



सिक्क्योरिटी प्रिंटिंग एंड मिंग कॉरपोरेशन ऑफ इंडिया लिमिटेड
SECURITY PRINTING AND MINTING CORPORATION OF INDIA LIMITED

मिनिरत्न श्रेणी-1, सीपीएसई / Miniratna Category – I, CPSE
(भारत सरकार के पूर्ण स्वामित्वाधीन / Wholly owned by Govt. of India)

Not Transferable

Security Classification: Non Security

**BIDDING DOCUMENTS FOR Procurement of Subscription of BoardPAC
Digital Board Meeting software for Board Meetings**

Tender Ref No. SPMCIL-11039/2/2023-IT-SPMCIL/PAC

Date: 29/09/2026

This Tender Document contains 11 pages.

Tender Documents is ISSUED to:

M/s BoardPAC Inc.
WeWork 2nd Floor, Express Towers,
Nariman Point, Mumbai, 400021, India

Email: rajenders@boardpac.com; aartid@boardpac.co
Contact no.: +91-9899327980; +91 8879177107

Details of Contact person in SPMCIL regarding this tender:

Name: Shri Nilesh Jadhav

Designation: Jt General Manager (TO) & CPSO i/c

Address: SPMCIL Corporate Office, Third Floor, Tower- G, World Trade Center,
Nauroji Nagar, New Delhi-110029

Telephone no.: 011-43582229, 233

Email ID: purchase.ho@spmcil.com

☎ 011-43582200

पंजीकृत कार्यालय : तृतीय तल, टॉवर-जी, विश्व व्यापार केंद्र, नौरोजी नगर, नई दिल्ली- 110029

Regd. Office : 3rd Floor, Tower-G, World Trade Centre, Nauroji Nagar, New Delhi-110029

Website: <https://www.spmcil.com>

CIN: U22213DL2006GOI144763 GST NO. 07AAJCS6111J3Z8 (सेवाएं / Services) 07AAJCS6111J2Z9 (सामान / Goods)

"राजभाषा में पत्राचार का स्वागत है।"



सिक्क्योरिटी प्रिंटिंग एंड मिंग कॉरपोरेशन ऑफ इंडिया लिमिटेड SECURITY PRINTING AND MINTING CORPORATION OF INDIA LIMITED

मिनिरात श्रेणी-1, सीपीएसई / Miniratna Category – I, CPSE

(भारत सरकार के पूर्ण स्वामित्वाधीन / Wholly owned by Govt. of India)

Section I: Notice Inviting Tender (NIT)

Tender Ref No. **SPMCIL-11039/2/2023-IT-SPMCIL/PAC**

Date: 28/09/2026

1. Sealed tenders are invited for supply of following services:

S.No.	Brief Description of Goods/ services	Quantity (with unit)	Earnest Money	Remarks
1	Procurement of Subscription of BoardPAC Digital Board Meeting software for Board Meetings	13 EA	Not applicable	Offer to be Submitted by 08.10.2026
Type of Tender (Two Bid/ PQB/ EOI/RC/Development/Indigenization /Disposal of Scrap/ Security Item etc):		ONE-BID PROPRIETARY ARTICLE CERTIFICATE		
Dates of sale of tender documents:		From to during office hours		
Place of sale of tender documents:		Via Email		
Bid Validity		90 days		
Closing date and time for receipt of tenders:		08.10.2026 up to 15:00:00		
Place of receipt of tenders:		SPMCIL Corporate Office, Third Floor, Tower- G, World Trade Center, Nauroji Nagar, New Delhi-110029		
Time and date of opening of tenders:		08.10.2026 at 15:30:00 or earlier on receipt of bid from the bidder		
Place of opening of tenders:		SPMCIL Corporate Office, Third Floor, Tower- G, World Trade Center, Nauroji Nagar, New Delhi-110029		
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.21.1 of GIT):		JGM (IT), SPMCIL Corporate Office, Third Floor, Tower- G, World Trade Center, Nauroji Nagar, New Delhi-110029		

