



**प्रतिभूति कागज कारखाना, नर्मदापुरम-461005 ( म.प्र. )**

( भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड की इकाई )

भारत सरकार के पूर्ण स्वामित्वाधीन

( मिनीगल श्रेणी-1 सीपीएसई एवं आई.एस.ओ 9001:2015, 14001:2015, 45001:2018, 50001:2018 एवं आई.ई.सी.17025:2017 प्रमाणित

**SECURITY PAPER MILL, NARMADAPURAM - 461005 (MP)**

(A Unit of Security Printing & Minting Corporation of India Limited)

Wholly owned by Government of India

Miniratna Category-I CPSE & ISO 9001:2015, 14001:2015, 45001:2018, 50001:2018 & IEC17025:2017 Certified

CIN:U22213DL2006GOI144763, GSTIN: 23AAJCS6111J3ZE



Tel. No.: 07574-255259, Fax No.07574-255170, E-mail: gm.spm@spmcl.com, Website: <http://spmarmadapuram.spmcl.com>

## **Notice Inviting Tender**

**Tender no. – 6000018014/CWP-SF/23-24/1575,**

**Dated: 03.02.2023**

E-tenders are invited from eligible bidders for "Procurement of 15.50 MTs of **CHEMICAL WOOD PULP IN SHEET FORM**". All the details regarding tenders are available at our SPM website <https://www.spmarmadapuram.spmcl.com> and MSTC website <https://www.mstcecommerce.com/eproc/>. In future corrigendum/extension etc., if any, shall be published only on website <https://www.spmarmadapuram.spmcl.com> and <https://www.mstcecommerce.com/eproc/>.

Further event details available on MSTC website (<https://www.mstcecommerce.com/eproc/>) is as below:

Buyer	Category
SECURITY PRINTING & MINTING CORPORATION OF INDIA LTD.	Raw Materials and Chemicals

Event Number	Description Event	Bidding Period
SPMCIL/Security Paper Mill Hoshangabad/Purchase/21/22- 23/ET/387[Chemical Wood Pulp]	<b>CHEMICAL WOOD PULP IN SHEET FORM</b>	<b>03-02-2023 03:00:00 PM to 21-02-2023 03:01:00 PM</b>

SD/-  
**Manager (Material)**  
**SPM, Narmadapuram**

## **Vendor Registration Procedure for Common Portal(V3) e-Procurement**

### **System Requirements:**

1. OS Windows 10 and above, browser Internet Explorer 10 and above
2. Digital Signature **Class 3** and above (both signing and encrypting)

### **STEPS:**

1. Please visit <https://www.mstcecommerce.com>
2. Scroll onto **e-Procurement** and click on **"Common Portal"**
3. In the **Vendor Login**, please click on **"Register"**
4. Please fill all the details and follow the onscreen form to get registered.
5. Click on Submit button.
6. After the successful registration, an automated confirmation e-mail is sent to the provided email address.

Post Submission Login using your Digital Signature **Class 3** (both signing and encryption)

### **For System Settings:**

MSTC Help Desk Ph. 033 23400020, 23400021, 23400022

For System Settings Video Tutorial open link: **[bit.ly/v3mstcvid](https://bit.ly/v3mstcvid)**



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

(A Unit of Security Printing and Minting Corporation of India Limited)  
(Wholly owned by Government of India)  
(Miniratna Category-I CPSE & ISO 9001:2015 & ISO 14001:2015 CERTIFIED)  
Website: <http://spmnamadapurm.spmcil.com>  
E-Mail: [gm.spm@spmCIL.com](mailto:gm.spm@spmCIL.com)  
CIN: U22213DL2006GOI144763  
Ph.No:91-7574-255259,

GSTIN: 23AAJCS6111J3ZE  
Fax No: 07574-255170

**Tender Number: 6000018014**

PR Number	PR Date	Indenter	Department
10029703	30.01.2023	PROD	PROD

Not Transferable

**Security Classification: .....**

**TENDER DOCUMENT FOR PURCHASE OF : CHEMICAL WOOD PULP IN SHEET FORM  
(CWP-SF)**

**Tender No : 6000018014/CWP-SF/23-24/1575, Dated: 03.02.2023**

**This Tender Document Contains \_\_44\_\_ Pages.**

**Tender Documents is issued to:**

M/s.....

**Details of Contact person in SPMCIL regarding this tender:**

**Name, Designation: Sanjay Gavaskar, Manager (Material)/CPSO**

**Address: SPMH (PM5, SPM Narmadapuram)**

**Phone, Fax, email: 07574-286776**

**Email: [sanjay.gavaskar@spmCIL.com](mailto:sanjay.gavaskar@spmCIL.com)**



## **Section I: Notice Inviting Tender (NIT)**

Tender Sl. No. **6000018014/CWP-SF/23-24/1575**,

**Dated: 03.02.2023**

- 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 13 a below):

GEM/GARPTS/11012023/HL81J2B1W118

Schedule No.	Brief Description of Goods/ services	Quantity (with unit)	Earnest Money (in Rs.)	Remarks
01	<b>CHEMICAL WOOD PULP IN SHEET FORM (CWP-SF) RMCH000542</b>	15.50 MTs	43,500.00 INR	

Type Of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)	TWO BID (EXPRESS) NATIONAL COMPETITIVE BID
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	MSTC E-PROCUREMENT PORTAL <a href="https://www.mstcecommerce.com/eproc/">https://www.mstcecommerce.com/eproc/</a>
Closing date and time for receipt of tenders	As per E-PROCUREMENT PORTAL
Place of receipt of tenders	As per E-PROCUREMENT PORTAL
Time and date of opening of tenders	MSTC E-PROCUREMENT PORTAL
Place of opening of tenders	MSTC E-PROCUREMENT PORTAL
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.21.1 of GIT)	SANJAY GAVASKAR, MANAGER(M)/CPSO

- 2 Eligibility to participate as per Government of India's Public Procurement (Preference to Make in India) Order 2017 (as amended/ revised) and Ministry of Finance, Department of Expenditure, Public Procurement Division's Orders (Public Procurement 1, 2 and 3) F.No.6/18/2019-PPD dated 23rd/ 24th July 2020 (or any further amendments thereof) regarding eligibility of bidders from neighboring countries shall apply to this tender.
- 3 Please note that SPMCIL reserves its right to grant Purchase preferences in accordance with Government of India's Public Procurement (Preference to Make in India) Order 2017 (as amended/ revised) and Public Procurement Policy for Micro and Small Enterprises (MSEs) Amendment Order, 2018 (as amended/ revised).
- 4 Interested tenderers may obtain further information about this requirement from the above office selling the documents. They may also visit our website mentioned above for further





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details.

