



**SECURITY PAPER MILL,
HOSHANGABAD - 461005 (M.P), INDIA**

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PR Number	PR Date	Indenter	Department
11010281	29.12.2022	HR	HR

Not Transferable

Security Classification:

**TENDER DOCUMENT FOR AMC OF DIGITAL FRANKING MACHINE INCLUDING REMOTE
RESETTING ON PAC**

Tender No : 6000018017/AMC/22-23/1438 Dated: 20.01.2023

This Tender Document Contains _10_ Pages.

Tender Documents is issued to:

M/s Quadient Solutions India Pvt. Ltd.,
302, 3rd Floor, Tower B, Millenium Plaza,
Sector 27, Gurugram-122002 (H.R.)
E-Mail: support.india@neopost.com

Details of Contact person in SPMCIL regarding this tender:

Name, Designation: Balbir Singh Prajapati (Manager (Material))

Address: SPMH (SPM Narmadapuram)

Phone, Fax, email: 07574-286848

Email: kumar.vikas@spmCIL.com



Tender Number: 6000018017

Section I: Notice Inviting Tender (NIT)

Tender Sl. No. 6000018017/AMC/22-23/

Dated: 20.01.2023

1 Sealed tenders are invited from eligible and qualified tenderers for supply of the following:

GeM - Availability Report and Past Transaction Summary-ID (as per para 20 a below):

GEM/GARPTS/07012023/W4DPTQTDWIJM

Schedule No.	Brief Description of Goods/ services	Quantity (with unit)	Earnest Money (in Rs.)	Remarks
01	AMC OF DIGITAL FRANKING MACHINE INCLUDING REMOTE RESETTING ON PAC.	1.000 AU	0.00INR	
	1. VISIT FOR AMC OF DIGITAL FRANKING MACHINE INCLUDING REMOTE RESETTING	1.000 AU		

Type Of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)	ONE-BID Proprietary Article Certificate
Security Classification	NON-SECURITY ITEM
Authority in whose favour all tender related financial instruments (FD, DD, Banker's cheque etc.) are to be made	SECURITY PAPER MILL
All Financial Instruments to be payable at:	NARMADAPURAM
Dates and place of issue of tender documents	From 20.01.2023 to 31.01.2023 during office hours SECURITY PAPER MILL, NARMADAPURAM
Closing date and time for receipt of tenders	31.01.2023 11:00
Place of receipt of tenders	ADM OFFICE SECURITY PAPER MILL NARMADAPURAM
Time and date of opening of tenders	31.01.2023 15:00
Place of opening of tenders	ADM OFFICE SECURITY PAPER MILL NARMADAPURAM
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.21.1 of GIT)	Balbir Singh Prajapati , MANAGER(M)

Sub: Regarding acceptance of Terms and Conditions for "Annual Maintenance Contract of Digital Franking Machine including Remote Resetting.

Ref: Quotation No. SONPI20221423, Dated 26.12.2022



Security Paper Mill, Hoshangabad MP invites the quotation/Proforma Invoice for the "Annual Maintenance Contract and Calibration of Spectrophotometer. You are therefore, requested to send the quotation cum proforma invoice for the same on or before closing date & time for receipt of tender by Fax & Email, and sent original copy by speed post. The quotation cum proforma invoice may be sent in the favour of the "The Chief General Manager, Security Paper Mill, Hoshangabad MP" immediately containing the following:

Please submit on or before 3:00 pm on date of tender opening, your quotation for following goods, in accordance with the Terms and Conditions printed in this tender enquiry, in a sealed cover, marked on top with – Enquiry No; Date of Tender opening.

