotton linter & cotton comber pulp, approach flow, broke pulping, fiber /water recovery system, incorporation of security features.
- b) Wet-end additives, surface size preparation & supply system relevant for bank note paper making.
- c) Twin cylinder mould Paper machine including insertion of security thread, with Press section, Multi stage Dryer, Surface impregnation, Calendar, Pope Reel system and QCS.
- d) Automatic Sheet Cutting & packing including inspection, sheeting, notching, rejection, counting, reaming, labeling, wrapping & palletizing.
- e) State of the art multi layer mould cover making system including CNC engraving, embossing, electrotpe embossing, Ultrasonic welding, etc.
- f) Process automation -distributed control system.
- g) Laboratory equipment

The relevant technical details about the above equipment shall be provided to the successful bidder.

IV. DETAIL ENGINEERING FOR UTILITY PLANTS

A - Detailed Mechanical Engineering

- a) Review & updating of engineering provided by machinery suppliers.
- b) Check and review detailed floor wise general arrangement drawings in plans & sections including equipment, drives, platforms, supports, maintenance space, stair cases, transformers, MCC & control rooms, ventilation equipment, fire protection equipment, erection openings, cranes, conveyors, lifts, pipe & cable lays, pipe, duct & cable trays, drains, pits, flow channels etc.
- c) Inspection of Piping & Ducting Routing Drawings in Plans & Sections; Piping Isometric Drawings as relevant; Pipe Load Calculations and Design Pipe supports; Bill of Materials for Pipes, Valves, Fittings; Bill of Materials for mechanical elements of Pipe Supports, Perform Stress

Analysis for Hot Pipe lines, etc, provided by vendor and ratify the same to ensure stability of the plant building.

- d) Perform Vendor Drawing Review for Equipment / Systems,
- e) Perform Vendor Drawing Review for Bulk Purchase items.
- f) Prepare Enquiry Specification for Mechanical Erection Works, including their related testing procedures not covered in the scope of M/s. Voith.
- g) Prepare Enquiry Specification for Fabricated items.
- h) Perform Vendor Drawing Review for Fabricated items.
- i) Prepare Enquiry Specification for Piping Erection not covered in the scope of M/s. Voith.
- j) Prepare As-built drawings.

B - Detailed Electrical Engineering

- a) Review & updating of engineering provided by machinery suppliers.
- b) Assessment and Augmentation of Power Receiving & Distribution System and Sub-Station etc.
- c) Prepare Enquiry specifications for electrical equipment, systems & sub-station.
- d) Prepare Single Line Diagrams for HT & LT power distribution.
- e) Perform Fault level study and relay coordination for over-current and earth fault relays up to 415 V MCC incomer level (for max. 2 operating conditions).
- f) Prepare Wiring Diagrams, Cable layout drawings, Cable Interconnection Schedules, Earthing Layout, Lighting Layout, Electrical Rooms layout.
- g) Prepare Bill of Materials for Cables & Bulk purchase items.
- h) Perform Vendor drawing review for electrical equipment & items.
- i) Prepare Enquiry specification for electrical Installation Works.
- j) Prepare and review utility and power requirements for instruments, Specifications for Instruments & Control items, Junction box schedules, Cable schedules, Cable tray layouts, Control and rack rooms layout, Erection sketches/Hook-up drawings, Specification

for Fire Alarm System, Specification for Mill security & Surveillance System, Shop Electrics, etc not covered in the scope of M/s. Voith.

k) Prepare As built Drawings.

C - Detailed Civil Engineering

- a) Review & updating of engineering provided by machinery suppliers.
- b) Prepare final architectural drawings for plant buildings & offices showing fire exits, stair cases, effluent & storm drains etc.
- c) Prepare fire hydrant design and layout.
- d) Perform design calculations for buildings & structures.
- e) Prepare bill of Materials / estimate quantities for civil and structural works
- f) Prepare Pre-qualification tenders as well as detailed enquiry tender for civil and structural works, plumbing, sanitary and other interior facilities.
- g) Prepare reinforcement drawings for construction plant buildings.
- h) Prepare structural steel drawings for construction of structures.
- i) Prepare equipment foundation drawings.
- j) Prepare drawings for relevant platforms, stairs and structural supports etc, not covered in the scope of M/s. Voith.
- k) Prepare final bill of materials / quantities.
- l) Check & approve contractors fabrication/construction drawings.
- m) Prepare As-built Drawings

V. CONTRACT ENGINEERING & PROCUREMENT SERVICES

- a) Prepare enquiry documents for the all the items included in Annexure 1(A).
- b) Provide clarifications to Tenderers on enquiry documents.
- c) Evaluate technical & un-priced commercial bids & submit purchase recommendations with comparative statements for the supplies not covered in the scope of M/s. Voith.
- d) Provide technical assistance in purchase negotiations and selection of Vendor.

