

Standard Bidding Document (SBD)
Security Printing and Minting Corporation of India Limited

Notice Inviting Tender

1.	Name of the organization	:	Security Printing and Minting Corporation of India Limited (SPMCIL), New Delhi (INDIA)
3.	Tender Reference No.	:	SPMCIL-16019/2/2022-MARKETING-SPMCIL/793
4.	Type of tender	:	Two-Bid International Competitive Bidding
5.	Tender Title	:	Empanelment of Consultant/Agency at various countries for representing SPMCIL in tenders related to Banknotes, Coins, Excise Labels, Revenue and Postage Stamps, Security Paper, Security Ink, Passport, Security Documents, Educational Certificates etc.
6.	Category	:	Non-Security
7.	Sub-category	:	Sales
8.	Date of Announcement	:	13/06/2023
9.	Last date for submission	:	28/07/2023
10.	Broad description of Items	:	Placed at Annexure 2
11.	Pre-qualification criteria:	:	Placed at Annexure 3
12.	Specimen Response letter to Tender	:	Placed at Annexure 4
13.	Place of submission and opening of tenders		SPMCIL, New Delhi
14.	Nominated Person/ Designation to Receive Bulky Tenders		Manager (Marketing) SPMCIL, New Delhi

- **Delay due to postal/courier etc, will not be entertained. Tender received after the due date and time will be rejected.**

SPMCIL invites bids from competent and resourceful firm (Proprietor/Society/Partnership Firm/Limited Liability Partnership {LLP}/Company) for empanelment of consultant/ Agency at various countries for representing SPMCIL, New Delhi (INDIA) in the tenders related to Banknotes, Coins, Excise Labels, Revenue and Postage Stamps, Security Paper, Security Ink, Passport, Security Documents, Educational Certificates etc.

Interested firms fulfilling the eligibility criteria as given in Annexure 3 are requested to submit their offer as per format given in Annexure 4 of this tender. The tender must be submitted with the brief profile of the firm, their past performance in similar operation, financial background etc. in support of the eligibility criteria.

Submission of Tender:

Techno-commercial bid and **Price Bid** are to be submitted in two separate envelopes on or before the due date of the submission of the tender as stated below otherwise tender/bid/quotation shall be liable for rejection.

Part- I: First Envelope should contain the Techno-commercial Bid

- i. Detailed offer including eligibility criteria
- ii. Sealed & signed copy of tender document as a token of acceptance of all terms.
- iii. Offer validity.
- iv. Payment terms.
- v. Undertaking regarding un-conditional acceptance of all the terms & conditions mentioned in the tender document without any deviation.

Part- II: Second Envelope should contain the Price Bid

- i. Price Bid. The tenderer shall quote their prices strictly as per the proforma given in Annexure-5 of the tender document.

The envelopes containing bids shall be super scribed “**Technical Bid**” and “**Price Bid**”, as the case may be, for “**Empanelment of Consultant / Agency at (name of the country) for representing SPMCIL in tenders related to Banknotes, Coins, Excise Labels, Revenue and Postage Stamps, Security Paper, Security Ink, Passport, Security Documents, Educational Certificates etc**”.

The sealed envelopes shall again be put in another sealed cover and should be super scribed TENDER DOCUMENT FOR “**Empanelment of Consultant / Agency at (name of the country) for representing SPMCIL in tenders related to Banknotes, Coins, Excise Labels, Revenue and Postage Stamps, Security Paper, Security Ink, Passport, Security Documents, Educational Certificates etc**” DUE ON ____ UPTO 15:00 HRS (IST)”. Late tenders shall not be accepted. Tenderers shall submit their offers only on prescribed forms. Tender by telegram/ fax/e-mail shall not be accepted. Tender by post/ hand/ courier received on or before the due date and time shall be accepted. Postal delay/ delay by courier service etc. shall not be condoned

Details of Annexures:

1. Brief background of the company and promoters – Annexure 1
2. Brief scope of work – Annexure 2
3. Eligibility Criteria- Annexure 3
4. Specimen Response letter to Tender as Annexure 4

For and behalf Security Printing and Minting Corporation of India Limited

sd./-
Manager (Marketing)
SPMCIL, New Delhi

Note:

- SPMCIL reserves the right to accept/reject any tender at its sole discretion and / or cancel the entire exercise. Mere fulfilling the minimum eligibility criteria will not confer any right on the applicant to be called for discussion/selection.
- The participant has the opportunity to apply for empanelment as a Consultant / Agency in more than one country. In such a case, the separate tender documents shall be submitted for each country.

All Addendum/Corrigendum to this tender shall be uploaded only on website www.spmcil.com.

Background of the company

Security Printing and Minting Corporation of India Limited (SPMCIL) is a Mini-Ratna Category-I CPSE and a wholly owned schedule 'A' Company of Government of India and is under the administrative control of Department of Economic Affairs, Ministry of Finance, Government of India.