- 5 Tenderer may also download the tender documents from the web site mentioned above and submit its tender by utilizing the downloaded document; the bidder must not make any changes to the contents of the documents, except for filling the required information. A certificate to this effect must be submitted by the bidder in the Tender Form (Section X).
- 6 Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are dropped on or before the closing date and time indicated in the Para 1 above in the tender box located at the address given below, failing which the tenders will be treated as late and rejected. Tenders may also be sent through post at the address as above. However, Purchaser will not be responsible for any postal lapses or delays in receipt of the documents. In case NIT/ SIT provide for uploading of bids to nominated eProcurement portal, bidders must upload their bids along with scanned copies as required enclosures (including proofs of cost of Tender Documents and EMD as applicable - unless an online payment gateway is provided in the instruction) as per instructions given in this regard. Original copies of such scanned uploaded required enclosures must reach in physical form within the date and place as provided in such instructions, otherwise their uploaded bid, would be declared as unresponsive.
- 7 In the event of any of the above-mentioned dates being declared as a holiday/ closed day for the purchase organization, the tenders will be sold/ received/ opened on the next working day at the appointed time.
- 8 The tender documents are not transferable.
- 9 The bidder, their affiliates, or subsidiaries – including subcontractors or suppliers for any part of the contract – should not stand declared ineligible/ blacklisted/ banned/ debarred by any Government Agency anywhere in the world, for participating in its tenders, under that country's laws or official regulations. A declaration to this effect shall be submitted by the bidder in the Tender Form (Section X).
- 10 EMD amount mentioned in Section VI – List of Requirements shall be furnished in one of the following forms: a) Account Payee Demand Draft or b) Fixed Deposit Receipt or c) Banker's cheque, otherwise the tender will not be accepted in any case. The demand draft, fixed deposit receipt or banker's cheque shall be drawn on any scheduled commercial bank in India, in favour of "SECURITY PAPER MILL" payable at "NARMADAPURAM".
- 11 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 mentioned in para 1 above.
- 11 Enclosed: BIDDER'S CHECK LIST BEFORE TENDER SUBMISSION (ANNEXURE- I, II & III)

**Name, Designation: Sanjay Gavaskar, Manager (Material)/CPSO**

**Address: SPMH (PM5, SPM Narmadapuram)**

**Phone, Fax, email: 07574-286776**

**Email: sanjay.gavaskar@spmciil.com**



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*[Name, designation, address, tel. No etc. of the officer signing the document]*  
For and on behalf of

.....



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**Section II: General Instructions to Tenderer (GIT)**  
**Part I: General Instructions Applicable to all Types of Tenders**

Kindly refer <https://spmCIL.com/uploaddocument/GIT/new.pdf> for further details (GIT contains 61 pages)



**Section II: General Instructions to Tenderer (GIT)**  
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Kindly refer <https://spmCIL.com/uploaddocument/GIT/new.pdf> for further details (GIT contains 61 pages)





### **Section III: Special Instructions to Tenderers (SIT)**

The following Special Instructions to Tenderers will apply for this purchase. These special instructions will modify/ substitute/ supplement the corresponding General Instructions to Tenderers (GIT) incorporated in Section II. The corresponding GIT clause numbers have also been indicated in the text below:

In case of any conflict between the provision in the GIT and that in the SIT, the provision contained in the SIT shall prevail.

(Clauses of GIT listed below include a possibility for variation in their provisions through SIT. There could be other clauses in SIT as deemed fit.)

Sl. No.	GIT Clause No.	Topic	SIT Provision
1	3.	Eligible Tenderers	Applicable
2	3.4	Eligible Goods and Services (Origin of Goods)	Applicable
3	6.1	The tender documents includes:	Applicable
4	8	Pre-bid Conference	Not Applicable
5	9	Time Limit for receiving request for clarification of Tender Documents	A Tenderer requiring any clarification or elucidation on any issue of the tender documents may take up the same with SPMH in writing or by fax/e-mail/telex. SPMH will respond in writing to such request provided the same is received before 14 days prior to the prescribed date of submission of tender.
6	10.1	The Technical bid to be submitted by Tenderer shall contain the following documents, duly filled in, as required:	Applicable
7	11.2	Tender Currency	Supplier is requested to quote price in INR within 2 Decimal place. Quotation with price quote beyond 2 decimal place is ignored.
8	12.1	Tender Prices	Applicable
9	12.2,33,3 6.1	Schedule wise evaluation	Not Applicable
10	12.6	GST details	Applicable
11	14	PVC Clause & Formula	Not Applicable
12	14.4 to 14.7	Exchange Rate Variation (ERV)	Not Applicable
13	16.1 a) to c)	Documents Establishing Tenderer's Eligibility and Qualifications	Applicable



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14	18.4, 18.5	Earnest Money Deposit (EMD)	As per Section-VI point no. 3 of the tender enquiry.
15	19	Tender Validity	120 DAYS FROM THE DATE OF OPENING OF QUOTATION
16	20.4	Number of Copies of Tenders to be submitted	SINGLE COPY TENDER DOCUMENT WITH SEAL AND SIGN
17	20.8	Two Bid System	Single Stage (Two packet system) refer Section-VI para 5.1 of tender.
18	20.9	E-Procurement	Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents and are to be submitted on MSTC Govt. e-procurement portal and the website is <a href="https://www.mstcecommerce.com/eproc/">https://www.mstcecommerce.com/eproc/</a>
19	34. and 35.1	Comparison on CIF Destination Basis	Not Applicable
20	35.2 to 35.6	Additional Factors for Evaluation of Offers and Preferential schemes	Applicable
21	43	Parallel Contracts	Not Applicable
22	44.1	Serious Misdemeanors	Applicable
23	44.3	Integrity Pact	Not Applicable
24	45.1	Notification of Award	Applicable
25	50.	Applicability of additional GIT for rate Contracts	Not Applicable
26	51.	Applicability of additional GIT for PQB Tenders	Applicable
27	52.	Applicability of additional GIT for Tenders involving Samples	Not Applicable
28	53.	Applicability of additional GIT for EOI Tenders	Not Applicable
29	54.	Applicability of additional GIT for Tenders for Disposal of Scrap	Not Applicable
30	55.	Applicability of additional GIT for Development/Indigenization Tenders	Not Applicable
31	Special Condition	TCS u/s 206C (1H) read with TDS u/s 194Q:	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.
32	Special Condition	Sec. 206AB of IT Act:	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.

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33	Special Condition	GST Return :	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 filling of Returns.
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**Tender Number: 6000018014**

**Section IV: General Conditions of Contract (GCC)**  
**Part I: General Conditions of Contract applicable to all types of Tenders**

Kindly refer <https://spmciil.com/uploaddocument/GCC/new.pdf> for further details (GIT contains 36 pages).

**Section IV: General Conditions of Contract (GCC)**  
**Part II: Additional General Conditions of Contract applicable to all types of Tenders**

Kindly refer <https://spmciil.com/uploaddocument/GCC/new.pdf> for further details (GIT contains 36 pages)

### **Section V: Special Conditions of Contract (SCC)**

The following Special Conditions of Contract (SCC) will apply for this purchase. The corresponding clauses of General Conditions of Contract (GCC) relating to the SCC stipulations have also been incorporated below. These Special Conditions will modify/ substitute/ supplement the corresponding (GCC) clauses.

Whenever there is any conflict between the provision in the GCC and that in the SCC, the provision contained in the SCC shall prevail.