Your's Faithfully

(Balbir S. Prajapati)
Manager(Material)
FOR CHIEF GENERAL MANAGER
CORRESPONDING ADDRESS

THE GENERAL MANAGER
SECURITY PAPER MILL
NARMADAPURAM -461 005 (M.P.)
Website: <http://spmhoshangabad.spmcil.com>
PHONE :-07574 286848 /286588

TERMS AND CONDITIONS :

1. The quotation must be in the form furnished by procuring entity and should be in ink free from corrections/erasures. In case there is any unavoidable correction it should be properly attested, otherwise the quotation will not be considered.
2. Quotation will be opened on due date at 3.00 p.m. at the indicated venue in presence of tenderer or their representatives who may wish to be present.
3. The Purchaser reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason thereof and does not bind itself to accept lowest quotations.
4. **Participation in this tender is by invitation only. Unsolicited offers are liable to be ignored. However, vendors who desire to participate in such tenders in future may bring it to the notice of Procuring Entity and apply for registration as per procedure. Note: To get registered as approved supplier with procuring entity, please download supplier approval form from <http://spmhoshangabad.spmcil.com> and submit.**
5. Manufacturer's name and country of origin of materials offered must be clearly specified. Please quote whether your organization is large scale industry or small-scale industry. If you have NSIC/SSI/MSI Certificate, please attach it to the quotation. Mention your registration details.
6. Complete details and ISI specification if any must accompany the quotation. Make/ Brand of the item shall be stated wherever applicable. If you have got any counter offer as suitable to the material required by us, the same may be shown separately.



7. Samples must be submitted where specified along with the quotations. Samples must be carefully packed, sealed and labelled clearly with enquiry number, subject and sender's name for easy identification. Rejected samples will be returned at your cost if insisted. (NOT APPLICABLE)
8. All drawings sketches and samples if any sent along with this enquiry must be returned along with quotations duly signed. (NOT APPLICABLE)
9. All supplies are subject to inspection and approval before acceptance. Manufacturer/ Supplier Warranty Certificates and Manufacturer/ Government Approved Lab Test Certificate shall be furnished along with the supply, wherever applicable.
10. The Purchaser reserves the right to modify the quantity specified in this enquiry.
11. The prices quoted should be firm till the supplies are completed. Please quote the rates in words and figures. Rates quoted should be free delivery at destination including all charges otherwise the quotation is likely to be rejected. Price quoted for free delivery at destination will be given preference. If there is no indication regarding the FOR, in the quotation, then it will be considered as F.O.R. Destinations. Price quoted should be net and valid for a minimum period of three months from the date of opening of the quotation.
12. Payment of GST is primarily the responsibility of the seller and will not be paid unless the percentage value is clearly mentioned in the quotations. If no indication regarding GST is recorded in the quotation, the GST will be considered as included.
13. Delivery Period required for supplying the material should be invariably specified in the quotation.
14. In case your quotation is accepted, and order is placed on you, the supply against the order should be made within the period stipulated in the order. Purchaser reserves the right to recover any Loss sustained due to delayed delivery by way of penalty. Failure to supply the material within the stipulated period shall entitle the Purchaser for imposition of Penalty without assigning any reasons @ 1/2% of the total value of the item covered in order as Penalty per week subject to a maximum of 10% unless extension is obtained in writing from the office on valid ground before expiry of delivery period. Penalty + 18% GST will be deducted.
15. If the deliveries are not maintained and due to that account the Purchaser is forced to buy the material at your Risk and Cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting supplier.
16. Dispute Clause: Any dispute relating to the enquiry shall be subject to the jurisdiction of the court at Hoshangabad only.
17. Our normal payment terms are 100% within 30 days on receipt and acceptance of material at our site in good condition.
18. Technical Specifications: submit Technical Specifications duly seal & signed.
19. SPM (as Buyer) is liable to deduct TDS u/s 194Q @ applicable rate on goods purchases (if applicable). In case of deduction of TDS under section 194Q; the supplier (Vendor) need not to charge TCS u/s 206C (1H) on invoicing on or after 01.07.2021 Vendor has to submit declaration in specified format for the compliance of section 206AB of Income tax Act, 1961. In case of non-submission of declaration; TDS will be deducted at higher rates (as applicable) as per section 206AB.