- e) Provide Assistance in preparation of Purchase contracts/Agreements.
- f) Consultant shall perform inspection of indigenous/imported plant & equipment at the manufacturer's works/premises with respect to quality of materials, workmanship and conformity to specification/drawings, wherever necessary.
- g) Consultant shall witness necessary tests at manufacturer's/client's works to verify the performance characteristics as and when required.
- h) Recommendation for giving dispatch clearance by the client after satisfying himself of the compliance with purchase order wherever necessary.
- i) Consultant shall perform expediting services to ensure that the dispatch of items falls in line with the project schedule

VI. PROJECT MANAGEMENT SERVICES

The project is scheduled to be completed in a period of 22 months GO-LIVE. The consultant shall provide all necessary project management services including:

- a) Prepare Co-ordination procedure with different vendors. Systems of interaction / meeting schedules among Consultant / site work contractors / suppliers / manufacturers / statutory agencies including meetings with client
- b) Preparation of a master PERT network schedule to cover the overall construction program for all shops and units which broadly reflect the interdependence between designing, foundations, buildings, services, network, equipment procurement, erection and commissioning, etc.
- c) Preparation of the fortnightly computerized progress reports clearly indicating the agencies involved with the activities, a comprehensive description of the activities, their duration, scheduled start and finish, etc.

- d) Preparation of special reports to take corrective measures on critical activities which may be affecting the timely completion of the project.
- e) Issue of Construction drawings time to time to ensure that no delay occurs to construction works/activities.
- f) Issue instructions to civil/mechanical/electrical works contractors time to time and ensure smooth and timely execution works as per the schedule.
- g) Maintain records of all communications with works contractors pertaining to execution of works. If any delay due to whatever reason takes place there should be substantial evidence on record to prove the reason for the same and Project consultant should immediately take necessary action on the works contractor to make up the delayed period and it should be notified to the client time to time.
- h) Preparation of monthly progress reports indicating the achievement of various works till a given date and comparing them against the plan, Recommend remedial actions and suggest methods for time compression after carrying out critical path study, where necessary.
- i) Review all project activities related to Engineering, Procurement, Inspection, Civil works, Erection, Construction, Start-up, Commissioning, Trial run with SPM and take corrective measures.
- j) Progress monitoring and quality assurance for all works with feedback and interaction systems for corrective measures.
- k) **Cost Control**
 - i. Forecasting of fund requirement on monthly/quarterly basis.
 - ii. Establish cost control by budgeting, forecasting & control.
- l) Monitor schedule of Critical activities
- m) Plan manpower for Construction, Erection, Start-up & commissioning
- n) Assist SPM to resolve issues with Machinery Suppliers & Contractors.

- o) Any other relevant service in connection with setting up of paper mill, commissioning and trial running. Prepare master Project network Schedule & its monitoring & updating.

VII. CONSTRUCTION, ERECTION & COMMISSIONING SERVICES

Consultant shall provide adequate experienced personnel at site. Consultant should post a Senior Manager at site for supervising all the site activities pertaining to execution of project activities and for coordinating with the consultant's office. At the time of activity at site, adequate number of staff may be posted from each discipline, like civil, mechanical, electrical, control and Instrumentation to supervise the execution and expedite smooth work by avoiding discrepancies.

A - Civil & Structural Works

- a) Overseeing contractor's supervision to ensure that the construction proceeds in accordance with design, specifications within acceptable limits and certify quality of works performed by the Contractor.
- b) Advise SPM and arrange construction power and water supply
- c) Review and approve the quality assurance plan and implementation plan submitted by the Contractors.
- d) Review work plans, activity schedules and progress reports submitted by contractors.
- e) Conduct periodic (monthly) Project Review Meetings to assess quality, schedule, safety etc.
- f) Interpretation/Evaluation of test results submitted by contractors.
- g) Interpretation of Construction drawings & codes.
- h) Approve the test results submitted by the contractor.
- i) Certify contractor's invoices and extra items, if any for payment.
- j) Advise Client on safety measures to be adopted during construction.
- k) Consultant will lead the "Safety organization at site" establish procedures for ensuring safety during construction and monitor the same for implementation through contractors.