SPMCIL Corporate Office invites the quotation/ Proforma Invoice for the Procurement of items as mentioned below. You are therefore, requested to send the quotation cum proforma invoice for the same on or before closing date and time for receipt of tender by Fax & Mail, and sent original copy by Post/ Courier. The quotation cum Proforma Invoice may be sent in the favour of the "Jt General Manager (TO) & CPSO i/c, SPMCIL Corporate Office, New Delhi" immediately containing the following:

Description of item: Subscription of BoardPAC Digital Board Meeting software for Board Meetings (13 Licenses)

☎ 011-43582200

पंजीकृत कार्यालय : तृतीय तल, टॉवर-जी, विश्व व्यापार केंद्र, नौरोजी नगर, नई दिल्ली- 110029

Regd. Office : 3rd Floor, Tower-G, World Trade Centre, Nauroji Nagar, New Delhi-110029

Website: <https://www.spmcil.com>

CIN: U22213DL2006GOI144763 GST NO. 07AAJCS6111J3Z8 (सेवाएं/ Services) 07AAJCS6111J2Z9 (सामान/ Goods)

"राजभाषा में पत्राचार का स्वागत है।"



सिक्क्योरिटी प्रिंटिंग एंड मिंग कॉरपोरेशन ऑफ इंडिया लिमिटेड
SECURITY PRINTING AND MINTING CORPORATION OF INDIA LIMITED

मिनिरत्न श्रेणी-1, सीपीएसई / Miniratna Category – I, CPSE

(भारत सरकार के पूर्ण स्वामित्वाधीन / Wholly owned by Govt. of India)

- (ii) Offer should be valid for 90 days. The tender shall be opened as and when received.
- (iii) The following certificates are to be enclosed along with the quotation:
 - (a) That the prices offered are the best reduced rates and that the same item is not supplied at a lower rate to any other organization.
 - (b) That there is no agency commission involved in the supply and that no person is paid agency commission in India.
 - (iv) Payment will be made on quarterly basis after receipt of services and its acceptance by concerned user department.
 - (v) Delivery schedule: Within 15 days from the date of issue of Purchase Order. The licenses should be valid for a period of 01 year.
 - (vi) Right of Acceptance: SPMCIL reserves the right to reject any or all tenders without assigning any reason thereof.
 - (vii) Liquidated Damages :If the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame(s) incorporated in the contract, SPMCIL shall, without prejudice to other rights and remedies available to SPMCIL under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the 0.5% percent of the delivered price of the delayed goods and/ or services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 10% of the delayed goods' or services' contract price(s).
 - (viii) Option Clause: SPMCIL reserves the right to increase the ordered quantity by 25% at any time till final delivery date of the contract, by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of delivery period.
 - (ix) This tender is being published on website, only as an abundant precaution and is not an open invitation to quote in the Tender. Participation in this tender is by invitation only and is limited to the selected Bidder for the item, to whom this tender has been sent by Post/Email/ Courier. Unsolicited offers are liable to be ignored.
 - (x) Debarment Clause: The participant bidder firm has to certify as follows "We, solemnly declare that neither we nor any of our affiliates or subsidiaries – including subcontractors or suppliers for any part of the contract – do not stand declared debarred by DoE, MoF, GoI; DEA, MoF, GoI; SPMCIL; procuring unit of SPMCIL.
 - (xi) Anti-Bribery Management System (ABMS): By participating in this tender, the suppliers/Vendors/Contractors are deemed to have undertaken that they shall not give or take, any financial or non-financial bribe, to or from anyone during the tender or during the execution of the contract thereafter and if they notice any such incident happening, they shall report it to Vigilance.



सिक्क्योरिटी प्रिंटिंग एंड मिंग कॉरपोरेशन ऑफ इंडिया लिमिटेड
SECURITY PRINTING AND MINTING CORPORATION OF INDIA LIMITED

मिनिरतन श्रेणी-1, सीपीएसई / Miniratna Category – I, CPSE

(भारत सरकार के पूर्ण स्वामित्वाधीन / Wholly owned by Govt. of India)

Yours faithfully,

NILESH
RAMESH
JADHAV

(Nilesh Jadhav)