(Clauses of GCC listed below include a possibility for variation in their provisions through SCC. There could be other clauses in SCC as deemed fit)

<b>S. No.</b>	<b>GCC Clause No.</b>	<b>Topic</b>	<b>SCC Provision</b>
1	1.2	Abbreviations:	APPLICABLE
2	6.1, 6.3 & 6.5	Performance Bond/ Security	REFER SECTION-VI, CLAUSE NO.10 OF THE TENDER ENQUIRY)
3	8.2	Packing and Marking	APPLICABLE
4	9	Inspection and Quality Control	APPLICABLE
5	11.2	Transportation of Domestic Goods	APPLICABLE
6	12.	Insurance	APPLICABLE
7	15	Distribution of Dispatch Documents for clearance/ Receipt of Goods	APPLICABLE
8	16.2, 16.4	Warrantee Clause	REFER SECTION-VI, CLAUSE NO.11 OF THE TENDER ENQUIRY)
9	19.3	Option Clause	REFER SECTION-VI, CLAUSE NO.8 OF THE TENDER ENQUIRY)
10	21.	Taxes and Duties	APPLICABLE
11	22.	Terms and Mode of payments	REFER SECTION-VI, CLAUSE NO.9 OF THE TENDER ENQUIRY)
12	24.1	Quantum of LD	REFER TENDERY ENQUIRY SECTION-VI, POINT NO. 13
13	25.1	Bank Guarantee and Insurance for Material Loaned to Contractor	Not Applicable
14	33.1	Resolution of Disputes	APPLICABLE
15	36.3.2,	Disposal/ Sale of Scrap by Tender	Not Applicable





### **Section VI: List of Requirements**

Schedule No.	Brief description of goods and services (Related specifications etc. are in Section-VII)	HSN Code	Accounting unit	Quantity	Amount of Earnest Money (INR)	Place of Delivery for GST purpose
1	<b>CHEMICAL WOOD PULP IN SHEET FORM (CWP-SF) RMCH000542</b>		MT	15.50	43,500.00 INR	

#### **(1) Procurement Preference for MSE**

(i) From time to time, the Government of India (GoI) lays down procurement policies to help inclusive national economic growth by providing long-term support to small and medium enterprises and disadvantaged sections of society and to address environmental concerns. The Procurement Preference Policy for Micro and Small Enterprises has been notified by GoI in exercise of the powers conferred in Section 11 of the Micro, Small and Medium Enterprises Development (MSMED) Act, 2006.

(ii) Micro and Small Enterprises (MSE) must, along with their offer, provide proof of their being registered as MSE (indicating the terminal validity date of their registration) for the item tendered, with any agency mentioned in the notification of the Ministry of Micro, Small and Medium Enterprises (MSME), indicated below:

- (a) District Industries Centres.
- (d) Khadi and Village Industries Commission.
- (e) Khadi and Village Industries Board.
- (f) Coir Board.
- (g) National Small Industries Corporation.
- (h) Directorate of Handicraft and Handloom; and
- (i) Any other body specified by the Ministry of MSME.

(iii) For ease of registration of Micro and Small Enterprises (MSEs), Ministry of MSME has started Udyog Aadhar Memorandum which is an online registration system (free of cost) w.e.f. 18th September 2015 and all Micro & Small Enterprises (MSEs) who are having Udyog Aadhar Memorandum should also be provided all the benefits available for MSEs under the Public Procurement Policy for Micro and Small Enterprises (MSEs), Order 2012.

(iv) The MSEs are provided tender documents free of cost and are exempted from payment of earnest money, Subject to furnishing of relevant valid certificate for claiming exemption.

(v) As per MSME Act, 2006 and Government of India's stimulus package announced on 13/02/2020 MSME payments have to be released within 45 days by Government and PSUs. As per the MSME Act, delays may attract punitive interest.

(vi) Under Public Procurement Policy for MSEs, a minimum 25 per cent share out of the total procurement by Central Government Ministries/ Departments/ Public Sector Undertakings are to be made from MSEs. To meet this target, PSUs are required to conduct special Vendor Development Programmes/ Buyer-Seller Meets for SCs/STs entrepreneurs.





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(vii) If a MSE bidder quotes a price within the band of the lowest (L1) +15 per cent in a situation where the L1 price is quoted by someone other than an MSE, the MSE bidders are eligible for being awarded 25 per cent of the total tendered value if they agree to match the L1 price. In case of more than one such eligible MSE, the 25 per cent quantity is to be distributed proportionately among these bidders. Within this, a purchase preference of 4 per cent is reserved for MSEs owned by Scheduled Caste (SC)/ Scheduled Tribe (ST) entrepreneurs and 3 per cent is reserved for procurement from MSEs owned by women (if they participate in the tender process and match the L1 price). Provided that, in event of failure of such SC/ ST or Women MSE to participate in tender process or meet tender requirements and L1 price, 4 percent sub-target shall be met from other MSE. MSEs would be treated as owned by SC/ ST or women entrepreneurs:

- (a) In case of proprietary MSE, proprietor(s) shall be SC /ST or women
- (b) In case of partnership MSE, the SC/ ST or woman partners shall be holding at least 51% shares in the unit
- (c) In case of Private Limited Companies, at least 51% share shall be held by SC/ ST or women promoters.

In the opinion of Ministry of MSME, in case of tender item is non-split-able or non-dividable, etc. MSE quoting price within price band L1+15% may be awarded for full/ complete supply of total tendered value to MSE, considering spirit of policy for enhancing the Govt. procurement from MSE. This Policy is meant for procurement of only goods produced and services rendered by MSEs and not for any trading activities by them. An MSE Unit will not get any purchase preference over another MSE Unit.

**(2) Required Delivery Schedule:-**

**(i) Delivery Schedule:**

1. 15.50 MTs within 16 weeks from date of NAC or PO whichever is earlier.

(ii) Required Terms of Delivery: F.O.R. Security Paper Mill Narmadapuram. (Duly Unloaded) Transport the contracted material/supplies only through Registered Common Carriers.

**(3) EARNEST MONEY DEPOSIT (EMD):-** The earnest money for a total value of Rs. 43,500.00 shall be furnished in one of the following forms.

- A. Fixed Deposit Receipt or
- B. Account Payee Demand Draft or
- C. Banker's cheque

The fixed deposit receipt, demand draft or banker's cheque shall be drawn on from any scheduled commercial bank in India, in favour of "SECURITY PAPER MILL" payable at "NARMADAPURAM". The earnest money shall be valid for a period of 45 days beyond the validity period of the tender.

**(4) TENDER VALIDITY:-**

The tenders shall remain valid for acceptance for a period of 120 days. Any tender valid for a shorter period shall be treated as un-responsive and rejected.





**(5) SUBMISSION OF TENDERS:-**

5.1 Techno-commercial bid and Price bid are to be submitted separately through MSTC e-procurement portal <https://www.mstcecommerce.com/eproc/> on or before the due date of the submission of the tender. Further, it may be noted that the price is not to be quoted in the Techno-commercial bid. It shall only be quoted in price bid. Non-adherence to this shall be making tender liable for rejection.

Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents.