20. Undersigned confirms that the required goods mentioned above are not available on GeM as per "GeM - Availability Report and Past Transaction Summary" (GeM - AR&PTS). This unique ID is GEM/GARPTS/07012023/W4DPTQTDWIJM , Dated 07.01.2023

21. OTHER TERMS AND CONDITIONS

1. Place of Work: Security Paper Mill, Narmadapuram MP

2. Period of Work: One Year time visit for "Annual Maintenance Contract and Digital Franking Machine including remote resetting with 01 year validity.

3. No. of visit : Unlimited visit during breakdown in machine.

4. Payment Terms :

(1) Payment of Remote Resetting fee will be paid in advance.

(2) Balance payment will be made quarterly basis after completion of service and suitability and on production of all required documents by the contractor thereof by RTGS/NEFT.

5. Warranty: Not Applicable

06. Submission of Undertaking: You are requested to submit an undertaking stating that the rates quoted by you are the same and not higher than those quoted/delivered to other government, public sector, or private organizations.

07. GST Returns : Supplier Should file the GST returns for outward supplies in time. In case of any Input Credit Loss to SPM by way of their failure to files GST Returns in time, SPM reserves the right to withhold the payment of further supplies till production of evidence of filling of Returns.

NOTE : KINDLY ACCEPT OUR TERMS & CONDITIONS OF THE NIT WITH SEAL AND SIGNED AND SEND BY RETURN MAIL/SPEED POST AT PRESCRIBED DATE AND TIME.

I/ We engage to supply the service(s)/material(s) to your office and comply the following:

1. Tender Schedule and Technical Specification indicated.

2. Item/ Tender specific conditions for this tender.

3. Terms and Conditions printed overleaf.

4. I/ we confirm that set off for the GST etc. paid on the inputs have been taken into consideration in the above quoted price and further agree to pass on such additional duties as sets offs as may become available in future under GST etc.

5. This offer is valid for 90 days from the date of opening of tender.

Signature & seal

Name of Authorised

Place & Date:

Signatory:

Address:

Tel. No/ Fax. No /

Mobile No

Email ID:



Section VII: Technical Specifications

One Year Annual Maintenance Contract (AMC) of Postal Franking Machine including remote resetting.

Section XI: Price Schedule

OFFER FORM for Tender No Date of opening..... Time.....
Hours.....

We..... hereby certify that we are established firm of manufacturers /
authorised agents of M/s...with factories atwhich are fitted with modern
equipment and where the production methods, quality control and testing of all materials and parts manufactured or used by
us are open to inspection by the representative of(Name of Purchaser)..... We hereby offer to supply the following items at
the prices indicated below:

(The Price bid should clearly indicate the break-up of the price as under:-

PRICE SCHEDULE : The Price bid should clearly indicate the break-up of the price as under:-

S. No. Price Break Up	AMOUNT (RS.)
SAC code (06 DIGIT NO.)	
1. Basic AMC charges (As per Section.VII)	RS.....
2. No. of visit Unlimited visit during breakdown in machine.	
3. TOTAL (1x2) = A	RS.....
4. GST in percentage (%) on A	RS.....
5. Other charges (if any) (Please specify)	Rs.....
6. Total AMC Charges A+4+5) (in figures only)	RS.....
7. Total Price (F.O.R, SPM, NARMADAPURAM) (in figures only) (6+7).	

1. **Scope of Work** : One Year Annual Maintenance Contract (AMC) of Postal Franking Machine
including remote resetting, as per section VII.

2. Taxation Details:

- PAN number
- Type of GST Registration (Registered, Unregistered, Composition, SEZ, RCM etc.)
- GSTIN number
- Registered Address as per GST registration and Place of Delivery for GST Purpose
- Contact Names, Nos. & email IDs for GST matters (Please mention primary and secondary contacts)

3. It is hereby certified that we have understood the General and Special Instructions to Tenderers (GIT and SIT), and also the General and Special Conditions of Contract (GCC and SCC) attached to the tender and have thoroughly examined specifications/ Quality Control Requirements and other stipulations in Section VII & VIII – Technical Specifications and Quality Control Requirements; and are thoroughly aware of the nature of stores required and our offer is to supply stores strictly in accordance with the requirements and according to the terms of the tender. We agree to abide solely by the General and Special Conditions of



Contract and other conditions of the tender in accordance with the tender documents if the contract is awarded to us..