Jt General Manager (TO) & CPSO i/c

For & on Behalf of SPMCIL Corporate Office, New Delhi

Phone No. 011-43582229, 233

e-mail: purchase.ho@spmcil.com

Digitally signed by NILESH RAMESH JADHAV
DN: c=IN, o=Security Printing and Minting Corporation of India
Limited, ou=SPMCIL, postalCode=110029, st=South West Delhi,
st=Delhi, street=Tower-G, 3rd Floor, World Trade Centre,
Nauroji Nagar, New Delhi-110029,
2.5.4.20=57A6162336114ec1f5bdeb50c94d9564ea8da7024a0
5405873aa8531cd5df61,
serialNumber=5d62e61fbb5b7e7edd8637bbdc1f1bfa393219
07b45df13d540bdeaa8737c6,
email=nilesh.jadhav@spmcil.com, cn=NILESH RAMESH
JADHAV
Date: 2026.09.29 09:59:00 +05'30'

To,

M/s BoardPAC Inc.

WeWork 2nd Floor, Express Towers,
Nariman Point, Mumbai, 400021, India

Email: rajenders@boardpac.com; aartid@boardpac.co

Contact no.: +91-9899327980; +91-8879177107

☎ 011-43582200

पंजीकृत कार्यालय : तृतीय तल, टॉवर-जी, विश्व व्यापार केंद्र, नौरोजी नगर, नई दिल्ली - 110029

Regd. Office : 3rd Floor, Tower-G, World Trade Centre, Nauroji Nagar, New Delhi-110029

Website: <https://www.spmcil.com>

CIN: U22213DL2006GOI144763 GST NO. 07AAJCS6111J3Z8 (सेवाएं / Services) 07AAJCS6111J2Z9 (सामान / Goods)

"राजभाषा में पत्राचार का स्वागत है।"



सिक्क्योरिटी प्रिंटिंग एंड मिंग कॉर्पोरेशन ऑफ इंडिया लिमिटेड SECURITY PRINTING AND MINTING CORPORATION OF INDIA LIMITED

मिनिरत्न श्रेणी-1, सीपीएसई / Miniratna Category – I, CPSE

(भारत सरकार के पूर्ण स्वामित्वाधीन / Wholly owned by Govt. of India)

Section II: Technical Specifications

Scope of work:

1. The software must be available on central cloud server or on-premise server in order to allow the users to access the same via internet/VPN (virtual private network). Further, the offered software must be supported on mobile phones, PCs/ laptops, Tablets either Windows OS or MAC's OS.
2. The offered software must have following minimum features/functionality:

A. Salient Features	
1	Delivering the information in a secure environment
2	Dedicated content areas for Action and Documents
3	Using intuitive annotation tools
4	Viewing additional content
5	Expandable number of layers based on the number of Committees and Sub-Committees of the Board
6	Facility to Conduct Digital Board Meeting Solution (where the director can remotely log-in and meeting can be conducted)
7	Voting on resolutions
8	Streamlining the process of meeting and Board paper creation through: a. Pre-defined and Customizable Meeting templates. b. Enhanced security and customized user access rights etc.

B. Simplified meeting and board paper management	
1	The ability to adjust the interface to user preferences
2	Instant distribution of Board agenda including last-minute amends
3	Create, edit and publish notification within Meetings, Resolutions as per user rights defined
4	Archive and delete notification within Meetings, Resolutions as per user rights defined
5	A dedicated documents area to manage Meetings/Resolutions/Reading Room documents from one place
6	Quick resume button to open last accessed documents
7	Control over who gets to see what
8	Ability to create one file from all the documents pertaining complete life cycle of a meeting
9	Scheduling of meetings
10	Ability to share and update calendars to schedule meetings.