- l) Review and approve "As-built" status on the construction drawings as marked by respective contractors.

B – Supervision of Erection, Installation & Testing of Plant and Machinery

- a) Supervision of schedules for erection and testing work
- b) Supervising contractor's work to ensure that the erection & installation proceeds in accordance with drawings and tolerance limits.
- c) Coordinate with contractors/ machinery suppliers to meet planned schedule and take corrective measures wherever necessary.
- d) Supervision of hydraulic testing carried out by contractors for fabricated equipments, piping & fittings etc.
- e) Supervision of Electrical installations, power supply to equipments and testing
- f) Supervision of Installation of Instruments & Controls (Automation) & Testing.
- g) Review work plans, activity schedules and progress reports submitted by contractors.
- h) Assess adequacy of contractor's manpower and other resources for execution of site work as per approved schedules.
- i) Maintain statutory compliance in respect of work at site.
- j) Assess Quality control aspects of site work & Codes governing site work.
- k) Prepare monthly erection and testing progress reports with deviations from approved schedules if any.
- l) Certify completion of site work as per approved drawings / specifications.
- m) Certify quantity measurements submitted by contractors
- n) Certify contractor's bills for payment.

C – Supervision of Start-up & Commissioning of Plant

- a) Supervision of schedules for commissioning work, check lists for commissioning of various equipments and systems.

- b) Coordination of the various start-up activities with Client's personnel, vendor's service personnel and construction contractors.
- c) Supervision of commissioning of the various plants, systems and equipment.
- d) Review of vendor's equipment operation and maintenance manuals for completeness.
- e) Assistance and guidance to SPM in the development of log sheets.
- f) Assistance in preparation of guarantee test reports & Evaluation of test results.
- g) Supervision of the work of setting up of the Quality testing Laboratory till it is made operational.
- h) Provide technical assistance required for clearing and shipping imported equipment from the Port of Entry in India.
- i) Recommendation and supervision of guarantee tests re-runs, where necessary.
- j) Assistance in issue of Final Acceptance Certificates (FAC) by SPM.
- k) To provide necessary consultancy for timely and effective completion of project including contract and risk management

VIII. CONTINUED SERVICE:

To provide technical support as and when required from the date of placement of supply/work order till the completion of contract period.

Consultant will continue to extend their full support to SPM for 12 months from the date of final acceptance test for the successful implementation of the project.

IX. TIME SCHEDULE:

The project is scheduled to be completed, in a period of **22 months** for items as per **Annexure 1(A)**.

Annexure-1B

Scope of work for providing Engineering and Consultancy services for various Utilities & for Supervision of Up-gradation, modification and overhauling of Existing paper making facilities at SPM.

1. ENGINEERING & CONSULTANCY SERVICES

The services of consultant are required for rendering engineering and consultancy services for Design, Supply, Installation and Commissioning of upgrading two numbers existing CWBN paper machines and utility plants with associated technical services like Basic Engineering, Civil Engineering, Supervision of Supply, Installation and Commissioning during up-gradation, Modification and overhauling of existing paper making facilities.

2. SCOPE OF UPGRADTION/MODIFICATION/OVERHAULING OF PAPER MACHINES ETC

In general, the up-gradation has to be done on two paper making machines. However, some items may be either common to some other machines or SPM may decide to upgrade/replace other machines also. The details of up-gradation, modification and overhauling of existing paper making facilities are given below,

2.1. Process Plants

- a) **New Pulp Mill:** Integrate the New Pulp Mill in consultation with SPM so that it can supply the pulp to existing paper making machines as well as to new paper making machine
- b) **Broke Pulping:** Augmentation / replacement of existing broke pulping system adequately.
- c) **Metering pumps:** Replace, if required, defective metering systems for dosing of chemicals, additives, pigments / dyes.
- d) **Agitators:** Replace, if required, existing agitating system.
- e) **Mould vat:** Overhauling of two mould vats by buffing, metalizing, checking the accuracy, balancing system and arresting the leakages etc.
- f) **Mould Helper Drive:** Provide mould helper drive, if required
- g) **Portable welding machine:** To provide machine for fixing electrotype watermark without removing the mould cylinder from the machine when electrotype gets detached during machine operation.