5.2 Tenders shall be submitted in parts as below:-

**PART – I: TECHNO-COMMERCIAL BID**

**(A) For MSME Firms:**

- i. Firm shall submit the valid MSME certificate.
- ii. One original Tender Document shall be submitted. It should not have any price aspect.
- iii. Power of Attorney/Authorization with the seal of the company of person signing the tender documents.
- iv. Dully filled tender form as per Section-X is to be submitted. No price details are to be given in this bid. In case if any price detail is given, then the bids are liable to be rejected.
- v. If required SPM may visit the factory to ascertain the bidder manufacturing capability & quality control methodology.
- vi. Firm shall submit the declaration on letter head duly seal & signed by competent authority stating,  
"We have not been blacklisted/debarred by BNPMIPL/BRBNMPL/SPMCIL or any Govt. Departments for participation in tenders. The information provided above is correct and true to the best of my knowledge and belief."
- vii. Firm shall submit the declaration (as attached Annexure-II) as per Ministry of Finance, Department of Expenditure public procurement Division OM no. F.No.6/16/2019-PPD dated 23.07.2020 (Refer GIT Clause no. 3.5).
- viii. The tenderer shall submit detailed technical offer as per as per Section-VII of this tender document.
- ix. The tenderer has to submit acceptance of all sections of this tender document (GIT, SIT, SCC, Quality control requirements, Tender form, Questionnaire, etc.)
- x. Containing Blank price Bid (No price details to be given in this tender).
- xi. Submit a document stating "unconditional accepting all the terms and conditions of tender enquiry without any deviations."
- xii. Confirm the delivery schedule as per section VI of condition No. 2(i) of this Tender document with seal and sign.





xiii. Confirm Term of Delivery: As per section VI of condition No.2 (ii) of this Tender document with seal and sign.

xiv. Confirm the payment terms as per section VI of condition Sl. No.8 of this Tender document with seal and sign.

xv. Confirm the Tender validity as per section VI of condition No.4 of this Tender document with seal and sign.

xvi. Acceptance of Section-VIII: Quality Control requirement.

(B) For Non MSME Firms:

i. One original Tender document shall be submitted. It should not have any price aspects.

ii. Tender document fee: Nil/-

iii. Earnest Money Deposit Rs. 43,500.00.

iv. Power of Attorney/Authorization with the seal of the company of person signing the tender documents.

v. Manufacturing/Authorization Certificate:

a. If the bidder firm is manufacturer then firm has to submit the valid registration certificate.

b. If the bidder firm is not the manufacturer then firm has to submit the valid manufacturer's authorization certificate/valid dealership certificate of the item supplied as per the standard form duly filled by OEM as per annexure XIV of this tender document.

vi. Containing unpriced tender consisting commercial package including all terms and conditions. No price details to be given in this tender (as per Section-X).

vii. Firm shall submit the declaration on letter head duly seal & signed by competent authority stating, "We have not been blacklisted/debarred by BNPMIPL/BRBNMPL/SPMCIL or any Govt. Departments for participation in tenders. The information provided above is correct and true to the best of my knowledge and belief."

viii. Firm shall submit the declaration (as attached Annexure-II) as per Ministry of Finance, Department of Expenditure public procurement Division OM no. F.No.6/18/2019-PPD dated 23.07.2020 (Refer GIT Clause no. 3.5).

ix. The tenderer shall submit detailed technical offer as per as per Section-VII of this tender document.

x. The tenderer has to submit acceptance of all sections of this tender document (GIT, SIT, SCC, Quality control requirements, Tender form, Questionnaire, etc.).

xi. Containing Blank price Bid (No price details to be given in this tender).

xii. Submit a document stating "unconditional accepting all the terms and conditions of tender enquiry without any deviations."

xiii. Confirm the delivery schedule as per section VI of condition No. 2 (i) of this Tender document with seal and sign.



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xiv. Confirm Term of Delivery: As per section VI of condition No.2 (ii) of this Tender document with seal and sign.

xv. Confirm the payment terms as per section VI of condition Sl. No.9 of this Tender document with seal and sign.

xvi. Confirm the Tender validity as per section VI of condition No.4 of this Tender document with seal and sign.

xvii. Acceptance of Section-VIII: Quality Control Requirement.

## PART- II: PRICE BID:

The bidder shall quote the prices strictly as per the proforma given in Section-XI of the tender document. No additional/extra item with prize should be included other than that of section-XI. If any that particular item will not be consider for evaluation.

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NOTE: "BIDDER TO FURNISH STIPULATED DOCUMENTS ALONG WITH TENDER IN SUPPORT OF FULFILLMENT OF TENDER CRITERIA. FURTHER CORRESPONDENCE IN THIS REGARD WILL NOT BE ENTERTAINED FOR ANY REASON. NON-SUBMISSION OR INCOMPLETE SUBMISSION OF DOCUMENTS MAY LEAD TO REJECTION OF OFFER".

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## (6) COMPARISON ON F.O.R. SPM NARMADAPURAM BASIS:

The Comparison of the responsive tenderers shall be on schedule basis as per Price Schedule in Section-XI of this Tender Document. The tenders received and accepted will be evaluated to ascertain the best and lowest evaluated tender in the interest of the purchaser for the complete scope of supply as per our requirement.

## (7) EVALUATION CRITERIA FOR L1 BIDDER:-

The Technical bids are to be opened in the first instance, at the prescribed time and date. These bids shall be scrutinized and evaluated by the competent committee/ authority with reference to the parameters prescribed in the eligibility criteria. Thereafter, in the second stage, the financial bids of only the technically acceptable offers (as decided in the first stage shall be opened for further scrutiny and evaluation. Intimation regarding to opening financial bids shall be given to acceptable Tenderers to enable them to attend the financial bid opening.

## (8) OPTION CLAUSE:-

The Chief General Manager SPM reserves the right to increase the ordered quantity by 25% at any time, till the 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 expiry of Delivery period.

## (9) PAYMENT TERMS:-

(i) Payment term: 100% on receipt and acceptance (suitability) of goods by the SPM, Narmadapuram and on production of all required documents by the supplier.

(ii) Mode of Payment: Payment shall be done through RTGS/NEFT facility. Bidder should provide Bank Account details including Bank Account No, IFSC code No, RTGS/NEFT code No. Bank and branch Name along with their Bid. (GCC Clause No. 22.1)





(iii) Please provide the bank details for RTGS payment as per format

S.No. Details

01	Name of the supplier
02	Account No
03	Account Type
04	Name of the bank
05	Branch
06	City
07	Branch code
08	MICR code
09	IFSC code

(10) Performance Security:-

10.1) Within twenty-one days after the issue of notification of award by Security Paper Mill, Narmadapuram, the supplier shall furnish performance security of 03% of the order value to Security Paper Mill, Narmadapuram, valid up to sixty days after the date of completion of all contractual obligations by the supplier, including the warranty obligations.

10.2) The performance security shall be denominated in Indian Rupees or in the currency of contract and shall be in one of the following forms:

a) Account payee Demand Draft or Fixed Deposit Receipt drawn on any commercial bank of India, in favour of Security Paper Mill, Narmadapuram as indicate in the clause-3 to NIT.

b) Bank Guarantee issue by a commercial bank in India, in the prescribed form as provided in Section-XV of this document.

10.3) In the event of any loss due to supplier's failure to fulfill its obligation in terms of the contract, the amount of the performance security shall be payable to Security Paper Mill, to compensate Security Paper Mill, for the same.

10.4) In the event of any amendment issued to the contract, the supplier shall, within twenty-one days of issue of the amendment, furnish the corresponding amendment to the Performance Security (as necessary), rendering the same valid in all respects in terms of the contract as amended.