☎ 011-43582200

पंजीकृत कार्यालय : तृतीय तल, टॉवर-जी, विश्व व्यापार केंद्र, नौरोजी नगर, नई दिल्ली- 110029

Regd. Office : 3rd Floor, Tower-G, World Trade Centre, Nauroji Nagar, New Delhi-110029

Website: <https://www.spmcil.com>

CIN: U22213DL2006GOI144763 GST NO. 07AAJCS6111J3Z8 (सेवाएं / Services) 07AAJCS6111J2Z9 (सामान / Goods)

"राजभाषा में पत्राचार का स्वागत है।"



सिक्क्योरिटी प्रिंटिंग एंड मिंग कॉरपोरेशन ऑफ इंडिया लिमिटेड
SECURITY PRINTING AND MINTING CORPORATION OF INDIA LIMITED

मिनिरतन श्रेणी-1, सीपीएसई / Miniratna Category – I, CPSE

(भारत सरकार के पूर्ण स्वामित्वाधीन / Wholly owned by Govt. of India)

C. Features that are available to the Meeting organizers	
1	Define the structures and access rights
2	Assign actions to documents
3	Ability to create multiple Committees' and assign users.
4	Add Agenda & MOM items and ability to publish the same
D. Document Management and Offline Module	
1	Securely view key documents and make annotations, comments and share the comments
2	Mark documents faster for future access.
3	Quickly find information through the search function
4	Facility to upload documents in any format by Company Secretary
5	When users are off-line they can view the content synchronized to a device (with proper authentication)
E. Intuitive Annotation Tools	
1	Save annotations across previous document versions
2	View a summary of all annotations
3	Hide or delete annotations
F. Easy Voting Resolutions	
1	Resolutions help directors to quickly and confidentially record their vote from any location. Further, they can optionally view the votes and comments of other signatories
2	Ability for Meeting organizers to control document delivery and the voting process. They can distribute draft versions to selected signatories, indicate when votes are due and collate votes.
3	Capturing of Resolutions during meetings with the Related Resolutions feature. A resolution can be related to an agenda item allowing quick access from directly within a meeting.
G. Compliance	
1	Generation of Action Item report
2	Updating of Agenda by the designated or assigned users
3	Post Meeting facility for ATR and Compliance tracking.
4	Creation of Compliance Reports i.e. dates of sending and receiving the notice/ agenda / minutes of the meetings, circular resolutions, approvals etc. to/by each member for submission to the Secretarial Auditors.
5	Assisting in better corporate governance
H. Offline Module	
1	Facility to run the meeting in offline mode as well
2	Capability to access various modules offline and make any notes or changes, which gets synced when application, gets online.
I. User Management	
1	Head of different departments providing secretarial service to conduct central board, subcommittee and department level meetings.

☎ 011-43582200

पंजीकृत कार्यालय : तृतीय तल, टॉवर-जी, विश्व व्यापार केंद्र, नौरोजी नगर, नई दिल्ली- 110029

Regd. Office : 3rd Floor, Tower-G, World Trade Centre, Nauroji Nagar, New Delhi-110029

Website: <https://www.spmcil.com>

CIN: U22213DL2006GOI144763 GST NO. 07AAJCS6111J3Z8 (सेवाएं / Services) 07AAJCS6111J2Z9 (सामान / Goods)

"राजभाषा में पत्राचार का स्वागत है।"



सिक्क्योरिटी प्रिंटिंग एंड मिंग कॉरपोरेशन ऑफ इंडिया लिमिटेड
SECURITY PRINTING AND MINTING CORPORATION OF INDIA LIMITED

मिनिरत्न श्रेणी-1, सीपीएसई / Miniratna Category – I, CPSE

(भारत सरकार के पूर्ण स्वामित्वाधीन / Wholly owned by Govt. of India)