- h) **Thread monitoring system:** The existing Security Thread Monitoring system is to be replaced with new one. It should ensure pre defined tension, suitable for color shift thread. System should have provision for big bobbins also.
- i) **Dryer Section:** One dryer set with framings etc. in one machine should be changed, if required. New dryers should have provision for rope system for feeding paper. Dryer set of another machine should be overhauled by buffing/chrome plating, replacing the defective buckets, rotary joints etc.
- j) **Steam & condensate system:** Due to inefficient system, dryer remains flooded with condensate taking more load and more consumption of steam and less recovery of condensate. System needs major revamping.
- k) **Maintenance of line shaft:** Replacement of all line shafts with split roller bearings, overhauling of gear boxes.
- l) **Size bath with IR heaters:** Existing size baths to be replaced with two sets of size baths with IR heaters, suitable for PVA sizing.
- m) **QCS:** Two systems are to be procured for controlling **basis weight, moisture, colour and ash content.** Two new integrated QCS system should be of reputed make like ABB, Honey-Well and Metso etc. to be procured through global tender. Existing Spreadcom system on machine No. 3 should be shifted to machine No. 1. Overhauling of the Spreadcom system should be got done through indigenous sources.
- n) **Online calendar:** Two numbers online calendar through global tender are to be procured for installation on machines. Existing super calendars are to be overhauled through indigenous sources.
- o) **Slitter-rewinder:** One Slitter rewinder of higher capacity of around 6,000 MTs per annum in two shifts operation should be procured through global tender. The drives and braking systems of both the existing slitter-rewinders are to be upgraded suitably.
- p) **Sheet cutter:** One number sheet cutter having provision for splicing, online notching, and on-line inspection system should be procured through global tender.
- q) **Packaging Line:** One Packaging line having Sheet Counting, Shrink Wrapping etc. should be procured through global tender.

2.2. Utility Plants

- a) **WTP and other water related area:** Intake well pump is to be replaced with new one. Another incoming water pipe line from river Narmada to SPM Hoshangabad is to be laid. Replacement of leaking valves and water pipe lines in SPM Mill Area. Review and Augmentation of other items in raw water intake, treatment and supply plant area.
- b) **ETP:** In existing ETP of Hindustan Dorr Oliver Make (1983), a new filter drum system to increase the fiber recovery is required. Existing Effluent Treatment facilities are also to be improved in view of proposed up-gradation/New CWBN Paper machine.
- c) Improving energy efficiency of existing Air Conditioning & Ventilation system for paper making facilities, Finishing & Packing sections
- d) Improving existing Roll grinder with roll storage facility.
- e) Improving existing Fire detection, Alarm & Mitigation system.

3. THE SCOPE OF WORK FOR THE CONSULTANT IN RESPECT OF PROPOSED UP-GRADATION/MODIFICATION/OVERHAULING OF PAPER MACHINES SHALL BE AS FOLLOWS:

3.1. Preliminary Technical Services

- a) Study and establish strength of existing building & structures for its reuse.
- b) Study & establish methods of demolition of existing structures to be removed.
- c) Preparation of Master schedule for project implementation, PERT charts.
- d) Plan out Facilities at site required for start of construction/Erection.

3.2. Basic Engineering for Utility Plants

3.2.1. Process and Mechanical Engineering

- a) Check and review design basis calculations
- b) Check and review consumption calculations for, fresh water, steam, compressed air, power etc.
- c) Prepare specifications for utility plants, material handling equipment, fabricated storage tanks, fire fighting and other systems
- d) Prepare equipment list.

- e) Prepare final equipment layout and general arrangement drawing.
- f) Suitable up-gradation or replacement of following systems to achieve desired speed of operation,
 - i. **Controls & Instrumentation:** To examine existing control and Instrumentation system for their adequacy and effectiveness for installation of suitable DCS it should be integrated with QCS.
 - ii. **Vacuum Pumps:** To examine, replace/upgrade the existing vacuum system. Suitable for paper making up to minimum speed of 30 meters/minute.
 - iii. Centri-Cleaning system
 - iv. Formex, Felt Guide control system
 - v. **Line shaft:** Examine the existing system for improved speed and performance of the paper making machines.

3.2.2. **Civil Engineering**

- a) Check and review Static & Dynamic Load list for Equipment.
- b) Check and review Foundation Load plan.
- c) Check and review Foundation drawings for Equipment
- d) Check and review Mounting & support details for equipment.