(11) WARRANTY CLAUSE:

11.1 The warranty shall remain valid for twelve months after the goods have been delivered to the final destination and accepted by SPM in terms of the contract or for fifteen months from the date of dispatch from the supplier's premises for domestic goods whichever is earlier.

11.2 In case of any claim arising out of this warranty, SPMCIL shall promptly notify the same in writing to the supplier.

11.3 Upon receipt of such notice, the supplier shall, with all reasonable speed repair or replace the defective goods or parts thereof, free of cost, at the ultimate destination. The supplier shall take over the replaced parts/ goods after providing their replacements and no claim, whatsoever shall lie on SPM for such replaced parts/ goods thereafter.





11.4 In the event of any rectification of a defect or replacement of any defective goods during the warranty period, the warranty for the rectified/ replaced goods shall be extended to a further period of twelve months from the date such rectified / replaced goods starts functioning to the satisfaction of SPM.

11.5 If the supplier, having been notified, fails to rectify/ replace the defect(s) within a reasonable period SPM may proceed to take such remedial action(s) as deemed fit by SPM, at the risk and expense of the supplier and without prejudice to other contractual rights and remedies, which SPM may have against the supplier.

(12) E-Way Bill : As per Government of India instruction e-Way Bill is mandatory with effect from 01.02.2018 for all inter-State and intra-State movement of goods. Therefore the bidders shall generate the e-Way Bill before booked the material through common portal of Government and attach e-Way Bill with invoice.

Required GST details of Security Paper Mill, Narmadapuram is as follows:-

Trade Name : SECURITY PAPER MILL  
City, State : Narmadapuram, Madhya Pradesh  
State Code : 23  
Pin : 461005  
GSTIN No. : 23AAJCS6111J3ZE  
PAN NO. : AAJCS6111J

(13) Liquidated Damages Clause:

If the contractor fails to deliver the goods and/or services or any installment thereof within the Delivery Period, SPM Narmadapuram shall, without prejudice to other rights and remedies available to SPM, Narmadapuram under the contract, deduct from the contractor price, as Liquidated damages, a sum equivalent to the rate of 0.5 Percent of the delivered price of the delayed goods and/or services along with applicable GST of 18% on the LD amount for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 10% (plus GST on the LD amount) of the delayed goods or services.

(14) MAKE IN INDIA CLAUSE:

The provisions of the revised Public Procurement (Preference to Make in India) Order 2017 - dated 04th June 2020 (and subsequent amendments, if any) by Department for Promotion of Industry and Internal Trade, GoI shall apply to this PQB to the extent feasible.

(15) DISPATCHES:-

- i. The material may be dispatched through Road.
- ii. The supplier should indicate the Bale No. on each of the bales and accordingly also enclose the individual bale-wise weight list in duplicate with documents to enable us to process supplier bills and same should be followed for all supplies, failing which payment will be withheld.
- iii. Date of receipt of the material in the Mill will be taken as date of delivery.
- iv. While dispatching the material by truck please ensure that the truck driver are holding valid and original license with them failing which the truck may not be allowed to enter the Security Paper Mill premises and may be sent back without unloading at their risk and cost.





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- v. The truck may be detained for the 2/3 days in case of pre-occupation.
- vi. Unloading of consignment at our site and arrangement of the same in a systematic manner as required by our Stores Department is to be arranged by the supplier.
- vii. It is to be ensured that persons engaged for unloading possess necessary police clearance and the work under necessary security check by the CISF.
- viii. The General Manager, Security Paper Mill, Narmadapuram, reserve the right without assigning the reason:-
  - a) To short-close / foreclose the order at any time during process of supply against our supply order.
  - b) To reduces the tender quantity at the time of concluding the final supply order/contract.
- ix. As the procurement is being done for Government (Wholly owned unit of Govt. of India) all the rules applicable for procurement of Government stores will be applicable to those goods.

(16) **WEIGHT SHORTAGE:** The weight as assessed by this office on arrival of each consignment shall be final and binding on the supplier and shortage up to 1% in weight shall not be communicated and bills be settled after deducting such shortage. However, shortage of more than 1% in weight shall be communicated to the supplier for the confirmation of shortage within 03 weeks from the date of communication of this office. If the supplier choose to have verification of the over 1% short weight consignment carried out, he must take himself or his authorized representatives available at the Security Paper Mill, Narmadapuram (M.P) in such time that the verification is completed, within the specified period of 03 three weeks, failing which this office will be at liberty to use the material and the weight as assessed and shortage communicated shall be taken as final and binding on the supplier without making further reference. On verification, if shortage is found irrespective of the quantum of shortage, the weight shortage originally reported or found on re-verification, whichever is higher shall be final and binding on the supplier.

(17) **GODOWN RENT:** Any consignment which is found to be different from the specification containing contraries will not be paid for and will have to be immediately lifted by the supplier at their expenses. The rejected material, if not lifted within one month from the date of issue of communication of rejection, the supplier will have to bear Godown rent as under and that this office will not be responsible for any damages whatsoever to the consignment.

Rs.300/- per M.T. for first 15 days or part thereof after one month notice

Rs.500/- per M.T. for next 15 days or part thereof

Rs.850/- per M.T. per month after 30 days (one month) and incase of fraction of month it will be taken as full month. In the event of not lifting rejected goods within 3 months from the date of intimation of rejection, the bidder shall forfeit any claim to the goods.

(18) **NON-DELIVERY OF MATERIAL:** In the event of non-delivery of all or part of the order within the specific time, the General Manager, Security Paper Mill, Narmadapuram, (M.P) reserves the right to cancel the order and forfeit the Security Deposit. In the event of such cancellation the supplier shall remain responsible to make good the extra expenditure incurred by this Unit to procure the entire material or part thereof as the case may be arising due to non-delivery by the supplier within a period of three months from the date of cancellation of the supply order. The supplier shall not be entitled to any gain on such purchase & shall be in the entire discretion of the General Manager, Security Paper Mill, Narmadapuram, (M.P). It shall not be necessary for the general Manager to serve a notice of such purchase of the supplier.

(19) **COMPLIANCE OF LABOUR LAWS:** Unloading of material shall be in the scope of supplier. Any contractor's labour entering in SPM premises on behalf of supplier shall be complete





responsibility of the supplier and shall be governed by all acts laws pertaining to contract labour act in India.

Contractor/supplier should all times indemnify SPM against t heir all claims, damages or compensation under the provisions of Payment of Wages Act 1936; Minimum Wages Act 1948; Employers Liability Act 1938; The Workmen Compensation Act 1923; Industrial Disputes Act 1947; Maternity Benefit Act 1961; Payment of bonus Act 1965. Factory Act 1948 or any modification thereof or any other law relating thereto and rules made hereunder form time to time.

Contractor's/supplier's staff shall always be disciplined, properly dressed and use personal protective equipment's during performing any work on behalf of supplier. The persons deployed by supplier / contractor for unloading job shall be properly trained, have requisite experience and skills for carrying out the tasks at SPM. The Contractor shall be solely responsible to tackle the matters in case any of its staff deployed under this contract fall sick or is injured or goes on strike etc. In case any injury/accident to the contract labour engaged by supplier/contractor the supplier has to fulfill all his statutory liabilities as per contract labour engaged by supplier/contractor fails to comply with the statutory requirements then SPM, as a Principal Employer shall perform all the statutory requirements and if it involves any financial implication the same shall be deducted from suppliers bill.

