

Security Printing & Minting Corporation of India Limited
16th Floor Jawahar Vyapar Bhawan, Janpath, New Delhi – 110001
(Wholly owned by Government of India)

Open Tender Enquiry

Sub: Open Tender Enquiry for General Annual Maintenance contract including Electrical, Carpentry and Plumbing work at Corporate Office, SPMCIL, New Delhi.

Sealed quotations are invited from Agency for the General Annual Maintenance Contract including Electrical, Carpentry and Plumbing Work of Corporate Office, SPMCIL located at 1st and 16th Floor of Jawahar Vyapar Bhawan, Janpath, New Delhi – 110001 who fulfill the eligibility criteria as per the details, terms and conditions given in the tender.

Description	Locations	Period for which service is required
General Annual Maintenance Contract including Electrical, Carpentry and Plumbing Work at Corporate Office at SPMCIL	1 st & 16 th Floor of SPMCIL, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001	(Two) 2 Years

2. Sealed quotation may be submitted in separate envelops subscribed "Quotation for General Annual Maintenance Contract including Electrical, and Carpentry Plumbing Work as per Annexure B in the Tender Box kept at 1st floor, SPMCIL, Jawahar Vyapar Bhawan, Janpath, New Delhi – 110001. The specification and terms and conditions are given in the Annexure-A. Quotation may kindly be submitted on or before 20/08/2018 upto 3.00PM which shall be opened at 3.30PM on the same day. Authorization letter from tenderer to be submitted at the time of opening of tender.


(Prakash Kumar)
Dy. Manager (HR)

Terms and conditions for General Annual Maintenance contract including Electrical, Carpentry work and Plumbing Work at Corporate Office, SPMCIL New Delhi.

1.0 INTRODUCTION

Sealed quotations are invited for the General Annual Maintenance Contract including Electrical, Carpentry work and Plumbing Work at Corporate Office, SPMCIL, New Delhi located at 16th Floor and 1st Floor of Jawahar Vyapar Bhawan, Janpath, New Delhi – 110001.

2.0 SCOPE OF WORK

To carry out the maintenance of all Electrical, Carpentry work and Plumbing Work, etc in the premises of Corporate Office of SPMCIL located at 16th Floor and 1st Floor of Jawahar Vyapar Bhawan, Janpath, New Delhi – 110001. The area occupied by the SPMCIL is 11725 sq feet on 16th Floor of Jawahar Vyapar Bhawan, having 23 cabins, 2 conference rooms, two big halls, 6 toilet, 3 pantry rooms, common place and reception and area occupied at 1st Floor is 3898 sq. feet having 8 Cabins, one big hall 2 toilet, one meeting room, common area and reception.

3.0 PERIOD OF CONTRACT

- 3.1 The contract will be initially valid for a period of two years as mentioned in the schedule of bid and shall come into existence from the date of award of contract.
- 3.2 During the entire period of the contract, no request for any increase in the rates on any account would be entertained and the performance would be reviewed from time to time to ensure that it upto the entire satisfaction of SPMCIL.
- 3.3 Competent Authority may extend the General Annual Maintenance Contract for further period of one year if the performance of the firm during the General Annual Maintenance Contract period is found satisfactory. The agreement may, within one month notice in writing, can be terminated before the expiry of the current agreement without assigning any reasons.



4.0 QUALIFYING REQUIREMENTS

- 4.1 The bidder is responsible for providing services from qualified electricians. (attach copy of the license)
- 4.2 The bidder shall submit the Income Tax Return for the financial year 2014-15, 2015-16 & 2016-17.
- 4.3 The bidder shall submit the certificate of Goods and Services (GST) registration and valid PAN number.
- 4.4 The bidder shall submit the details of Bank Account i.e. Name of the Bank, Name of the Branch, IFSC Code etc.
- 4.5 The offer submitted without documentary proof mentioned above from Serial No 4.1 to 4.4 shall not be evaluated and automatically rejected without any further correspondence in the matter.

5.0 BID DOCUMENTS

- 5.1 Sealed quotation may be submitted/dropped in tender box in a separate sealed envelope subscribed "Quotation for General Annual Maintenance Contract including Electrical, Carpentry work and Plumbing Work as per Annexure B in the tender Box kept at SPMCIL, 1st Floor Jawahar Vyapar Bhawan, Janpath, New Delhi – 110001. Quotation may kindly be submitted on or before 20/08/2018 upto 3.00PM which shall be opened at 3.30PM on the same day. The quotation which are not complete in all respects and having cutting and overwriting are liable to be rejected.
- 5.2 While submitting the quotation for this work the bidder will be deemed to have read, understood and accepted all the terms and conditions stated in the inquiry for this work. The bidder is required to submit the documents as per the Check list in Annexure D.
- 5.3 Bidder will indicate the complete address of their firm/office and residence alongwith telephone numbers, Mobile number etc.
- 5.4 The rates should be quoted both in figures and words and each page of tender document is to be signed, numbered by the tenderer.