3.3. **Detailed Engineering for Utility Plants**

3.3.1. **Detailed Mechanical Engineering**

- a) Review & updating of engineering provided by machinery suppliers.
- b) Check and review detailed floor wise general arrangement drawings in plans & sections including equipment, drives, platforms, supports, maintenance space, stair cases, MCC & control rooms, ventilation equipment, fire protection equipment, erection openings, cranes, conveyors, pipe & cable lays, pipe, duct & cable trays, drains, pits, flow channels etc.

- c) Inspection of Piping & Ducting Routing Drawings in Plans & Sections; Piping Isometric Drawings as relevant; Pipe Load Calculations and Design Pipe supports; Bill of Materials for Pipes, Valves, Fittings; Bill of Materials for mechanical elements of Pipe Supports, Perform Stress Analysis for Hot Pipe lines, etc, provided by vendor and ratify the same to ensure stability of the plant building.
- d) Perform Vendor Drawing Review for Equipment / Systems,
- e) Perform Vendor Drawing Review for Bulk Purchase items.
- f) Prepare Enquiry Specification for Mechanical Erection Works, including their related testing procedures
- g) Prepare Enquiry Specification for Piping Erection
- h) Prepare As-built drawings.

3.3.2. **Detailed Electrical Engineering**

- a) Review & updating of engineering provided by machinery suppliers.
- b) Assessment and Augmentation of Power Receiving & Distribution System and Sub-Station etc. If required.
- c) Prepare Enquiry specifications for electrical equipment, systems & sub-station.
- d) Prepare Wiring Diagrams, Cable layout drawings, Cable Interconnection Schedules, Earthing Layout, Lighting Layout, Electrical Rooms layout.
- e) Prepare Bill of Materials for Cables & Bulk purchase items.
- f) Perform Vendor drawing review for electrical equipment & items.
- g) Prepare Enquiry specification for electrical Installation Works.
- h) Prepare and review utility and power requirements for instruments, Specifications for Instruments & Control items, Junction box schedules, Cable schedules, Cable tray layouts, Control and rack rooms layout, Erection sketches/Hook-up drawings, Specification for Fire Alarm Systems, Specification for Mill security & Surveillance System, Shop Electrics, etc.

i) Prepare As built Drawings.

3.3.3. **Detailed Civil Engineering**

- a) Review & updating of engineering provided by machinery suppliers.
- b) Prepare fire hydrant design and layout if required.
- c) Perform tests and Compute for strength and longevity of existing buildings & structures.
- d) Prepare bill of Materials / estimate quantities for civil and structural works
- e) Prepare equipment foundation drawings.
- f) Prepare drawings for relevant platforms, stairs, structural supports etc,
- g) Prepare final bill of materials / quantities.
- h) Check & approve contractors fabrication/construction drawings.
- i) Prepare As-built Drawings

4. CONTRACT ENGINEERING & PROCUREMENT SERVICES

Scope of Work as per Para V of Annexure 1(A).

5. PROJECT MANAGEMENT SERVICES

Scope of Work as per Para VI of Annexure 1(A).

6. CONSTRUCTION, ERECTION & COMMISSIONING SERVICES

Scope of Work as per Para VII of Annexure 1(A).

7. CONTINUED SERVICE:

Scope of Work as per Para VIII of Annexure 1(A).

8. TIME SCHEDULE:

The project is scheduled to be completed in a period of 22 months for items as per Annexure 1B

Annexeure-2

Terms and Conditions of tender

1. Earnest Money Deposit

An Earnest Money Deposit (EMD) of Rs.2,00,000/- (*Rupees Two Lakh only*) by way of a demand draft or FDR drawn in favour of the General Manager, Security Paper Mill and payable at Hoshangabad issued by any Scheduled Commercial Bank valid for one year to be enclosed with the Part-I **Techno-commercial Tender**. Such Techno-commercial Tenders without Earnest Money Deposit shall be rejected. The Earnest Money of unsuccessful Tenderers will be returned within thirty (30) days of the expiry of the tender validity period. The Earnest Money of the successful tenderer may be adjusted against the security deposit to be provided for undertaking the work.

The Earnest Money may be forfeited if a tenderer withdraws his tender during the period of tender validity mentioned above. The EMD will be liable to be forfeited if the tenderer resorts to any means to influence the tender process as stated in **clause 8** of terms and conditions.