(20) IMPORTANT NOTE: General instructions to tenderer (GIT) and General Conditions of contract (GCC) shall also form a part of this tender document. For details regarding GIT and GCC please refer links as below:-

<http://spmNarmadapuram.spmcil.com/spmcil/uploaddocument/GIT.pdf>  
<http://spmNarmadapuram.spmcil.com/spmcil/uploaddocument/GCC.pdf>

NOTE: THE FOLLOWING SECTION'S ARE NOT APPLICABLE FOR THIS TENDER.

SECTION- XIII BANK GUARANTEE FORM FOR EARNEST MONEY DEPOSIT.  
SECTION-XVIII SHIPPING ARRANGEMENTS FOR LINER CARGOS.



SECURITY PRINTING AND MINTING  
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SN	Properties	UoM	Specifications	Test Method
1	Brightness	%	85 (Min.)	ISO 2470
2	Moisture	%	10 (Max.)	ISO 287
3	Initial Freeness	°SR	15 - 20	ISO 5267-1
4	Dirt Content	mm <sup>2</sup> /m <sup>2</sup>	5 (Max.)	ISO 5350-3
5	Impurity : The material should be free from colored particles, thread, dirt, dust, grit & other foreign materials etc.			

Strength properties of 90 ± 3 GSM hand sheets prepared using BHWSP Sheet Pulp after beating up to 50 ± 5 °SR in laboratory Valley Beater without adding any chemicals. ISO 5269-1

6	Tensile Index	Nm/g	45 (Min.)	ISO 1924-2
7	Tear Index	mN.m <sup>2</sup> /g	6 (Min.)	ISO 1974
8	Burst Strength	Kg/cm <sup>2</sup>	2 (Min.)	ISO 2758
9	Test Conditions		Temperature °C 20 (± 1)	ISO 187
			Relative Humidity RH 65 (± 2)	

Packing Standards of Chemical Wood Pulp in Sheet Form Bales.

- (i) Sheet size: Width: 65 (±5) cm, Length: 85 (±10) cm,
- (ii) Bales weight 250 (±50) Kg.
- (iii) Height of the bales should be according to the bales weight limitation.

Note: Tenderer's attention is drawn to GIT clause 17 and GIT sub-clause 10.1.

The tenderer is to provide the required details, information, confirmations, etc. accordingly, failing which tender is liable to be ignored. Prospective bidders shall comply with the feature specifications (including Warrantee Obligations) and submit a "Specification Compliance Certificate" with their Technical Bid.



**Section VIII: Quality Control Requirements**

- i. The firm must give an undertaking in their technical bid that the product offered by them conforms to the above specifications.
- ii. Material shall be tested in SPM QC lab & decision of SPM QC shall be final & binding on the contract.





**Section IX: Qualification/ Eligibility Criteria**

**Not Applicable**



**Section X: Tender Form**

Date.....

To,

.....

.....

.....

(Complete address of SPMCIL)

Ref: Your Tender document No: **6000018014/CWP-SF/22-23/1575**, Dated: **03.02.2023**

We, the undersigned have examined the above-mentioned tender enquiry document, including amendment No....., dated..... (If any), the receipt of which is hereby confirmed. We now offer to supply and deliver..... (description of goods and services) in conformity with your above referred document for the sum shown in the price schedule(s), attached herewith and made part of this tender.

If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements.

We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of GCC clause 6, read with modification, if any, in Section V – "Special Conditions of Contract", for due performance of the contract.

We agree to keep our tender valid for acceptance for a period upto....., as required in the GIT clause 19, read with modification, if any in Section-III - "Special Instructions to Tenderers" or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender upto the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We confirm that in case of downloaded Tender Document, we have not changed/ edited its contents. We realise that in case any such change is noticed at any stage including after the award of contract, we would be liable to action under clause 44 of the GIT.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We also solemnly declare as under:





### 1. MSMEs Status:

Having read and understood the Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 (as amended and revised till date), and solemnly declare the following:

- (a) Company/Partnership Firm/Proprietary Concern/Society/Trust /NGO/Others (Please Specify):
- (b) Micro/ Small / Medium Enterprise/ SSI/ Govt. Dep't. / PSU/ Others:
- (c) Name of MSME Registering Body (NSIC/ DIC/ KVIC/KVIB etc.):
- (d) MSME Registration no. (with copy of registration):.....
- (e) Udyog Aadhar Memorandum no.....
- (f) Whether Proprietor/ Partner belongs to SC/ ST or Women category (Please specify names and percentage of shares held by SC/ST Partners): .....

### 2. Make in India Status:

Having read and understood the Public Procurement (Preference to Make in India PPP\_MII) Order, 2017 (as amended and revised till date) and related notifications from the relevant Nodal Ministry/ Department, and solemnly declare the following:

- (a) Self-Certification for category of supplier:
  - ☐ Class-I Local Supplier/
  - ☐ Class-II Local Supplier/
  - ☐ Non-Local Supplier.
- (b) We also declare that
  - ☐ There is no country whose bidders have been notified as ineligible on reciprocal basis under this order for offered product, or
  - ☐ We do not belong to any Country whose bidders are notified as ineligible on reciprocal basis under this order

### 3. Restrictions on procurement from bidders from a country or countries, or a class of countries under Rule 144 (xi) of the General Financial Rules 2017

Having read and understood the Order (Public Procurement No. 1) issued vide F.No.6/18/2019-PPD dated 23<sup>rd</sup> July 2020 (and its amendments if any) by Department of Expenditure, Ministry of Finance under the above provision and solemnly declare the following:

- ☐ We do not belong to any Country whose bidders are notified as ineligible under this order

### 4. Debarment Status: Please state whether business dealings with you currently stand suspended/ banned by any Ministry/ Depts. of Government of India or by any State Govt:

- ☐ Yes (with period of Ban)
- ☐ No, 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



ineligible/blacklisted/banned/debarred by any Government Agency anywhere in the world, for participating in its tenders, under that country's laws or official regulations.

- 5. Penalties for false or misleading declarations:** I/we hereby confirm that the particulars given above are correct and complete and also undertake to advise any future changes to the above details. We understood that any wrong or misleading self-declaration by us would be violation of code of Ethics and would attract penalties as mentioned in this tender document, including debarment.

.....  
.....

(Signature with date)

.....  
.....

Name and designation

Duly authorized to sign tender for and on behalf of

.....  
.....



## 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 at  
.....which 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:

GST No. ....