6.0 PRICES

The General Annual Maintenance Contract charges shall be firm during the Tenure of contract:

- 6.1 Payment regarding replaced and new material required during maintenance shall be reimbursed on production of original bill of the said spares and parts duly verified by the user Department of SPMCIL. The bills for procurement should be from the dealer having GST registration. The bill should be issued in the Name of purchaser i.e. SPMCIL along with the GST number of SPMCIL.

6.2 Replaced old material shall have to be deposited to the maintenance Dy Manager (HR) of SPMCIL.

7.0 TERMS OF PAYMENT

7.1 Monthly payment to the extent of 100% will be made after the closing of the Month to the firm on submission of pre-receipted bill in duplicate. However, the payment would be authorized after receiving the satisfactory performance certificate from the user Department during the period. Payment for the contract will be paid through NEFT/RTGS (please provide the details) or through Cheque.

7.2 The bidder should note that payment would be made without deducting GST. The same has to deposit by the bidder to GST authorities, Delhi within one month of receipt of payment and have to submit the proof (Part 'D' of challan) to this office.

8.0 TAXES

TDS (Tax at source) will be deducted from each bill of the contractor as applicable under the Rules in respect of Income Tax.

9.0 Earnest Money Deposit (EMD)

EMD of ₹14,000/- (Rupees Fourteen Thousand Only) in the form of A/c Payee Demand Draft/ Fixed Deposit Receipt/ Banker's Cheque from schedule commercial bank in favour of **Security Printing and Minting Corporation of India Limited** payable at New Delhi may be deposited alongwith Bid Documents.

10. Refund of EMD

The EMD submitted by unsuccessful bidders should be returned to them without any interest whatsoever, at the earliest after expiry of validity of the final tender validity period but not later than 30 days after conclusion of contract. The EMD of the successful bidder should be returned after receipt of performance guarantee mentioned in clause para 11 terms and condition.

11. Performance Bank Guarantee

Firm whose offer is accepted will have to furnish Performance Guarantee amount equal to 10% of the value of contract in the form of A/c Payee Demand Draft/ Fixed Deposit Receipt/ Banker's Cheque /Bank Guarantee issued by any scheduled Bank (as per the proforma enclosed as Annexure-C) in favour of **Security Printing and Minting Corporation of India Limited** payable at New Delhi.

11.1 The Performance Guarantee shall be valid for 60 days beyond the date of completion of all contractual obligations. The performance guarantee shall be refunded to contractor after completion of the contract but not later than 60 days of completion of such obligation under the contract.

11.2 No interest will be paid on Performance Bank Guarantee.

12. ENCLOSURES

A copy of each of the following documents should be enclosed with the bid/quotation as per Check list **Annexure D:-**

- (i) Valid Electrical License
- (ii) Income Tax Return for the year ending on 31.3.2017, 31.3.2016 and 31.3.2015.
- (iii) Copy of the GST Registration Certificate issued by GST Department Central Board of Excise and Custom.
- (iv) Valid PAN no.
- (v) Schedule of bids/Quotation (in Annexure B) in separate sealed cover.
- (vi) Bank Details for NEFT/RTGS

13. VALIDITY

The offer should be valid for a minimum period of 90 days from the date of opening of the tender.

14. MAINTENANCE GUARANTEES

The repair of major equipment should be guaranteed for a period of six months from the date of replacement/repair undertaken by the firm.

15. GENERAL TERMS AND CONDITIONS

- 15.1 The bidder have been permitted to quote on the explicit understanding that they shall not be entitled to resettle unilaterally from their offer or modify the terms and conditions once the same have been received in this office. If the tender is withdrawn/amended or any further conditions are imposed by the tenderer, his name shall be removed from the approved list of contractors without prejudice to any other right or remedies.
- 15.2 Acceptance of the quotation by SPMCIL shall be communicated to the successful bidder by a formal letter of acceptance of the quotation.
- 15.3 The contractor will be required to maintain a register detailing complaints about the each complaint received and action taken thereon alongwith timings and dated will be recorded by the firm.
- 15.4 The firm should frequently attend to the complaints during the normal office timings from 9.00AM to 5.30PM on same day but not later than 04 hours. In emergency complaint would be attended immediately on receipt of the same. SPMCIL reserves the right to abandon or terminate the contract at any time without assigning any reason and can stipulate any condition for the good cause of maintenance work during the course of contract. Failure to attend complaint within the stipulated time would attract a penalty of Rs. 300/- for each instance.



- 15.5 The monitoring of contractor shall be with Dy. Manager (HR) and in the absence of Dy. Manager (HR), Manager (HR) shall be alternate monitoring officer to monitor the contract.
- 15.6 The contractor's staff shall be required to report to the Dy. Manager (HR) on daily basis during office hours and all complaints are to be made to Dy. Manager (HR) by SPMCIL staff.
- 15.7 The contractor shall ensure that no damage is caused to any equipment/ Building while performing his service. Any loss suffers therein will be made good by the contractor at his cost.
- 15.8 If the service is not found as per specifications and standards laid down in the contract, the contract would be terminated and in that case the SPMCIL will not accept any responsibility for any loss suffered by the contractor.
- 15.9 SPMCI is not bound to award the contract to any tenderer; SPMCIL will not provide reasons for acceptance or rejection of any offer or part thereof and reserves the rights without incurring any liability.
16. Please refer to our website for further details :-
<http://www.spmcil.com/spmcil/uploaddocument/git.pdf> (GIT contains 32 pages and <http://www.spmcil.com/spmcil/uploaddocument/gcc.pdf> (GCC contains 28 pages will form part of this tender document.