SPMCIL is engaged in the manufacture of currency/security paper, Security Ink, minting of coins, printing of banknotes, non-judicial stamp papers, postage stamps, travel documents, excise labels etc. having nine units including four mints (India Government Mint-Kolkata; India Government Mint-Hyderabad; India Government Mint-Mumbai and India Government Mint-Noida), two security presses (India Security Press-Nashik and Security Printing Press-Hyderabad), two currency presses (Currency Note Press-Nashik and Bank Note Press-Dewas) and one paper mill (Security Paper Mill-Narmadapuram) across the country.

1. Objective:

Empanelment of Consultant/Agency at various countries for representing SPMCIL in tenders related to Banknotes, Coins, Excise Labels, Revenue and Postage Stamps, Security Paper, Security Ink, Passport, Security Documents, Educational Certificates etc.

- 1.1. Brief Description of Work : SPMCIL is engaged in the manufacture/ production of Currency and Bank Notes, Security Paper, Non-Judicial Stamp Papers, Postal Stamps & Stationary, Travel Documents viz. Passport and Visa, Security certificates, Cheques, Bonds, Special Certificates with security features, Security Inks, Circulation & Commemorative Coins, Medallions, Refining of Gold & Silver, and Assay of Precious Metals.
 - 1.2. SPMCIL intends to participate in tenders issued by the authorities of various countries. Accordingly, the firms who are engaged in providing consultancy for export business in the country for which they are participating may apply for empanelment through this tender.
 - 1.3. The Consultant/Agency will identify business opportunities for SPMCIL, particularly aligned to their own region. They will be responsible for developing appropriate relationships with external parties to help develop opportunities and winning tenders, to meet SPMCIL objectives and work with SPMCIL to develop customer solutions and prepare responses.
 - 1.4. The role will also involve overseeing all commercial & technical aspects in accordance with SPMCIL procedures.
 - 1.5. Assisting in preparation of bidding documents and proposals and also verifying the bid documents before submission.
 - 1.6. Tracking progress of Evaluation for project and replies to any queries.
 - 1.7. Assistance and guidance during the contract negotiation and getting signed the contract in SPMCIL favor.
 - 1.8. Assisting with execution for the contract. Working to facilitate the smooth execution of the contract and realization of payments with the clients in favor of SPMCIL.
2. The Consultant/Agency should have the basic facilities and expertise in similar work at global/national level in that particular country.
 3. The empanelment shall be for tenders issued by authorities of the country for which the Consultant/Agency has applied for empanelment and shall be valid for three years.
 4. The selected firm shall be required to sign “Non-disclosure Agreement” with SPMCIL.

Eligibility Criteria

1. **Status:** The applicant should be proprietary firm/ Limited Liability Partnership (LLP)/company/Partnership/ (legal entity) registered under relevant regulation of the respective Country. The applicant should be in business of providing consultancy for export business in various countries.
2. **Experience:**
 - a) The applicant should have provided similar type of services across the globe/country during the period of last five years ending on 31st March 2022 or 31st December 2021 (as the regions accounting standards). The details for the same should be submitted along with documentary evidence.
 - b) The interested bidders should also submit along with tender a list of parties to whom they have supplied similar type of services (consultancy of export business) with details and customer satisfaction report from their clients.
3. **The bidder should also confirm specifically that:**
 - a) Applicant is competent and legally authorized to submit and/or to enable into legally binding contract.
 - b) The firm should confirm their annual capacity for similar type of services (consultancy of export business).
 - c) Applicant will absolve SPMCIL against any infringement of patent rights and other contract provisions.
 - d) The bidder should not be representing other organization who is competitors of SPMCIL. An undertaking in this regards needs to be submitted along with the offer.
4. The bidder firm should have not been blacklisted / debarred by any Organization/Government for participation in tender as on the last date of submission of Tender. An undertaking for the same shall be furnished.
5. The copy of audited balance sheet and Profit and loss account for last three financial years ending 31st March 2022 or 31st December 2021 (as the regions accounting standards) are to be submitted along with the proposal.
6. All documents are to be submitted in English language only. If the documents are in other language English translation copy shall be furnished along with the documents.
7. The proposed business entity should have been established for at least 05 years in country for which the empanelment is applied and corresponding proof in the form of valid address of registration of the firm with the local authorities should be provided.

8. Selection Criteria

- 8.1 In the 1st stage the offers shall be evaluated based on the experience criteria and the list of suitable bidders shall be forwarded to Indian Embassy in the country for which the empanelment is applied for verifying the credential of the firms.

8.2 On the basis of the verification report of Indian Embassy in country for which the empanelment is applied, the price bid of the only approved firms shall be opened and the successful applicant shall be selected **as per Quality and Cost Based System (QCBS) of evaluation in the ratio of 30:70 (30% Technical and 70% Financial)** as mentioned below.

8.3 Evaluation of Technical Bids and Short-listing of Applicants

The Technical Proposal will be evaluated in the 1st stage and the applicants shall be ranked as per score achieved by them, from highest to the lowest technical score (ST).