HSN Code :

Sl. No. Details of heads	Rate Per MT (In Rs.)
--------------------------	----------------------

1. Basic Price FOR SPM, Narmadapuram duly unloaded (Per MT)	
--	--

2. Others Taxes or charges if any, (Please specify)	
---	--

3. Total Price Per/MTs	TOTAL A =(1+2)
------------------------	----------------

4. TOTAL Price for 15.50 MTs	
------------------------------	--

5. GST/IGST in percentage (%) on 4.	
-------------------------------------	--

6. Grand Total for 15.50 MTs (SPM, Narmadapuram) in figures:- (4+5)	
--	--

7. Total Price for 15.50 MTs (SPM, Narmadapuram) in Words:-	
--	--

1. **Scope of Work:** Supply of Chemical Wood Pulp in Sheet Form 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. Earnests Money/Bid Guarantee for an amount equal to \_\_\_\_\_ is enclosed in form of \_\_\_\_\_ (form and reference number, date) as per the Tender Documents.
6. The method of evaluation of L1 criteria for awarding the contract shall be decided taking into consideration of the total landed price up to SPM Narmadapuram.
7. 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 initialed 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 XII Vendor Details**

The tenderer should furnish specific details mentioned below. In case a question/issue does not apply to a tenderer, the same should be answered with the remark "not applicable".

Wherever necessary and applicable, the tenderer shall enclose certified copy as documentary proof/ evidence to substantiate the corresponding statement.

In case a tenderer furnishes a wrong or misleading answer against any of the under mentioned question/ issues, its tender will be liable to be ignored.

### **1. Vendor/ Contractor particulars:**

- (a) Name of the Company: .....
- (b) Corporate Identity No. (CIN): .....
- (c) Registration if any with SPMCIL: .....
- (d) Complete Postal Address: .....
- (e) Pin code/ ZIP code: .....
- (f) Telephone nos. (with country/area codes):.....
- (g) Fax No.: (with country/area codes): .....
- (h) Cell phone Nos.: (with country/area codes): .....
- (i) Contact persons /Designation: .....
- (j) Email IDs: .....

### **2. Taxation Details:**

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



- ☐ We solemnly declare that our GST rating on the GST portal / Govt. official website is NOT negative / blacklisted during the last three financial years.

.....  
(Signature with date)

.....  
.....  
(Full name, designation & address of the person duly authorized sign on behalf of the tenderer)  
For and on behalf of

.....  
.....  
(Name, address, and stamp of the tendering firm)





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#### **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 manufacturer.*



### **Section XV: Bank Guarantee Form for Performance Security**

#### **PROFORMA OF BANK GUARANTEE FOR CONTRACT PERFORMANCE GUARANTEE BOND**

**(ON BANK'S LETTERHEAD WITH ADHESIVE STAMP)**

Ref .....

Date.....

Bank Guarantee No.....

To,

**(Insert Name & Address of the Purchaser)**

Dear Sir,

1. Against contract vide Notification for Award of the Tender No..... dated ..... covering supply of ..... (herein after called the 'contract') entered into between the (insert name of Purchaser) (herein after called as the Purchaser) and M/s ..... (herein after called the 'Contractor'), this is to certify that, at the request of the Contractor, we ..... (name of the bank), are holding in trust in favour of the Purchaser, the amount of ..... (write the sum here in words), to indemnify and keep indemnified the Purchaser, against any loss or damage that may be caused to, or suffered by the Purchaser, by reason of any breach by the Contractor of any of the terms and conditions of the said contract and/or in the performance thereof. We agree that the decision of the Purchaser, whether any breach of any of the terms and conditions of the said contract and/or in the performance thereof has been committed by the Contractor; and the amount of loss or damage that has been caused or suffered by the Purchaser, shall be final and binding on us, and the amount of the said loss or damage shall be paid by us.
2. We ..... (name of the bank), further agree that, the guarantee herein contained, shall remain in full force and effect, for sixty days after the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period whichever is later, i.e. till....., (hereinafter called the 'said date') and that if any claim accrues or arises against us.....(name of the bank), by virtue of this guarantee before the said date, the same shall be enforceable against us..... (name of the bank), notwithstanding the fact that the same is enforced within six months after the said date, provided that notice of any such claim has been given to us ..... (name of the bank), by the Purchaser, before the said date. Payment under this bond of guarantee shall be made promptly, upon our receipt of notice to that effect, from the Purchaser.
3. It is fully understood that this guarantee is effective from the date of the said contract and that we..... (name of the bank), undertake not to revoke this guarantee during its currency, without the consent in writing of the Purchaser.





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4. We undertake to pay to the Purchaser, any money so demanded, notwithstanding any dispute or disputes raised by the Contractor, in any suit or proceeding pending before any Court or Tribunal, relating thereto, our liability under this present, being absolute and unequivocal. The payments so made by us under this bond, shall be a valid discharge of our liability for payment thereunder, and the Contractor shall have no claim against us, for making such payments.
5. We..... (name of the bank), further agree that the Purchaser shall have the fullest liberty, without affecting in any manner our obligations hereunder, to vary any of the terms and conditions of the said contract, or to extend time of performance by the Contractor, from time to time, or to postpone for any time or form, time to time, any of the powers exercisable by the Purchaser, against the said Contractor and to for bear or enforce any of the terms and conditions relating to the said contracts and we .....  
(name of the bank), shall not be released from our liability under ..... (name of the bank), shall not be released from our liability under this guarantee, by reason of any such variation or extension being granted to the said Contractor, or for any forbearance and/or omission on the part of the Purchaser, or any indulgence by the Purchaser towards the said Contractor, or by any other matter or thing whatsoever, which under the law relating to sureties, would, but for this provision, have the effect of so releasing us from our liability under this guarantee.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor.

Date:

Place:

Signature.....

(Printed Name).....

(Designation).....

Witnesses

(Bank's Common Seal)

**Section XVI: Contract Form**

(Address of SPMCIL's office issuing the contract)

Contract No..... dated.....

This is in continuation to this office' Notification of Award No ..... dated .....

1. Name & address of the Supplier .....
2. SPMCIL's Tender document No ..... dated .....and subsequent Amendment No ....., dated.....(If any), issued by SPMCIL.
3. Supplier's Tender No..... dated..... and subsequent communication(s) No.....dated ..... (If any), exchanged between the supplier and SPMCIL in connection with this tender.
4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as part of this contract:
  - (i) General Conditions of Contract;
  - (ii) Special Conditions of Contract;
  - (iii) List of Requirements;
  - (iv) Technical Specifications;
  - (v) Quality Control Requirements;
  - (vi) Tender Form furnished by the supplier;
  - (vii) Price Schedule(s) furnished by the supplier in its tender;
  - (viii) Manufacturers' Authorization Form (if applicable for this tender);
  - (ix) SPMCIL's Notification of Award

**Note:** The words and expressions used in this contract shall have the same meanings as are respectively assigned to them in the conditions of contract referred to above. Further, the definitions and abbreviations incorporated under Section – V - 'General Conditions of Contract' of SPMCIL's Tender document shall also apply to this contract.

5. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:
  - (i) Brief particulars of the goods and services which shall be supplied/ provided by the supplier are as under:

Schedule No.	Brief description of goods/ services	Accounting unit	Quantity to be supplied	Unit Price (in Rs.)	Total price





Any other additional services (if applicable) and cost there of: .....

Total value (in figure) \_\_\_\_\_ (In words) \_\_\_\_\_

- (ii) Delivery schedule
- (iii) Details of Performance Security
- (iv) Quality Control
  - (a) Mode(s), stage(s), and place(s) of conducting inspections and tests.
  - (b) Designation and address of SPMCIL's inspecting officer
- (v) Destination and dispatch instructions
- (vi) Consignee, including port consignee, if any
- (vii) Warranty clause
- (viii) Payment terms
- (ix) Paying authority

(Signature, name, and address of SPMCIL's authorized official)

For and on behalf of .....