2	Legitimate users should have proper authorization and authentication mechanism to log into their respective meetings.
3	The solution supports standard IT user management control features.
J. Usability	
1	Works on Apple iPad (iOS application), Android Tablet (Properly Secured) / laptop/ desktop(windows)
2	Works on Apple iPhone device & Android Phone (Properly Secured),
3	Works on Web browser (Properly Secured)
4	Flexible architecture and configurable.
5	System is platform independent
6	Application should be accessible from Android Play Store & Apple App Store.
K. Other	
1	On Premise deployment /on cloud (MietY empaneled/NIC/Any PSU)
2	Text search Stakeholders searches the text/words in the whole or particular section or document.
3	2-Factor authentication. The solution should have different level of authentication feature for login the application
4	Administrator based permissions Facility for Admin to decide the user level access for features and files.
5	256-bit encryption and secure transmission - Encrypted and secured transmission of data and Information
6	Audit Trail Availability of audit trail with audit reports
7	When user views the agenda in browser it should be masked user profile name.
8	Compatibility with all leading internet browsers and mobile operating systems (like Internet Explorer, Google Chrome & Mozilla etc).
L. Admin Panel	
1	Should have multiple entity support & creation.
2	Should be responsive to any size of screen.
3	Should be able to create, view, search & modify the forum, users, meeting agenda & entity from admin panel.
4	Admin able to create user using AD support & without AD support.
5	Admin should be able to see which user access the particular meeting.
6	Admin able to create forum, meeting, agenda and access right using CSV import & export.
7	Admin user able to view forum access right of all users.
8	should be seamlessly upload the files of any size from internet & intranet
M. Support	
1	Multiple channels such as pdf, ppt etc. for functional and technical training materials for all the users of Digital Board Meeting Solution application.
2	Maintain, edit and update all training content in sync with changes made in the Digital Board Meeting Solution throughout the contract period.

☎ 011-43582200

पंजीकृत कार्यालय : तृतीय तल, टॉवर-जी, विश्व व्यापार केंद्र, नौरोजी नगर, नई दिल्ली- 110029

Regd. Office : 3rd Floor, Tower-G, World Trade Centre, Nauroji Nagar, New Delhi-110029

Website: <https://www.spmcil.com>

CIN: U22213DL2006GOI144763 GST NO. 07AAJCS6111J3Z8 (सेवाएं / Services) 07AAJCS6111J2Z9 (सामान / Goods)

"राजभाषा में पत्राचार का स्वागत है।"



सिक्क्योरिटी प्रिंटिंग एंड मिंग कॉरपोरेशन ऑफ इंडिया लिमिटेड SECURITY PRINTING AND MINTING CORPORATION OF INDIA LIMITED

मिनिरत्न श्रेणी-1, सीपीएसई / Miniratna Category – I, CPSE

(भारत सरकार के पूर्ण स्वामित्वाधीन / Wholly owned by Govt. of India)

3	The training should be provided in a manner befitting stature of members of the Board of the SPMCIL 24*7-on Call support for members of the board
4	The vendor provides call/ email support for members of the board
5	Support to the office of the Company Secretary of SPMCIL as and when required.
6	Help document for all users should be available.
7	AES 256 or latest encryption- end to end - rest and transit
8	Application should work on both i.e. Android and Ipad.
9	In App secured comment and chat
10	Action Management
11	Repository for non-confidential data
12	In App Version control

SECURITY REQUIREMENTS:

- The Cloud application shall be hosted on MEITY empanelled/NIC/Any PSU cloud service providers.
- Features for controlling the access rights over the system and over the various functions/ features available for different types of users.
- Unauthorized access should be restricted and only authorized users with valid login-id and password to should be allowed to access the legitimate features i.e. access to data file, module, screen, data table, record, field, etc. If required, two levels of authentication may be provided for accessing certain features/ screens/ transactions.
- Web based Solution shall apply security measures like 'captcha' at the time of login by user to determine whether the user is human or not, and to avoid unauthorized access by Other Software i.e. Bots, DDoS etc.
- The system should have a capability to assign activities to roles, and map roles to user and provide role-based access to users.
- Facility to remove data from any lost device(s) remotely.
- The system should have session management features which should automatic log-off the user if there is no activity for specified time period.
- The system should have the ability to assign validation on specific fields based on entries in the data validation reference file.
- The bidder shall be required to submit the valid Vulnerability Assessment and Penetration Testing (VAPT)/ security audit report carried out by CERTIN empanelled auditors or STQC, as and when solicited by SPMCIL.
- The bidder shall have to sign NDA (non-disclosure agreement) and shall be fully responsible during the contract tenure for the data at the server level.
- Payment to the selected firm shall be subject to confirmation of satisfactory services by the user department. In case of unsatisfactory performance or failure to provide timely resolution of issues, SPMCIL reserves the right to cancel the contract



सिक्क्योरिटी प्रिंटिंग एंड मिंग कॉरपोरेशन ऑफ इंडिया लिमिटेड
SECURITY PRINTING AND MINTING CORPORATION OF INDIA LIMITED

मिनिरतन श्रेणी-1, सीपीएसई / Miniratna Category – I, CPSE

(भारत सरकार के पूर्ण स्वामित्वाधीन / Wholly owned by Govt. of India)

without any liability. The decision of SPMCIL shall be final and binding.