4. We hereby offer to supply the stores detailed above or such portion thereof, as you may specify in the acceptance of tender at the price quoted and agree to hold this offer open for acceptance for a period of _____ days from the date of opening of tender (i.e., upto _____), We shall be bound by the communication of acceptance despatched.
5. The method of evaluation of L1 criteria for awarding the contract shall be on consolidation offer by the bidder visit wise and BE DECIDED TAKING INTO CONSIDERATION OF TOTAL OFFERED PRICE
6. TCS (u/s 206C (1 H) of IT Act is not applicable, as SPM will deduct TDS u/s 194Q.

Dated

Signature and seal of *Manufacturer/Bidder*

Note:

- (i) The Bidder may prepare their own offer forms as per this proforma.
- (ii) No change in the proforma is permissible.
- (iii) No erasures or alternations in the text of the offer are permitted. Any correction made in the offer shall be initialled by the bidder.
- (iv) Figures in Columns 5 to 7 (both inclusive) and in Break-up of price in column 6, should be in both figures and words.
- (v) This Section should not bring in any new Technical Parameter that has not been mentioned in the Technical Bid.

Section XIV: Manufacturer's Authorization Form

To

.....

.....

(Name and address of SPMCIL)

Dear Sirs,

Ref. Your Tender document No, dated

We,.....who are proven and reputable manufacturers of
..... *(name and description of the goods offered in the tender)* having
factories at, hereby authorize Messrs.
..... *(name and address of the agent)* to submit a tender, process the same further
and enter into a contract with you against your requirement as contained in the above referred tender
enquiry documents for the above goods manufactured by us.

We further confirm that no supplier or firm or individual other than Messrs.....
..... *(name and address of the above agent)* is authorized to
submit a tender, process the same further and enter into a contract with you against your requirement
as contained in the above referred tender enquiry documents for the above goods manufactured by us.

We also hereby extend our full warranty, as applicable as per clause 16 of the General Conditions of
Contract read with modification, if any, in the Special Conditions of Contract for the goods and services
offered for supply by the above firm against this tender document.

Yours faithfully,

.....

.....

[Signature with date, name, and designation]

for and on behalf of Messrs.....

Name & address of the manufacturers

*Note: This letter of authorization should be on the letter head of the manufacturing firm and should be
signed by a person competent and having the power of attorney to legally bind the manufacture*



Tender Number: 6000018017

ANNEXURE -I

Tender No. 6000018017/AMC/22-23/ Dt. 20.01.2023
(To be submitted on the letter head)

Declaration for Section 206AB of TDS under Income Tax Act, 1961

Vendor Code: _____

M/s _____

PAN _____

GSTIN _____

I/We (Legal Name and Complete Address) _____ PAN: (PAN No.) _____
 _____, TAN: (TAN No.) _____, referring to the provisions of
 206AB of the IT Act, 1961, hereby declare the following:-

Financial Year	Aggregate TDS & TCS credit in our name was Rs. 50,000 or more ("Yes/No")	Income Tax Return ("ITR") Filed ("Yes/No")	E-filing Acknowledgement Number (15 digit - number) (Attach copy of acknowledgements)	Date of Filing of Return of income u/s 139/1 (DD/MM/YYYY)	Linked PAN with Aadhaar number or will link it before 30 June 2021 (or any further date as may be notified by CBDT ("Yes/No"))
2019-20					
2020-21					

We do hereby declare that to the best of my/our knowledge and belief what is stated above is correct, complete and is truly stated. In case there is a tax liability, interest or penal consequences which are levied on SPM on account of the false representation/declaration, I/we undertake to fully indemnify SPM for the same.

FOR _____

Authorized Signatory

Date:

Note: In case the vendor failed to comply with the above provisions, TDS shall be deducted at the higher of the following rates, namely:-

- (i) at twice the rate specified in the relevant provision of the Act; or
- (ii) at twice the rate or rates in force; or
- (iii) at the rate of five per cent (5%).