In case, the successful tenderer,

- i. Fails to accept the Letter Of Intent (LOI), or
- ii. Fails to remit the security deposit as required by **clause 3** of terms and conditions or
- iii. Fails to execute the agreement if asked to do so in accordance with the terms of the tender documents or
- iv. Fails to commence the work within a reasonable time, the EMD will be forfeited. The decision of SPM will be final in this regard and shall not be open to arbitration.

No interest shall be payable on the EMD.

2. Cost of tendering

The tenderer shall bear all costs associated with the preparation and submission of its tender, and SPM will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

3. Performance Security - Security Deposit

A Performance Security (Security Deposit) of 10 % of the contract value is to be provided by way of bank guarantee/DD/FDR valid for 3½ years as per Annexure 5 from a Scheduled commercial bank in India by the tenderer who has been awarded the work within 30 days of the issuance of Letter Of Intent failing which the LOI will be cancelled and EMD will be forfeited. The period of 3½ years shall normally include one year Defect Liability Period of Buildings and Other Utility services.

4. Licenses and permits

Wherever applicable, the successful tenderer shall ensure himself and also satisfy the SPM that the successful tenderer possesses the legal license / permit to use a particular product / process / design / patent. The successful tenderer shall be held responsible for all the civil / criminal and tortuous consequences arising from any claim from any third party in this regard.

5. Insurance

The successful tenderer shall arrange all necessary Insurance Policies at his cost for his personnel deputed to site.

6. Labour rules

In respect of all labour, directly or indirectly employed at the site by the successful Tenderer, the Tenderer shall comply with and implement all the provisions of all legislation and rules of the state and /or central government and/or local authority formed from time to time governing the protection of health, sanitary arrangements, wages, welfare and safety of labour employed at the site and the Tenderer shall be deemed to be principal employer for this purpose.

7. Tender Evaluation and award of the work

Tenders will be evaluated as per the norms of the SPM/CVC Guide lines taking into account all relevant factors. While the lowest offer will generally be the criteria, SPM reserves the right to reject any offer including the lowest one if the same is not conforming to its norms/ CVC Guide lines. The decision of SPM in this regard will be final.

8. Process to be confidential

- a) The tender evaluation process up to the award of the Work is confidential.
- b) The information relating to the evaluation of tenders will not be disclosed to tenderers or any other person not officially connected with such process. Work will be awarded to the successful tenderer.
- c) Any effort by a tenderer or its agents to influence evaluation of tenders or award decisions, including the offering or giving of bribes, gifts or other inducements, will result in invalidation of its tender and forfeiture of its Earnest Money.
- d) The tenderer shall submit a confidentiality statement along with technical bid as per the **Annexure-3**.

9. Execution of Agreement

The successful tenderer may have to enter into a formal agreement with the SPM for the execution of the work as per the terms of the tender and further terms, if any, as may be stipulated by SPM. However, if no formal agreement is entered into, the tender documents with its addendum(s) if any and Letter Of Intent shall constitute a binding contract between the successful tenderer and SPM.

10. Period of Completion

The entire work relating to the setting up of the paper mill shall be completed within a period of 22 months from the date of award of LOI. However the Project Consultant shall continue to extend its services for an additional period of one year being Defect Liability Period of buildings and other service packages, after commissioning of the Paper Mill.

11. Taxes and duties

The tenderers shall entirely be responsible for all taxes, stamp duties, license fees, and other such levies imposed inside / outside India, as the case may be.

All statutory tax deductions shall be made as per the prevailing law.

12. Payment Schedule

- a) The payment for the work of rendering engineering and consultancy services as per the scope of work mentioned in annexure 1A & 1B shall be made as per the Annexure 4A & 4B.
- b) 10% of the contract amount may be released as advance only on specific request from the successful tenderer and on furnishing of Bank Guarantee valid for 3 years for the equivalent amount as per SPM's format. For advance amount paid, an interest at the PLR (Prime Lending rate) rate of State bank of India (Presently 10.25%) will be charged and the interest amount will be recovered from the final payment mentioned above at **clause 12-a)** – iii. The Bank Guarantee shall be released along with the release of final payment.
- c) Payment shall be released through running bills based on the work progress and certification as per the milestone achievement schedule proposed by SPM at 4 A & 4B.

13. Liquidated Damages

- a) If the project gets delayed due to inefficiency/non-performance of the Project Consultant, the Consultant fails to complete the project in time as mentioned in **clause 10** of terms and conditions for any reason other than those provided for in **clause 14** of terms and conditions, Force Majeure, the Consultant shall be liable to pay as liquidated damages and not by way of penalty a sum of 0.5% (half

percent) of the contract price for each completed week of delay or part thereof subject to a ceiling of 5% (five percent) of the total contract price.