The scoring criteria to be used for evaluation shall be as follows:

S. No	Description	Documentary Evidence to be Provided	Minimum marks
A	Past Relevant Experience		30
I	Experience in executing Government Organization contracts/orders for similar items. (comprising of completed or ongoing projects) 1 project: 2 marks 2 projects: 4 marks 3 projects: 6marks 4 projects: 8 marks More than 4 projects: 10 marks	Work Orders/ Contracts/ Completion Certificates	10
II	Experience in executing non-Government Organization contracts/orders for similar items. (comprising of completed or ongoing projects) 1 project: 2 marks 2 projects: 4 marks 3 projects: 6 marks 4 projects: 8 marks More than 4 projects: 10 marks	Work Orders/ Contracts/ Completion Certificates	10
III	Experience in executing Indian Government Organization contracts/orders for similar items	Work Orders/ Contracts/ Completion Certificates	5
IV	Business entity established in the country for which the empanelment is applied. Min 5 years: 3 marks More than 5 years: 5 marks	Establishment certificate issued by Competent Authority	5

8.4 Evaluation of Financial Proposal

In the Second stage, the financial evaluation will be carried out. For financial evaluation, each Financial Proposal will be assigned a financial score (SF). The lowest Financial Proposal (FM) will be given a financial score (SF) of 70 points. The financial scores of other bids will be computed as follows:

$$SF = 70 \times FM/F$$

(F = amount of Financial Proposal)

8.5 Combined and Final Evaluation

Bids will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:

$$S = ST \times TW + SF \times FW$$

Where, TW and FW are weights assigned to Technical Proposal and Financial Proposal that shall be 0.30 and 0.70 respectively.

The Selected Applicant shall be the Applicant having the highest combined score. The second highest Applicant shall be kept in reserve and may be invited in its discretion for negotiations in case the first-ranked Applicant withdraws, or fails to comply with the requirements as the case may be.

(Organisation's letterhead)

Date:

To

Dear Sir,

We have gone through the above referred Tender and understood your requirements with respect to Empanelment of Consultant / Agency at (*name of the country*) for representing SPMCIL in tenders related to Banknotes, Coins, Excise Labels, Revenue and Postage Stamps, Security Paper, Security Ink, Passport, Security Documents, Educational Certificates etc..

We fulfill the eligibility criteria and undertake that;

1. We have noted, understood and agreed to all the terms and condition of the Tender. In token of our acceptance, we have enclosed the tender documents duly signed by the authorized representative.
2. I / We and are Proprietary firm/ Limited Liability Partnership (LLP) / Company / Partnership and I / We have enclosed the registration certificate issued by the registration authorities as applicable in the country of origin as documentary evidence. (Please indicate as applicable)
3. I/ We have supplied similar solution / technology to _____ nos. of paper manufacturers / printing presses globally or within India from years_____ to _____. I / we have enclosed the work offer/ customer satisfaction certificate/completion certificate issued by _____ as documentary evidence.
4. We have the total experience of _____ years in the related field as on 31.03.2022.
5. The average annual turnover for last three financial years i.e. 2022-21, 2021-20, 2020-19 is INR_____. I/We have enclosed the annual report/statement of accounts (preferably audited) and a statement of average annual turnover of last 3 years duly authenticated by an authorized official of the Company/firm.
6. I/We declare that we have not been black listed / debarred by any Organization/Government for participation in tender.
7. I/We also enclose our brief profile and list of our major clients for your consideration.
8. I/We will be interested to present out proposal and demonstrate our past performance/details of the system being offered to you at a meeting at your convenience.

9. I/We are enclosing copy of English translation of the documents which are not in English.
10. We have submitted price bid for the above tender.

For_____

(Name and designation of officer)

Encl:

1. Duly signed Tender
2. Registration certificates
3. Work order or completion certificate
4. PAN Card copy and copy of Service Tax/GST registration certificate
5. Brief profile and list of major clients
6. Firms shall have to submit consultancy charges as per price schedule enclosed as Annexure-5.

(Price Bid)**From:**

To,

Security Printing and Minting Corporation of India Limited

Sub: Bid Empanelment of Consultant / Agency in (*name of the country*) for representing SPMCIL in tenders.**Ref:** Tender No. ----- Dated _____

Dear Sir,

We have received your tender enquiry cited above and we are pleased to enclose the following our commercial bid for your kind consideration.

Sl. No.	Description	Name of the country	Product/ Material	Consultancy charges in % of total value of Export Order secured from a country (A)	Tax @% On A (B)	Total Price (C)=(A+B)
1.	Empanelment of Consultant / Agency for representing SPMCIL in tenders	<i>(name of the country)</i>	Banknote, Coins, Excise Labels, Revenue and Postage Stamps, Security Paper, Security Ink, Passport, Security Documents, Educational Certificates etc.			

Date:**Name & Signature****Seal of the Firm****Address:** _____

Note:

1. Price bids with condition/counter conditions are liable for rejection.
2. **Successful bidders shall be selected as per Quality and Cost Based System (QCBS) of evaluation in the ratio of 30:70 (30% technical and 70% financial) as elaborated under Annexure-3.**
3. Payment shall be released on pro-rata basis with respect to the value of supplied quantity against the export order. No payment shall be made in case SPMCIL doesn't get the export order.