17. General Conditions

- (i) The Contractor should take adequate insurance policies at his cost towards third party . The policies should be valid till the completion of work.
- (ii) The Contractor shall be required to comply with the provisions of all statutory laws including labour laws, Employees Provident Fund /ESI, Contract Labour (Regular & Abolition) Act, Workmen Compensation Act, payment of wages Act, Industrial Dispute Act etc.as applicable any time to workers to be deployed by the contractor to do the job. The contractor will have to maintain the relevant statutory records in the prescribed manner and produce the same to SPMCIL for inspection as and when required. The contractor will be responsible for deposit PF/ESI/ GST regularly on the total wages/payment of the workers/employees and shall submit the evidence of deposit in the next month along with his bill for verification (if applicable).
- (iii) The contractor should have the P.F.Code No. from Provident Fund Commissioner and ESI code, as applicable.
- (iv) Wages, rates, holidays, hours of work and condition of service of all the workmen of the contractor shall be determined by the contractor having due regard to those staff obtaining in similar employment and these shall in no case be disadvantageous to the staffs of the contractor as compared to wages,

rates, holidays, hours of work and condition of labour, as are provided in any applicable labour law or as may be specified in this behalf by the labour commissioner or any other competent authority.

- (v) The contractor shall be directly responsible for any/all dispute arising between him and his employees and keep the SPMCIL indemnified against all losses, claim and damages arising therefrom.
- (vi) The Contractor shall be fully responsible for complying with the terms and condition of the contract in case of default, Security Deposit and contractor's dues are liable to be forfeiture, as well as termination of the contract and getting the work done from any outside agency at the risk and cost of the contractor.
- (vii) The contractor shall be responsible for any mishap/injury to persons or thing and /or all structural and decorative on account of his negligence or default on his employee of his agency.
- (viii) The contractor shall indemnify the Corporation and hold it harmless in respect of all other any expenses arising out of such injury or damage to persons property as aforesaid and also in respect of any claim made in respect of injury, damage under any act of the Government or otherwise and also in respect of any award or compensation or damages which may be passed consequent upon such claims

17. ARBITRATION

In case of any dispute relating to this contract which may arise during or after the execution of the contract shall be referred to the arbitrator appointed by the Competent Authority. The proceedings of the arbitration shall be carried out in New Delhi only.



PRICE BID/QUOTATION FORMAT
(In separate Sealed Cover)

Tender to be addressed to:

Dy. Manager (HR)
1st Floor,
SPMCIL, Jawahar Vyapar
Bhawan, Janpath, New Delhi

Last Date & Time for receipt of Tender

20.08.2018 upto 3.00PM

Date & Time for Opening of Tender

20.08.2018 at 3.30PM

Venue for opening of Tender

SPMCIL, 1st Floor, Jawahar
Vyapar Bhawan, Janpath,
New Delhi

Description	Locations	Period for which service is likely required	Rates per month exclusive of GST etc.*
General Annual Maintenance Contract including Electrical, Carpentry and Plumbing Work at Corporate Office, SPMCIL, New Delhi (Excluding Material)	1 st and 16 th Floor of SPMCIL, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001	(Two) 2 years	

Name of Bidder:-

Signature of Bidder:

Date:

Rubber Stamp:

* Please quote the rate in Figures and words.

Section XV: Guarantee Form for Performance Security

_____ [insert Bank's Name, and Address of Issuing Branch or Office]
Beneficiary: Security Printing and Minting Corporation of India Limited. Jawahar Vyapar Bhawan, Janpath New Delhi

[Date: _____]
PERFORMANCE GUARANTEE NO.: _____

WHEREAS _____
(Name and address of the supplier) hereinafter called "the supplier") has undertaken, in pursuance of contract no..... datedto 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 on the officer
.....
Seal, name & address of the Bank and address of the Branch
.....
Name and designation of the officer
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Seal, name & address of the Bank and address of the Branch.

CHECK LIST FOR THE TENDER SUBMISSION

Reference Clause no 4.0 of NIT

SI.NO.	DOCUMENT	Bidder mention the Submitted documents with page Nos
1	The bidder is responsible for providing services from qualified electrician (attach copy of the license of electrician) Para 4.1 of NIT	
2	The bidder shall submit the Income Tax Return for the Financial year 2014-15, 2015-16 & 2016-17. Para 4.2 of NIT	
3	The bidder shall submit the certificate of Goods and Services (GST) registration and valid PAN number. Para 4.3 of NIT	
4	The bidder shall submit the details of Bank Account i.e. Name of the Bank, Name of the Branch, IFSC Code etc. Para 4.4	

Name of Bidder -
Signature of Bidder-
Date -
Place-

*** To be submitted**