- b) The liquidated damages, if applicable shall be recovered by SPM from any payment due or becoming due to the Consultant or from their security deposit.
- c) The SPM reserves the right to waive or impose the liquidated damages at its sole discretion.

14. Force Majeure

Notwithstanding any of provisions of any contract / tender conditions, both the successful tenderer and SPM shall not be liable for any consequence arising out of Force Majeure.

If a Force Majeure situation arises, a party shall promptly notify the other party in writing of such condition and the cause thereof. Unless otherwise directed by SPM in writing, the successful tenderer shall continue to perform its obligations under the Work as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

15. Cancellation of Agreement or abandoning of the job

If SPM for any reason, whatsoever, is unable or unwilling to complete the work for an indefinite period, or, is compelled to postpone the construction and other related work for an indefinite period, SPM shall be entitled to terminate this Agreement by giving 3 (three) months prior notice in writing in this behalf, in which event, the Consultant shall be entitled to retain all payments legitimately due to and received by it up to the date of such notice and shall continue to receive payments if any, legitimately due hereunder till the date of expiry of the notice period for the completed proportionate value of the job which would have been done up to that point of time. The decision of SPM shall be final in this regard and shall not be open to arbitration.

16. Termination of the Agreement

SPM may at any time terminate the Agreement by giving written notice to the successful tenderer (Project Consultant or Consultant):

- a) If the Project Consultant at any time neglect or refuse to perform any of the duties devolving upon it due to default or otherwise by breach of any of the provisions or conditions contained therein and which on their part require to be observed and complied with, the services of the Consultant shall be liable to be terminated after due notice of three months and the Consultant shall be paid the fees due for the services rendered.

- b) Termination of this Agreement shall not relieve either party of their obligations incurred/accrued till the date of such terminations.

17. Governing Laws and Arbitration

Indian Laws will be applicable in every aspect of the bid/contract/tender. Further, if any disputes arise after signing the agreement and during the execution of the project which is not resolved within 30 days of their arising, they shall be referred to a sole arbitrator to be appointed by the General Manager of SPM. The governing law in this regard will be The Arbitration and Conciliation Act, 1996 of India. The venue of the Arbitration will be Hoshangabad or Delhi. Further, disputes if any, that may arise at any point of time, shall be subject to Hoshangabad or Delhi Jurisdiction only.

18. Special and Important Condition

- a) **The successful Tenderer of this Consultancy Work and any of its affiliates, will be disqualified from subsequently providing goods or works or services pertaining to scope of work included in Annexures-1(A) and 1(B) as per CVC guidelines.**
- b) The successful tenderer shall be agreeable to take time to time instructions from SPM during the period of setting up of the paper mill as per the requirements mentioned in the scope of work and instructions given by SPM within the meaning of scope of work mentioned in the tender document.
- c) SPM is a security organization and their premises at Hoshangabad has been declared as Prohibited Area by the Government of Madhya Pradesh. Hence the consultant has to abide by the security rules of the Company. The consultant has to ensure the character and antecedents of the personnel deployed. The consultant must be in a position to produce such documents whenever asked to do so. Details shall be furnished as per format when called for. SPM shall issue photo identity cards to contractor's personnel duly authenticated by the designated Security Officer of SPM. Any person deployed by the consultant, if found by the Company as unsuitable or having doubtful integrity shall be removed forthwith from the premises at the risk and cost of the consultant. The consultant shall vouch guarantee for the integrity of its personnel.

Annexeure-3

(ON RS.100 STAMP PAPER)

Confidentiality Statement

We, M/s, hereby undertake that the information contained in the main tender documents submitted by us for the providing consultancy services the work of_Civil, Electrical, Mechanical Engineering and other Utilities and for Supervision of Supply, Installation, Commissioning and Risk Management of one line CWBN Paper Making Machine, and Up gradation, Modification, Overhauling of Existing Paper making facilities will not be in whole or in part be conveyed, revealed, communicated or disclosed to any other person / party / entity or reproduced, without the written consent of SPM. We will be responsible to maintain secrecy, security and exclusivity in any case whether the work of providing consultancy services is awarded to us or not.