Received and accepted this contract .....

(Signature, name, and address of the supplier's executive duly authorized to sign on behalf of the supplier)

For and on behalf of .....

(Name and address of the supplier)

.....

(Seal of the supplier)

Date:

Place:

**Section XVII: Letter of Authority for attending / Bid Opening  
(Refer to clause 24.2 of GIT)**

The General Manager

Unit Address

Subject: Authorization for attending bid opening on \_\_\_\_\_ (date) in  
the Tender of \_\_\_\_\_.

Following persons are hereby authorized to attend the bid opening for the tender mentioned above  
on behalf of ..... (Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signatures
I.		
II.		
Alternate Representative		
Signatures of bidder or  Officer authorized to sign the bid Documents on behalf of the bidder		

**NOTE**

- Maximum of two representatives will be permitted to attend pre-bid conference/ bid opening. In cases where it is restricted to one, first named representative will be allowed to attend. Alternate representative will be permitted when regular representatives are not able to attend.
- In case of pre-bid conference, self-attested copy of proof of purchase of Bid documents, in the name of the bidder must be enclosed with this authorization, without which entry would be refused. Bid documents would be available for sale at the site also.
- Permission for entry to the hall where even is held may be refused in case authorization as prescribed above is not produced.





### Section XVIII: Proforma of Bills for Payments (Refer Clause 22.6 of GCC)

Name and Address of the Firm .....

Bill No ..... Dated .....

Purchase order ..... No ..... Dated .....

Name and address of the consignee

S. No	Authority for purchase	Description of Stores	Number or quantity	Rate Rs. P.	Price per Rs. P.	Amount
Total						

1. GST/ CGST/ SGST/ UTGST/ IGST Amount
2. Freight (if applicable)
3. Excise Duty (if applicable)
4. Packing and Forwarding charges (if applicable)
5. Others (Please specify)
6. PVC Amount (with calculation sheet enclosed)
7. (-) deduction/Discount
8. Net amount payable (in words Rs.)

Dispatch detail RR No. other proof of dispatch .....

Dated ..... (enclosed)

Inspection Certificate No ..... dated ..... (enclosed)

Place and Date

Received Rs .....

Rupees) .....



We solemnly certify that:

- a. Goods and Services Tax (GST) charged on this Bill is not more than what is payable under the provision of the relevant Act or the Rules made there under.
- b. Goods on which GST has been charged have not been exempted under the GST Act or the rules made there under and the charges on account of GST on these goods are correct under the provisions of that Act or the Rules made there under.
- c. We are registered with above indicated GSTIN as dealer in the State where in their Billing address is located for the purpose of GST.
- d. This bill form / invoice is not a replacement for the GST invoice. The proper GST invoice as per requirements of GST rules has been sent to the Purchaser as and when deliveries are made to the consignee.
- e. That the payment being claimed is strictly in terms of the contract and all the obligations on the part of the supplier for claiming that payment has been fulfilled as required under the contract.

Revenue stamp

Signature and of Stamp Supplier





### Section XIX : NEFT Mandate (Refer clause 22.2 of GCC)

From: M/s. ....

Date: .....

To:

(Insert Name and Address of Purchaser's Paying Authority as per NIT Clause 1)

Sub: NEFT payments

We refer to RBI's NEFT scheme. Our mandate SPMCIL for making payments to us through the above scheme to our under noted account.

#### NATIONAL ELECTRONIC FUNDS TRANSFER MANDATE FORM

1.	Name of City	
2.	Bank Code No.	
3.	Branch Code No.	
4.	Bank's Name	
5.	Branch Address	
6.	Branch Telephone / Fax No.	
7.	Supplier's Account No.	
8.	Type of Account	
9.	IFSC code for NEFT	
10.	IFSC code for RTGS	
11.	Supplier's name as per Account	
12.	MICR Code No.	

In Lieu of Bank Certificate to be obtained as under, please attach a bank cancelled cheque or photocopy of a cheque or front page of your bank passbook issued by your bank for verification of the above particulars.

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I have read the option intimation letter and agree to discharge responsibility expected of me as a participant under the scheme.



Date

Signature of the Customer

Certified that the above particulars are correct as per our record.

Stamp and  
Signature of authorized  
Official of the bank



**ANNEXURE – I**

**TWO BID,SINGLE STAGE ( TWO PACKET ) TENDER**  
**BIDDER'S CHECK LIST BEFORE TENDER SUBMISSION**

**Part I : - TECHNO-COMMERCIAL BID**

<b>S. No.</b>	<b>Tender Submission Check Points</b>	<b>Check before submission ( )</b>
1	One original copy shall be submitted. It should not have any price aspects.	
2	Tender Document fee Rs. NIL/-.	
3	Earnest Money Deposit 43,500.00.	
4	Power of Attorney/ Authorization with the seal of the company of person signing the tender documents.	
5	Manufacturer Authorization Form, if the bidder is not a manufacturer. (If Applicable)	
6	Duly filled tender form as per Section-X is to be submitted. No price detail is to be given in this bid.	
7	Submit the declaration attached Annexure-II & III.	
8	The tenderer shall submit acceptance of Section VII Technical Specification of this tender document.	
9	The tenderer has to submit acceptance of all sections of this tender document (GIT, SIT, SCC, Quality control requirements, Tender form, Questionnaire, etc.)	
10	Submit a document stating "unconditional accepting all the terms and conditions of tender enquiry without any deviations."	
11	One original copy of tender shall be submitted along with confirm the delivery schedule, terms of delivery, payment terms and tender validity as per tender document	
12	Submit Blank price Bid (No price details to be given in this tender).	
13	Submit acceptance of Section-VIII Quality Control Requirements.	

**Part II : - PRICE BID**

<b>S. No.</b>	<b>Tender Submission Check Points</b>	<b>Check before submission ( )</b>
1	Price Bid as per Section XI (Price including all taxes & other charges ).	

.....  
(Bidder's Seal & Sign)



**ANNEXURE-II**

**Tender No. 6000018014/CWP-SF/21-22/1575, Dated: 03.02.2023  
(To be submitted on the letter head)**

**DECLARATION**

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India. I certify that M/s.....  
(firm's name) is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that M/s .....  
(firm's name) fulfils at requirements in this regard and is eligible to be considered."  
(where applicable, evidence of valid registration by the competent Authority shall be attached)

I, the undersigned, declare that the item.....originate in.....(Name of the country).

Signature.....

Name.....

Designation.....

Date.....

Stamp of the

Organization.....



**Annexure-III**

**Declaration for Section 206AB of TDS under income tax Act, 1961**  
*(to be submitted on Letter Head)*

Vendor Code: \_\_\_\_\_

M/s \_\_\_\_\_

PAN \_\_\_\_\_ GSTIN \_\_\_\_\_

I/We \_\_\_\_\_ <Legal Name and complete address > PAN: \_\_\_\_\_

\_\_\_\_\_, TAN: \_\_\_\_\_, 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 Acknowledgment Number (15 digit - numeric) (Attach copy of acknowledgments)	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 Jun 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%).