Confidentiality:

All documents, information and reports relating to the assignment would be handled and kept strictly confidential and not shared/published/supplied or disseminated in any manner. Facility to sign any document or all documents digitally through DSC

The bidder shall ensure to handover following at the end of the contract:

- I. All the data (related to agendas, MoMs and all the other relevant data prepared in the software) in pdf format.
- II. All the audit trails & audit reports prepared by the software during the contract period.
- III. All the necessary reports prepared by the software during contract period in excel format.



सिक्क्योरिटी प्रिंटिंग एंड मिंग कॉरपोरेशन ऑफ इंडिया लिमिटेड
SECURITY PRINTING AND MINTING CORPORATION OF INDIA LIMITED

मिनिरातन श्रेणी-1, सीपीएसई / Miniratna Category – I, CPSE
(भारत सरकार के पूर्ण स्वामित्वाधीन / Wholly owned by Govt. of India)

Section III: Price Schedule

(To be submitted along with the tender)

From:

To,

Jt General Manager (TO) & CPSO i/c
SPMCIL Corporate Office, New Delhi

Sub: Price bid for Procurement of Subscription of BoardPAC Digital Board Meeting software for Board Meetings

Ref: Tender Inquiry no. **SPMCIL-11039/2/2023-IT-SPMCIL/PAC** dated 29.09.2026

Dear Sir,

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

S N	Description of Items	Quan tity Requ ired	Unit of Measure	HSN Code	Total
1	Procurement of Subscription of BoardPAC Digital Board Meeting software for Board Meetings for 01 year	13	Licenses		
				Total:	
				GST@.....	
				Grand Total:	

Date:

Name & Signature:
Seal of the Firm:
Address:

Note:

- Price should be quoted exactly as per the format given above.
- Price bids with condition/ counter conditions are liable for rejection
- Firm has to quote the price within 2 decimal place.

☎ 011-43582200

पंजीकृत कार्यालय : तृतीय तल, टॉवर-जी, विश्व व्यापार केंद्र, नौरोजी नगर, नई दिल्ली- 110029

Regd. Office : 3rd Floor, Tower-G, World Trade Centre, Nauroji Nagar, New Delhi-110029

Website: <https://www.spmcil.com>

CIN: U22213DL2006GOI144763 GST NO. 07AAJCS6111J3Z8 (सेवाएं / Services) 07AAJCS6111J2Z9 (सामान / Goods)

"राजभाषा में पत्राचार का स्वागत है।"



सिक्क्योरिटी प्रिंटिंग एंड मिंग कॉरपोरेशन ऑफ इंडिया लिमिटेड
SECURITY PRINTING AND MINTING CORPORATION OF INDIA LIMITED

मिनिरतन श्रेणी-1, सीपीएसई / Miniratna Category – I, CPSE

(भारत सरकार के पूर्ण स्वामित्वाधीन / Wholly owned by Govt. of India)

Section IV: GCC & GIT

- **General Instructions to Tenderer (GIT):** <https://www.spmcil.com/wp-content/uploads/2024/06/GIT-3.0-1.pdf>
- **General Conditions of Contract (GCC):** <https://www.spmcil.com/wp-content/uploads/2024/06/GCC-3.0-1.pdf>

☎ 011-43582200

पंजीकृत कार्यालय : तृतीय तल, टॉवर-जी, विश्व व्यापार केंद्र, नौरोजी नगर, नई दिल्ली- 110029

Regd. Office : 3rd Floor, Tower-G, World Trade Centre, Nauroji Nagar, New Delhi-110029

Website: <https://www.spmcil.com>

CIN: U22213DL2006GOI144763 GST NO. 07AAJCS6111J3Z8 (सेवाएं / Services) 07AAJCS6111J2Z9 (सामान / Goods)

"राजभाषा में पत्राचार का स्वागत है।"