We M/salso undertake that the information obtained during execution of the Project including the contents in part or in full of Detailed Project Report and Agreement, will not be in whole or in part be conveyed, revealed, communicated or disclosed to any other person / party / entity or reproduced, in any circumstances without the written consent of SPM.

We are also aware and conscious of the importance / criticality / national security aspects in the stated work and shall be liable for all legal consequences if at any time this confidentiality statement is contravened or breached.

For and on behalf of

(Authorised Signatory)

Date:

ANNEXURE 4A**PROPOSED MILESTONES FOR PAYMENT for SCOPE OF WORK AS PER ANNEXURE 1(A)**

Stone No.	Important Milestone	Expected time of completion (Months)	%age payment to be made on pro-rata basis	Total Duration (months)
1.	Completion of pre-qualification of vendors for civil, electrical and other utilities	02	10	02
2.	Issue of tender for civil, electrical and other utilities	01	05	03
3.	Evaluation and award of Paper Mill building construction works & all utility packages	02	10	05
4.	Completion of constructions upto the 1 st floor level of Paper Machine building and delivery and installation of all utility packages	06	15	11
5.	Completion of installation of New Paper Mill	04	10	15
6.	Completion of construction of Paper Machine & all other auxiliary buildings	03	15	18
7.	Successful commissioning of New Paper Mill & trial production to obtain specified quality	02	10	20
8.	Acceptance test of New Paper Mill, Plant & Machinery	02	15	22
8.	Completion of performance guarantee period	12	10	34

ANNEXURE 4B**PROPOSED MILESTONES FOR PAYMENT for SCOPE OF WORK AS PER ANNEXURE 1(B)**

Installment No.	Important Milestone	Expected time of Completion (Months)	% Payment to be made on Pro-rata basis	Total Duration (Months)
1	Preparation of tender documents including technical specifications of all items duly validated by SPM	2	10	2
2	Issue of tender, Evaluation of tenders, issue of SO/WO	4	10	6
3	Delivery of machinery, plant and Equipments and their Inspection	9	5	15
4	Supervision of Up-gradation, Modification, Overhauling and their Inspection, Erection, Commissioning	4	30	19
5	Trial Run and Acceptance test	1	30	20
6	Satisfactory Operation of the Plant, Technical Support and Training	2	15	22

Annexure-5

Bank Guarantee Form for Security Deposit

To,
General Manager
Security Paper Mill,
Hoshangabad

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 performance 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 foresaid, 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.

This guarantee shall be valid and including the day of
...20.....

(Signature with date of the authorized officer of the Bank)

.....

Name and designation of the officer

.....

.....

Seal, name & address of the Bank and address of the Branch

Annexure-6

PRICE SCHEDULE

Sl No	Description	Consultancy Charges (Rs)	Taxes (Rs)	Sub Total Charges (Rs)
a.	Providing consultancy for Engineering services like Civil, Electrical, Mechanical and other utilities and supervision of supply, Risk Management of one line CWBN Paper making machine at SPM Hoshangabad as per the scope of work given in Annexure – 1(A).			
b.	Providing consultancy services for up-gradation, modification and overhauling of existing paper making facilities at SPM as per scope of work given in Annexure 1(B).			

Total Charges in words (Rupees

In Figures (Rupees

(No amount in addition to that mentioned here shall be payable)

Date.....

Place

Signature

Name

[In the capacity of]

Duly authorised to sign tender for and on behalf of

(Seal of the Firm)

Annexure-7

COMPLIANCE FORMAT

Ref: Instruction to the Tenderers

Sl No	Clause	Prescribed Criteria	Complied (√) / Not complied (X)	Remarks
1	8 A -2	Power of Attorney		
2	8 A - 3	Earnest Money Deposit		
3	8 A - 4	Non-disclosure – Undertaking		
4	8-A-7-(i)	Proof of Registration		
5	8-A-7-(ii)	Proof of last 3 years' Turnover		
6	8-A-7-(iii)	Copy of Audited balance sheet for the last 3 years		
7	8-A-7-(iv)	Proof of last 7 years' experience		
8	8 B -2c	Price schedule – Annexure 6		
9	8-B-2-c	Details of manpower requirement		
10	1A-1.2	Write up on raw water, steam, Power & Compressed air, etc		
11	1A-1.3- (m)	Write up for Environmental Management Plan		
12	1A-1.5	Overall size of Building		
13	1A-IV-A	Machinery Details of all utilities		
14		Submission of original and copy of the tender		

For and on behalf of

(Authorised Signatory)

Date: